

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
Thursday, October 17, 2019 from 5:45 to 7:45 p.m.
Park View Child & Family Center, 939 S.E. 8th Street, Grants Pass, OR 97526

PRESENT: Jeny Grupe (Treasurer), Lisa Marston, Sandra Maxwell (PC Liaison), Susan Zottola, Tristan Webb (Chair)

ABSENT: Dianne Strong-Summerhays, Linda Deba, Martha Ibarra (Vice-Chair), Sabena Vaughan, Souvanny Miller

STAFF: Katherine Clayton (Executive Director), Kathy Stassi (HR Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Tristan welcomed Sandra and called the meeting to order at 6:05 p.m.

CONSENT AGENDA

MOTION: Susan Zottola made a motion to accept the consent agenda as presented: September 19, 2019 minutes; status of grants in process/grants to be approved: OHSA Charitable Check-Off and GameTime for HS, OCF/AllCare for TFC, and SOELS for Listo; August meals; October monitoring report; October program information summary; receipt of emailed Information Memorandum 19-03 and 19-04 from the Office of Head Start; and receipt of 2018 retirement audit letter and report. Lisa Marston seconded the motion; the motion carried.

STAFF PRESENTATION

1. Personnel Policies

HR Director Kathy Stassi presented a summary of the changes to the personnel policies to match the 2019-2022 CBA ratified last month.

MOTION: Jeny Grupe made a motion to accept the changes to the Personnel Policies as presented. Sandra Maxwell seconded the motion; the motion carried.

2. Staffing

HR Director Kathy Stassi also provided updates on hiring, staff retention, communication, and morale, and recruitment and application flow.

TREASURER'S REPORT

The financial statements for August are in order.

MOTION: Sandra Maxwell made a motion to accept the August 2019 financial statements as presented. Susan Zottola seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Progress Open House

A reminder was made that Progress Early Learning Center is having its ribbon-cutting open house event tomorrow from 12:00 to 1:00 p.m.

2. Policy Changes: Attendance 0-5 and Recruitment

Changes to policies for 0-5 Attendance and Recruitment) were reviewed.

MOTION: Susan Zottola made a motion to approve the policy for 0-5 Attendance as presented. Jeny Grupe seconded the motion; the motion carried.

MOTION: Jeny Grupe made a motion to approve the policy for Recruitment as presented. Lisa Marston seconded the motion; the motion carried.

3. Corporate Resolution

The Beverly Oliver Trust account was set up for the Ashland HS center with former Finance Director Sandi Larson and former Executive Director Alan Berlin listed to administer the account.

MOTION: Sandra Maxwell made a motion to approve the corporate resolution authorizing Finance Director Tina Campbell and Executive Director Katherine Clayton to administer the Beverly Oliver trust account as discussed. Susan Zottola seconded the motion; the motion carried.

4. Corporate Cash Request

HS and EHS received a grant from the Office of HS (OHS) in March to extend service hours and renovate Berlin-A. Preliminary planning was completed and demolition has begun. However, due to processing delays at the federal level, the agency has been in communication with the Regional Office on the following:

- Work cannot proceed to the next phase until the facilities application has been approved by OHS.
- Because unobligated funds won't be spent by October 31, a petition will be submitted to the Office of Grants Management to carry over funds to the 2019-2020 fiscal year.
- In the interim, the Board was asked to approve a loan from corporate cash to pay for outstanding construction work.

MOTION: Lisa Marston made a motion to approve a loan of \$112,441 from corporate cash to pay for outstanding work at Berlin-A. Sandra Maxwell seconded the motion; the motion carried.

5. Health and Safety: OCC

A complaint of improper restraint by a staff member was reported and the incident was found out of compliance but not deficient by OHS and a valid finding by DHS. A corrective action plan was submitted and accepted by OCC.

6. Board Meetings: Time and Days

Opportunity was provided for general discussion of meeting days and times. The current timeframe is not an issue.

COMMITTEE REPORTS

1. Executive

- *Recruitment:* The Board was asked to recruit new members to fill anticipated vacancies.

- *Annual financial support:* Members were encouraged to continue supporting the agency through attendance and involvement as decision makers, and personal contributions/pledges.
- *Committees:* A volunteer(s) is needed to serve on HSAC.

2. Policy Council

Items discussed by PC on October 15 were reported above. The meeting was well-attended by parents who were willing and eager to serve.

NEXT MEETING

The Board will meet Thursday, November 21 at 5:45 p.m. at the Main Office.

The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Jean Lehmann