

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS VIRTUAL MEETING
MINUTES
Thursday, October 17, 2024

PRESENT: Angela Evans (Chair), Jamie Green, Jessica Durrant, Kris Woodburn, Michael Cohen (Vice-Chair), Sabena Vaughan

ABSENT: Lisa Marston (Treasurer)

STAFF: Katherine Clayton (Executive Director), Laurie Hester (Safety Resource Manager), Todd South (Facilities Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established. Angela Evans called the meeting to order at 5:55 p.m.

STAFF PRESENTATION

1. Integrated Pest Management (IPM)

Oregon schools including OPK/Head Start are required to adopt an IPM plan. Safety Resource Manager Laurie Hester reviewed her report on IPM 2023-2024 with the Board.

MOTION: Michael Cohen made a motion to accept the IPM report as presented. Sabena Vaughan seconded the motion; the motion carried.

2. Facilities and Maintenance

Facilities Director Todd South gave an update on his department and projects completed over the summer.

CONSENT AGENDA

MOTION: Kris Woodburn made a motion to accept the consent agenda as follows: September 19 minutes; status of grants in process/grants to be approved (Costco Warehouse Grant, Wish You Well Foundation, and Women's Foundation of Oregon/In the Moment Grant Portfolio for Listo); September enrollment monitoring; monthly program information summary (PIS); and receipt of policies/approaches for policies and procedures with no changes. Jamie Green seconded the motion; the motion carried.

TREASURER'S REPORT

1. Financials

Financial statements for August are in order.

MOTION: Jamie Green made a motion to accept the August financial statements as presented. Michael Cohen seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Self-Assessment

Head Start is required to conduct an annual self-assessment of program functions to ensure compliance with the Head Start Program Performance Standards. Self-assessment is currently in progress and will conclude in December with the final report.

2. Slate of Officers

Angela Evans and Michael Cohen are willing to continue as Chair and Vice Chair; Lisa Marston will be leaving her position as Treasurer when her term ends in December. Members interested in any of the positions may contact Kat.

COMMITTEES

1. Policy Council (PC)

Keana Adams was elected as Board/PC Liaison, and will be attending her first Board meeting in November.

NEXT MEETING

The Board will meet on Thursday, November 21.

MOTION: Jamie Green made a motion to adjourn the meeting. Sabena Vaughan seconded the motion; the meeting ended at 6:20 p.m.

Respectfully Submitted,

Jean Lehmann