

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS VIDEOCONFERENCE MINUTES
Thursday, February 18, 2021

PRESENT: Dianne Strong-Summerhays, Jamie Knight (PC Liaison), Jeny Grupe (Treasurer), Lisa Marston (Vice-Chair), Martha Ibarra, Michael Cohen, Susan Zottola (Chair)

ABSENT: Sabena Vaughan

STAFF: Katherine Clayton (Executive Director), Michael Jay (Operations Director), Tina Campbell (Finance Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Susan called the meeting to order at 5:50 p.m.

CONSENT AGENDA

MOTION: Jeny Grupe made a motion to accept the consent agenda as follows: January 21, 2021 minutes; status of grants in process/grants to be approved (Oregon Parenting Education Collaborative for TFC; Dollar General Literacy Foundation, Ford Foundation, and Gordon Elwood for Listo; and United Way of Jackson County for PFCE); December meals; February monitoring report; and February program information summary. Dianne Strong-Summerhays seconded the motion; the motion carried.

TREASURER'S REPORT

1. Financials

Finance Director Tina Campbell provided an in-depth training on the agency structure, funding, and the financial statements. Content of the financial statements for December were explained; after the training, the Board was asked to accept the report as presented.

MOTION: Michael Cohen made a motion to accept the December financial statements as presented. Martha Ibarra seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Facilities Update

Operations Director Michael Jay gave a PowerPoint presentation highlighting major projects that are or will be completed by spring break. Michael also gave an update on current maintenance projects, future plans for improvement pending funding, and search for a larger facility in Grants Pass.

2. Non-Federal Share (NFS) Waiver

Due to the pandemic, the agency cannot meet the 20% in-kind match that federal grants typically require. The Office of Head Start recognizes the adverse impact of the pandemic, and is allowing requests for a waiver of non-federal match at this time. The Board was asked to approve the request for a waiver.

MOTION: Jamie Knight made a motion to approve the request for a waiver of non-federal match from the Office of Head Start. Jeny Grupe seconded the motion.

3. Vaccine Update

A drive-through vaccine clinic was offered at the Main Office on February 12, during which 68 vaccines were distributed to staff, board volunteers, and community partners who work with the agency. The second drive-through clinic is scheduled on March 12.

COMMITTEES1. Policy Council (PC)

PC met on February 16 and reviewed this month's program information summary filled the alternate secretary and alternate treasurer positions, and received training on ERSEA.

NEXT MEETING

The Board is scheduled to meet Thursday, March 18 at 5:45 p.m.

The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Jean Lehmann