

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

- PRESENT:** Jamie Knight (PC Liaison), Martha Ibarra, Michael Cohen, Susan Zottola (Chair)
- ABSENT:** Dianne Strong-Summerhays, Jeny Grupe (Treasurer), Lisa Marston (Vice-Chair), Sabena Vaughan,
- STAFF:** Katherine Clayton (Executive Director), Kaycee Cottone (ERSEA/IS Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Susan called the meeting to order at 6:00 p.m.

**CONSENT AGENDA**

**MOTION:** Jamie Knight made a motion to accept the consent agenda as follows: February 18, 2021 minutes; status of grants in process/grants to be approved (Oregon Health Authority, Oregon Community Foundation-Latino Student Success and Community Engagement Grant, Roundhouse Foundation-Small Grants Fund, and Meyer Memorial Trust-Equitable Education Fund for Listo); January meals; March monitoring report; March program information summary; and receipt of Office of HS Program Instruction 21-01. Michael Cohen seconded the motion; the motion carried.

**TREASURER'S REPORT**

1. Financials  
Financial statements for January are in order.

**MOTION:** Michael Cohen made a motion to accept the January financial statements as presented. Jamie Knight seconded the motion; the motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

1. FY2021 COLA  
The Board was asked to approve a FY2021 COLA increase of 1.22% for increase in staff wages, additional increase to positions below \$12.75 so that the updated pay scale will meet the new minimum wage of \$12.75 on July 1, and additional increase to cooks' wages by \$1.00 to compete with the local market for this position.

**MOTION:** Michael Cohen made a motion to approve the FY2021 COLA increase of 1.22% as presented. Martha Ibarra seconded the motion; the motion carried.

2. USDA/CACFP Required Budget Revision  
Due to the pandemic, the agency was required by the Oregon Department of Education to submit a mid-year revision of the FY2021 CACFP budget that properly reflects actual services provided up until March 2021.

3. ERSEA

Information System/ERSEA Director Kaycee Cottone gave a PowerPoint presentation on the Eligibility, Recruitment, Selection, Enrollment, and Attendance process as defined by the HS Program Performance Standard, with particular focus on eligibility and selection of children in the program.

The Selection Committee will be meeting Friday, April 9 via Teams at 9:00 a.m.

4. Committees

Board members are needed on the HSAC, Community Assessment/Program Planning, and Personnel committees. Members who can help may contact Katherine.

5. Video Work Rule

*Classroom and External Video Cameras* was added to Work Rule #13 to clarify the protocol for access, storage, observations, and subpoenas for viewing requests.

6. Vaccine Update

The second drive-through vaccine clinic was offered at the Main Office on March 12. About 51% of staff are now vaccinated. The agency also partnered with Walgreens to provide staff with the Johnson and Johnson single-shot COVID vaccine.

**COMMITTEES**

1. Policy Council (PC)

PC met on March 16. In addition to topics covered by the Board on COLA, video work rule, and CACFP, members received a fiscal training by Finance Director Tina Campbell and discussed *Dollar Per Child*.

**NEXT MEETING**

The Board is scheduled to meet Thursday, April 15 at 5:45 p.m.

The meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

Jean Lehmann