

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS VIRTUAL MEETING
MINUTES
Thursday, November 18, 2021

PRESENT: Angela Alexander, Jamie Knight (PC Liaison), Jeny Grupe (Treasurer), Lisa Marston (Vice-Chair), Martha Ibarra, Sabena Vaughan

ABSENT: Dianne Strong-Summerhays, Michael Cohen, Susan Zottola (Chair)

STAFF: Katherine Clayton (Executive Director), Kaycee Cottone (IS/ERSEA Director), Tina Campbell (Finance Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established. Lisa Marston 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: **October 21, 2021 minutes; updates of grants in process and grants to be approved (Ford Family Foundation, AllCare, Jackson Care Connect for Listo); September meals; November program information summary; receipt of 2020-2021 Integrated Pest Management report; and receipt of Policy Council (PC) bylaws changes. Martha Ibarra seconded the motion; the motion carried.**

EXECUTIVE DIRECTOR'S REPORT

1. Vaccine Mandate Policy

OSHA recently issued a rule for employers with 100 or more employees to have all employees get vaccinated or undergo weekly COVID-19 testing and wear a mask at work. A written policy was created; Katherine reviewed the section on testing.

MOTION: Jeny Grupe made a motion to approve the *Vaccination, Testing, and Face Covering Policy and Procedure* as presented. Jamie Knight seconded the motion; the motion carried.

2. Fiscal Training: Financial Statements

Finance Director Tina Campbell provided training on reading the financial statements. She also gave a demonstration of two dashboards that she uses on Sage Intacct to monitor the budget and generate reports.

3. Financials

Financial statements are in order for September.

MOTION: Jeny Grupe made a motion to accept the September financial statements as presented. Angela Alexander seconded the motion; the motion carried.

4. Maintenance Vehicles Request

Finance Director Tina Campbell made a request for the Board to approve the purchase two used maintenance vehicles for a total of \$55K. Details of the proposal were reviewed.

MOTION: Angela Alexander made a motion to approve the purchase of two maintenance vehicles as presented. Jeny Grupe seconded the motion; the motion carried.

5. ERSEA Training

IS/ERSEA Director Kaycee Cottone gave a PowerPoint presentation on eligibility and selection of children and families in the program.

COMMITTEES

1. Executive

Members interested in serving on the Executive Committee may email Katherine.

2. Policy Council (PC)

PC met on November 16 and approved the *Vaccination, Testing, and Face Covering Policy and Procedure*; received an ERSEA training from IS/ERSEA Director Kaycee Cottone, and fiscal training from Finance Director Tina Campbell; and congratulated Angela Alexander, who was reelected to serve as Friend Member At Large on the OHSa Executive Board, and Shandi Phelps, who was newly elected to serve as Staff Rep on the OHSa Executive Board.

NEXT MEETING

The Board will meet on Thursday, December 16 at 5:45 p.m.

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

Respectfully Submitted,

Jean Lehmann