

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS VIRTUAL MEETING
MINUTES
Thursday, December 19, 2024

PRESENT: Jamie Green, Jessica Durrant, Kris Woodburn, Lisa Marston (Treasurer), Michael Cohen (Vice-Chair), Sabena Vaughan

ABSENT: Angela Evans (Chair), Keana Adams (PC Liaison)

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

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

CONSENT AGENDA

MOTION: Kris Woodburn made a motion to accept the consent agenda as follows: November 21 minutes, status of grants in process/grants to be approved (OCF Reed and Carolee Walker Fund and Seedling Justice-General Fund Grant for Listo), September and October Meals, November enrollment monitoring, and monthly program information summary (PIS). Jamie Green seconded the motion; the motion carried.

TREASURER'S REPORT

1. Financials

Financial statements for October are in order.

MOTION: Jamie Green made a motion to accept the October financial statements as presented. Kris Woodburn seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. November Community Partner of the Month

Katherine Clayton and HS Director Stephanie Finch attended the Three Rivers School District (TRSD) board meeting in November to accept the TRSD Community Partner of the Month award for the agency.

2. National Head Start Association Compensation Spotlight

The agency joined the Office of HS (OHS) in a panel discussion featuring 4 (out of 1,600) programs including SOHS with improved wages and benefits for their staff.

3. Rogue River School District RFP

The Rogue River School District received a grant to build an Early Learning Center at Rogue River Elementary, and invited the agency to submit an RFP. HS Director Stephanie Finch will be submitting a proposal for 2 HS classrooms on January 9. Responses are expected the end of January.

Updates were also provided on some related matters:

- Work is in progress on a proposal that will be submitted on January 6 to continue HS services at Grants Pass High School. A response is expected in March.
- Bids were solicited for the playground at Applegate Community Church.
- The Pregnancy Center (owner) is willing to keep Hamilton off the market for about 8 months in exchange for monthly tax, utility, and insurance payments of about \$1,200 by the agency.

MOTION: Jessica Durrant made a motion authorizing the Executive Director to continue payments to the Hamilton Building owner for 8 months until funding is obtained as discussed. Lisa Marston seconded the motion; the motion carried.

- Listo Development Director Rachelle Schaaf, Katherine Clayton, and Sabena Vaughan met with the Gordon Elwood Foundation on Listo’s Bridging the Gap grant application of \$10,000 that was approved by the Board in September, and awarded by the Foundation this month.

4. Officers for 2025

The Board officers for 2025 were announced as follows: Angela Evans, Chair; Michael Cohen, Vice-Chair; and Kris Woodburn, Treasurer.

COMMITTEES

1. Early Childhood Advisory

Minutes and handouts from the December 4 meeting can be found in the Board Member Resource Page.

NEW BUSINESS

1. Farewell to Retiring Board Members

The Board thanked Lisa Marston for her dedication and service to the children and families of SOCFC.

NEXT MEETING

The Board will meet jointly with PC on Thursday, January 16, 2025.

The meeting ended at 6:15 p.m.

Respectfully Submitted,

Jean Lehmann