

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
Thursday, September 19, 2019 from 5:45 to 7:45 p.m.
Main Office, 1001 Beall Lane, Central Point, OR 97502

PRESENT: Linda Deba, Lisa Marston, Martha Ibarra (Vice-Chair), Nathan Fieguth, Souvanny Miller, Susan Zottola

ABSENT: Dianne Strong-Summerhays, Jeny Grupe (Treasurer), Kelley Burnett, Sabena Vaughan, Tristan Webb (Chair)

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

A quorum was established; Martha called the meeting to order at 6:15 p.m.

CONSENT AGENDA

MOTION: Susan Zottola made a motion to accept the consent agenda as presented: June 20, 2019 minutes; status of grants in process; May, June, and July meal counts; August, September, and Quarter 4 monitoring reports; August and September program information summaries; receipt of emailed Information Memorandum 19-02 and Program Instruction 19-01 from the Office of Head Start; and receipt of emailed IRS 990, IRS 990T, and OR CT-12. Linda Deba seconded the motion; the motion carried.

The Board also received requests for action during the summer:

- July: Approve (1) three incentive proposals and (2) a proposal for leasing facilities. The Board approved both by majority vote on July 30.
- August: Approve Lisa Farlin as the new HS Director, and five corporate resolutions authorizing newly hired Executive Director Katherine Clayton to conduct agency business. The Board approved both by majority vote on August 19.

STAFF PRESENTATION

1. Financial Statements

- Finance Director Tina Campbell provided training on reading the financial statements.
- The financial statements for May, June, and July 2019 are all in order.

MOTION: Lisa Marston made a motion to accept the May, June, and July 2019 financial statements as presented. Susan Zottola seconded the motion; the motion carried.

2. Accounting Manual

The Accounting Manual has been updated to include recommendations on accounting and technology terminology, and the mandated Accounting Standards Updates (ASU). Changes must go into effect on November 1 for the new fiscal year.

MOTION: Lisa Marston made a motion to accept changes to the accounting manual as presented. Susan Zottola seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. CBA Ratification

Tentative agreements were signed by the agency and union. Articles with changes were summarized; a recommendation was made for the Board to accept the CBA package between the agency and AFSCME Local 2619 as presented.

MOTION: Nathan Fieguth made a motion to ratify the CBA between the agency and the union as presented. Susan Zottola seconded the motion; the motion carried.

2. Organizational Structure

The organizational chart was revised to reflect recent changes within the agency.

3. Health and Safety Issue

Complaints filed with OHS last year were deemed out of compliance but not deficient. A T&TA specialist from the Regional Office provided on-site assistance with the corrective action, which was submitted to and approved by the Regional Office, and is planning to return in January.

4. Policies: Outside Time and Child Supervision

Policies for Outside Time 0-5 and Child Supervision were reviewed.

MOTION: Souvanny Miller made a motion to approve the policy for Outside Time 0-5 as presented. Linda Deba seconded the motion; the motion carried.

MOTION: Lisa Marston made a motion to approve the policy for Child Supervision as presented. Linda Deba seconded the motion; the motion carried.

5. Best of the Best

SOHS was selected once again as best preschool program in Southern Oregon.

6. Progress Open House

Progress Early Learning Center is having a ribbon-cutting/open house on Friday, October 18 from 12:00 to 1:00 p.m.

COMMITTEE REPORTS

1. Policy Council

September was the last meeting for many of the current members.

NEW BUSINESS

1. Annual Requests: Basic Conflict of Interest Disclosure and Code of Conduct

Members were reminded to submit their completed basic conflict of interest disclosure and code of conduct forms.

NEXT MEETING

The Board will meet on Thursday, October 17 at 5:45 p.m. at Park View in Grants Pass.

The meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Jean Lehmann