

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

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

ABSENT: Sabena Vaughan

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

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

CONSENT AGENDA

MOTION: Jessica Durrant made a motion to accept the consent agenda as follows: June 13 minutes; status of grants in process/grants to be approved (Avista Foundation, Ford Family Foundation-Good Neighbor Portfolio, Meyer Memorial Trust-Our Empowered Youth Portfolio, and Gordon Elwood Foundation for Listo); May and June meals; July and August enrollment and Quarter 4 program goals monitoring reports; monthly program information summary (PIS); receipt of IM 24-02, IM 24-03, and PI 24-05; IRS 990 with checklist and OR CT-12; and Listo 2023-2024 report and testimonials. Jamie Green seconded the motion; the motion carried.

TREASURER'S REPORT

1. Audit Letter and Report

Finance Director Deborah DeSarah gave a comprehensive overview of the audit letter and report of the financial statements ending October 31, 2023. The agency received a clean, unqualified opinion, and qualifies as a low-risk auditee for a single audit.

MOTION: Lisa Marston made a motion to accept the financial audit and management letter ending October 31, 2023 as presented. Jessica Durrant seconded the motion; the motion carried.

2. Financials

Finance Director Deborah DeSarah also gave a comprehensive overview of the financial statements for May, June, and July.

MOTION: Angela Evans made a motion to accept the May, June, and July financial statements as presented. Jamie Green seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Facilities

The agency will be applying for two separate grants by project type to *Business Oregon* for the following locations. The deadline for both grants is September 30.

- Illinois Valley (IV): The agency will be requesting \$499,000 to acquire the Hamilton property in Cave Junction for use as a 0-5 center.

MOTION: Kris Woodburn made a motion to approve the grant application to *Business Oregon* for \$499,000 to purchase the Hamilton property for IV as presented. Lisa Marston seconded the motion; the motion carried with one abstention.

- Fruitdale: The agency will also be requesting about \$600,000 to move and renovate a modular from the Three Rivers School District for use as a HS center. The grant narrative and request for approval will be emailed to the Board. *Update: The Board received and approved the grant application to Business Oregon for \$601,000 with one abstention on September 24 via email.*

2. Annual Requests: Code of Conduct and Conflict of Interest Disclosure

A reminder was made for members to return their completed code of conduct and conflict of interest disclosure forms.

NEXT MEETING

The Board will meet on Thursday, October 17.

The meeting ended at 6:45 p.m.

Respectfully Submitted,

Jean Lehmann