

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
Thursday, February 15, 2018 from 5:45 to 7:45 p.m.
Family Resource Center, 223 S.E. M Street, Grants Pass, OR 97526

PRESENT: Adam August, Brandon Gallego, Hilary Zamudio (Chair), Jeny Grupe (Treasurer), Linda Deba (Vice-Chair), Martha Ibarra, Royal Standley, Sabena Vaughan

ABSENT: Elizabeth Bilden, Susan Zottola, Tristan Webb

STAFF: Nancy Nordyke (Executive Director), Sarah Forga (Health and Nutrition Director), Jean Lehmann (Executive Administrative Assistant)

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

CONSENT AGENDA

MOTION: Royal Standley made a motion to accept the consent agenda as presented: January 18 minutes; status of grants in process/grants to be approved; December meal counts, January monitoring report, February program information summary, and receipt of Program Instruction 18-01 from the Office of Head Start (HS). Adam August seconded the motion; the motion carried.

STAFF PRESENTATIONS

Health and Nutrition Director Sarah Forga gave an overview of her department, which is charged with meeting the health-care needs of all children according to state and federal HS Program Performance Standards (HSPPS) requirements and deadlines.

TREASURER'S REPORT

1. Financial Statements

The financial statements for December 2017 are in order.

MOTION: Royal Standley made a motion to accept the December 2017 financial statements as presented. Adam August seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. SOCFC 50th Anniversary

Work is in process on planning the agency's 50th anniversary celebration. Each center will be incorporating the anniversary of the agency in its family-day activities in the spring. In addition, a community event is scheduled for Thursday, May 3 at the Inn at the Commons. Invitations will be sent in two to three weeks to the Board, past supporters, and new.

2. Facilities

- Medford: The agency is waiting for the Regional Office to approve the application process.

- Grants Pass:
 - Loan documents from the Gordon Elwood Foundation were signed today, after which the down payment will be submitted, and ownership will be transferred to the agency on February 23.
 - The Gordon Elwood Foundation requested a resolution by the Board authorizing Nancy to proceed with the term-loan agreement with the Foundation, which was verified and signed by the Executive Committee members on February 5. A request was made to ratify the resolution as presented.

MOTION: Royal Standley made a motion to ratify the February 5, 2018 resolution of the Board of Directors authorizing term-loan agreement with Gordon Elwood Foundation. Sabena Vaughan seconded the motion; the motion carried.

3. Five-Year Strategic Plan

This year's strategic plans will be developed for the agency; goals and objectives will be written for HS as required by HSPPS. Consultant John Bowling has been contracted to facilitate the planning process. A planning session is scheduled for the Agency Directors and two or three Board members on Wednesday, April 11 from 9:00 a.m. to 3:00 p.m.

COMMITTEE REPORTS

1. Facilities

The committee met on February 1, and meeting minutes were made available to the Board.

2. Policy Council (PC)

PC met on February 13 and took action on proposed changes to the Selection Criteria Policy.

MOTION: Adam August made a motion to approve the proposed changes to the Selection Criteria Policy as presented. Linda Deba seconded the motion; the motion carried.

OLD BUSINESS

1. Executive Director Evaluation

The Board went into executive session from 6:50 p.m. to 7:20 p.m. to discuss the Board's annual evaluation of the executive director's performance. Hilary presented a summary of Board member and key agency staff responses to an electronic survey evaluating the executive director's performance. The Board reviewed the summary and the executive director's goals and accomplishments for the past review period.

The Board determined that future years' executive director performance reviews will be based on the fiscal year (October to September) with the final annual evaluation due at November's Board meeting.

MOTION: Royal Standley moved to accept the performance evaluation and to increase the executive director's compensation by 3.5% retroactive to November 2017. Jeny Grupe seconded the motion; the motion carried.

2. Listo: Board Training with Casey Woodard

Nancy has been discussing fund development with consultant Casey Woodard. Casey is available to provide a follow-up training. However, instead of training, a process was recommended for Nancy to identify goals including corporate cash, scope or size, and outcomes; and present the proposed plan to the Board for a decision.

NEW BUSINESS

1. Training Opportunity: Oregon Non-Profit Leaders Conference

The annual Oregon Non-Profit Leaders Conference is scheduled on April 16 and 17 at the Ashland Hills Hotel and Suites. Additional information can be found at <http://www.oregonnonprofitleadersconference.org>. Board members interested in attending may email Jean.

2. Board Recruitment

Members were encouraged to recruit and forward contact information of potential candidates to Hilary.

NEXT MEETING

The Board will meet on Thursday, March 15 at 5:45 p.m. at the Main Office Blue Building conference room.

The meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

Jean Lehmann