

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS VIRTUAL MEETING
MINUTES
Thursday, April 20, 2023

PRESENT: Angela Alexander (Chair), Jamie Knight, Jeny Grupe, Jessica Durrant, Lisa Marston (Treasurer), Michael Cohen (Vice-Chair), Sabena Vaughan, Stephanie Boylen (PC Liaison)

ABSENT: Martha Ibarra

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

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

CONSENT AGENDA

MOTION: Jessica Durrant made a motion to accept the consent agenda as follows: **March 16 minutes; status of grants in process/grants to be approved (Costco Corporate Community, Costco Warehouse, WalMart Community, Nora Roberts Foundation, W.K. Kellogg Foundation, and Seeding Justice for Listo); February meals; April enrollment report; April program information summary; and receipt of Information Memorandum 23-01 and vaccine-and-testing-requirements update from the Office of Head Start (OHS).** Lisa Marston seconded the motion; the motion carried.

TREASURER'S REPORT

1. Financials
Financial statements are in order for February 2023.

MOTION: Michael Cohen made a motion to accept the February 2023 financial statements as presented. Stephanie Boylen seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Self-Assessment
An internal examination of program functions is conducted annually to ensure compliance with the HS Program Performance Standards. The Fiscal Year 2023 Focus Area 1 monitoring protocol from OHS was used; a quick recap of the results was provided.

MOTION: Stephanie Boylen made a motion to accept the 2022-2023 self-assessment report as presented. Jamie Knight seconded the motion; the motion carried.

2. Federal COLA (Cost-of-Living Adjustment) and QI (Quality Improvement)

The agency has the opportunity to apply for a federal COLA and QI grant with the 2022-2023 grant period. Based on staff needs, the Board was asked to approve the following:

- Apply 100% of COLA to staff wages, and a small increase to staff support.
- Apply 90% of QI to building maintenance/repair, and 10% to recruitment of children and personnel.
- Request a non-federal share (NFS) waiver for these funds since 100% of our grant funds have already been allocated to NFS.

MOTION: Jamie Knight made a motion to approve the budgets and NFS waiver for the 2022-2023 COLA/QI grant as presented. Michael Cohen seconded the motion; the motion carried.

COMMITTEES

1. Community Assessment/Program Planning

The HS and EHS plans for 2023-2024 were reviewed; the Board was asked to approve the proposal.

MOTION: Jessica Durrant made a motion to approve the 2023-2024 HS and EHS program plans as presented. Lisa Marston seconded the motion; the motion carried.

2. Health Services Advisory Committee (HSAC)

Topics discussed this month include review of the COVID-19 mitigation plan and the prenatal mom program and home-base services.

2. Policy Council (PC)

The March meeting included a public comment on policy changes, approval of a change to the PC bylaws, and report on meeting with local representatives in Salem. The April meeting included a public comment on policy changes, TFC parenting classes, program end dates, approval of the self-assessment report and COLA, and Kiddo-Copia.

NEXT MEETING

The Board will meet on Thursday, May 18 at 5:45 p.m. via Teams.

ADJOURNMENT

MOTION: Michael Cohen made a motion to adjourn the meeting. Lisa Marston seconded the motion; the meeting adjourned at 6:25 p.m.

Respectfully Submitted,

Jean Lehmann