

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
Thursday, February 20, 2020 from 5:45 to 7:45 p.m.
Park View Child & Family Center, 939 S.E. 8th Street, Grants Pass, OR 97526

PRESENT: Lisa Marston (Vice-Chair), Martha Ibarra, Michael Cohen, Sabena Vaughan, Sandra Maxwell (PC Liaison), Susan Zottola (Chair)

ABSENT: Dianne Strong-Summerhays, Jeny Grupe (Treasurer), Linda Deba

GUEST: Christine Mooney (Principal, Redwood Elementary)

STAFF: Katherine Clayton (Executive Director), Kaycee Cottone (IS/ERSEA Director), Jean Lehmann (Executive Administrative Assistant)

Susan called the meeting to order with a welcome to new member Michael, guest Christine, and staff presenter Kaycee. A quorum was established at 6:20 p.m.

CONSENT AGENDA

MOTION: Michael Cohen made a motion to accept the consent agenda as follows: **December 19, 2019 minutes; status of grants in process/grants to be approved (Census Equity Funding Committee of Oregon and OCF Latino Partnership Program for Listo); November and December meal counts; January and February monitoring reports; January and February program information summaries; and receipt of OHS PI 19-02, PI 20-01, and IM 20-01. Martha Ibarra seconded the motion; the motion carried.**

Because the joint Board and PC meeting last month was canceled, a request was communicated to the Board and PC to approve the purchase of a maintenance vehicle from OPK for Maintenance staff serving centers in Josephine County. The Board unanimously approved the request by email on January 16.

STAFF PRESENTATION

1. ERSEA

Information System/ERSEA Director Kaycee Cottone gave a PowerPoint training on the Eligibility, Recruitment, Selection, Enrollment, and Attendance process as defined by the HS Program Performance Standard, with particular focus on eligibility and selection of children in the program. PC received their training on February 18.

2. Selection Criteria Policy

Changes to the selection criteria were approved by PC on February 18, which included adding *homeless-unsheltered* with points, increasing points for *child's primary language is not English*, and clarifying full-day duration services.

MOTION: Michael Cohen made a motion to accept the proposed changes to the Selection Criteria Policy as presented. Sandra Maxwell seconded the motion; the motion carried.

TREASURER'S REPORT

The financial statements for November and December are in order.

MOTION: Michael Cohen made a motion to accept the November and December 2019 financial statements as presented. Sandra Maxwell seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Request for Approval: Purchase Playground Sunshade for Park View (PV)

A request was made to approve the purchase of a playground sunshade for PV from the 2019-2020 OPK budget. A grant application submitted to the Oregon Head Start Association/Charitable Check-off was approved to help with the purchase. PC approved the request on February 18.

MOTION: Sabena Vaughan made a motion to approve the purchase of a playground sunshade for Park View from the 2019-2020 OPK budget as presented. Michael Cohen seconded the motion; the motion carried.

2. Mid-Year Staff Survey

A staff satisfaction survey was sent soliciting mid-year responses regarding management reforms. Overall responses were positive; another survey will be sent at the end of the year.

3. Corrective Action Plan

Lisa and a PC rep participated in a phone conference with the Executive Director, program directors, and the Regional Office on February 13 regarding final review of the corrective action plan and supporting documents to ensure children's health and safety.

COMMITTEE REPORTS

1. Early Childhood Advisory

The committee met on February 10; discussion included HS *Individual Child Report* to kindergarten teachers, second-quarter assessments, and HS SSIDs to school districts for tracking progress of HS students in k-12.

2. Policy Council

Actions taken by PC on February 18 were reported above. The agenda also included the Parent Concern Resolution, the Oregon HS Association winter conference, and the Dollar-Per-Child campaign.

3. Facilities

The committee met on February 13; topics included playground installations this summer, remodeling updates, initial ADA compliance surveys at centers, and upcoming projects.

4. TIC (Trauma-Informed Committee)

The committee met on January 10; topics included staff safety, Employee Assistance Plan, and agency values implementation.

NEW BUSINESS

1. Oregon Non-Profit Leadership Breakfast Forum

The annual Oregon Nonprofit Leaders Conference Forum Breakfast for Board members is Tuesday, April 21 from 7:00 to 8:30 a.m. at the Ashland Hills Hotel and Suites.

NEXT MEETING

The Board will meet Thursday, March 19 at the Main Office

EXECUTIVE SESSION

The Board excused staff and went into Executive Session from 7:30 to 7:45 p.m. to review goals for the Executive Director's evaluation and salary for the Executive Director.

MOTION: Michael Cohen made a motion to accept the Executive Director's evaluation and salary increase as discussed. Sandra Maxwell seconded the motion; the motion carried.

The meeting ended at 7:45 p.m.

Respectfully Submitted,

Jean Lehmann