

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS VIDEOCONFERENCE MINUTES**  
**Thursday, May 20, 2021**

**PRESENT:** Jamie Knight (PC Liaison), Lisa Marston (Vice-Chair), Martha Ibarra, Michael Cohen, Susan Zottola (Chair)

**ABSENT:** Dianne Strong-Summerhays, Jeny Grupe (Treasurer), Sabena Vaughan

**STAFF:** Katherine Clayton (Executive Director), Bethanee Grace (TFC Program Coordinator), Patty Gutierrez (Listo Program Director), Rachelle Schaaf (Listo Development Director), Jean Lehmann (Executive Administrative Assistant)

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

### **CONSENT AGENDA**

**MOTION:** Lisa Marston made a motion to accept the consent agenda as follows: April 15, 2021 minutes; status of grants in process/grants to be approved (Oregon Community Foundation-Early Childhood Summer Support for TFC, The Collins Foundation for Listo); March meals; May monitoring report; April and May program information summaries; receipt of agency contracts, leases, and insurance; and receipt of Program Instruction 21-03. Michael Cohen seconded the motion; the motion carried.

### **TREASURER'S REPORT**

1. Financials

Financial statements for March are in order. Work is in progress on the agency audit.

**MOTION:** Jamie Knight made a motion to accept the March financial statements as presented. Martha Ibarra seconded the motion; the motion carried.

### **EXECUTIVE DIRECTOR'S REPORT**

1. Listo

Listo Development Director Rachelle Schaaf and Listo Program Director Patty Gutierrez gave a presentation on the Listo family literacy program. Listo has been in operation for 25 year. The program has grown and is currently seeking a larger facility in Medford for 2022-2023. Go to <https://www.socfc.org/programs/Listo/> for more information—Listo will be getting its own website this summer at [www.listofamily.org](http://www.listofamily.org).

2. The Family Connection (TFC)

TFC Program Coordinator Bethanee Grace gave a presentation on the TFC parent education program, which provides materials to families and training to parents through the support of the agency and other partners. Go to <https://tinyurl.com/ysx4a3xm> and <https://thefamilyconnect.org/parenting-educators/> for more information.

3. Annual Report

Katherine went over the annual report for 2019-2020, which can be found at <https://www.socfc.org/wp-content/uploads/SOHS-Annual-Report-2020.pdf>.

4. Staff Survey

A year-end satisfaction survey was recently sent to staff to solicit feedback regarding agency communication and support during COVID.

5. Center Closures due to COVID  
ABC-B, Parkview, and Progress were closed two weeks ago due to exposure and positive tests for COVID.

6. Agency Directors  
Katherine Clayton asked for a step increase for four agency directors

**MOTION: Lisa Marston made a motion to approve a step increase for the agency directors as discussed. Michael Cohen seconded the motion; the motion carried.**

#### **COMMITTEES**

1. Budget  
The committee met on May 13 and approved the budget and cost allocations for 2021-2022.

**MOTION: Michael Cohen made a motion to approve the 2021-2022 budget, change of scope, and cost allocations as presented. Jamie Knight seconded the motion; the motion carried.**

2. Community Assessment/Program Planning  
The committee met on May 12 and reviewed the Community Assessment Update 2021. They also approved the 2021-2022 program plans to convert 36 HS slots to 9 EHS slots and provide 1 virtual class of 20.

**MOTION: Michael Cohen made a motion to approve the 2021-2022 HS and EHS program plans as presented. Lisa Marston seconded the motion; the motion carried.**

3. Executive  
HR Director Kathy Stassi will be contacting Susan Zottola about the Executive Director appraisal for June.

4. Self-Assessment  
An internal examination of program functions is conducted annually to ensure compliance with the HS Program Performance Standards. The final report summarizes the agency's work to meet federal requirements and flexibilities to operate successfully during COVID.

**MOTION: Lisa Marston made a motion to accept the 2020-2021 self-assessment final report as presented. Jamie Knight seconded the motion; the motion carried.**

5. Policy Council (PC)  
PC met on May 18; topics included items and actions discussed above by the Board.

#### **NEXT MEETING**

The Board will be meeting Thursday, June 17 at Tap Rock Northwest Grill in Grants Pass at 5:45 p.m.

The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Jean Lehmann