

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
**MINUTES**  
**Thursday, October 20, 2022**

**PRESENT:** Angela Alexander (Vice-Chair), Jamie Knight, Lisa Marston, Martha Ibarra, Michael Cohen

**ABSENT:** Jeny Grupe (Treasurer), Susan Zottola (Chair)

**STAFF:** Katherine Clayton (Executive Director), Deborah DeSarah (Finance Director), Todd South (Facilities Director), Laurie Hester (Safety Compliance Manager), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Angela Alexander called the meeting to order at 5:50 p.m.

**TREASURER'S REPORT**

1. Financials

The financial statements for August are in order.

**MOTION: Michael Cohen made a motion to accept the August financial statements as presented. Jamie Knight seconded the motion; the motion carried.**

2. Federal Grants Close-Out

Federal COLA, Quality Improvement, and COVID carryover funds were received and included in the budget. These and remaining Head Start/Early Head Start funds must be spent by the end of the federal grant year on October 31.

3. Loan Renewal

The loan for the Head Start center in Central Point will mature on November 26. Finance Director Deborah DeSarah is working with the bank to get an appraisal of the building, and will present terms of the renewal loan to the Board for approval at the next meeting.

**STAFF PRESENTATION**

1. Facilities Director

Katherine introduced Facilities Director Todd South to the Board.

2. Integrated Pest Management

Oregon schools including facilities operating OPK/Head Start programs are required to adopt an IPM plan. Safety Compliance Manager Laurie Hester went over the IPM plan and monitoring report for 2021.

**MOTION: Michael Cohen made a motion to accept the 2021 IPM report as presented. Lisa Marston seconded the motion; the motion carried.**

3. Retirement Compensation for Agency Directors and the Executive Director

HR Director Kathy Stassi proposed changes to the retirement compensation agreements effective the next academic year for Directors to align with industry standards for Agency Directors and the Executive Director

**MOTION: Jamie Knight made a motion to approve changes to the retirement compensation agreements for Agency Directors and the Executive Director as presented. Angela Alexander seconded the motion; the motion carried.**

## **CONSENT AGENDA**

**MOTION: Michael Cohen made a motion to accept the consent agenda as follows: September 15, 2022 minutes; status of grants in process/grants to be approved (Ford Family Foundation/Children, Youth, and Families Fund for Listo); August meals; October enrollment report; October program information summary; and receipt of Information Memoranda 22-07 from the Office of Head Start. Martha Ibarra seconded the motion; the motion carried.**

## **EXECUTIVE DIRECTOR'S REPORT**

### **1. Bylaws**

Michael did a complete review of the current and previous bylaws, and recommended not to make any changes at this time.

**MOTION: Michael Cohen made a motion to keep the current bylaws as presented. Lisa Marston seconded the motion; the motion carried.**

### **2. Head Start Director Position**

Katherine made a recommendation for the Board to approve moving Stephanie Finch from interim to permanent Head Start Director.

**MOTION: Angela Alexander made a motion to move Stephanie Finch from interim to permanent Head Start Director. Michael Cohen seconded the motion; the motion carried.**

### **3. Application**

Katherine recommended the Board accept the application of Jessica Durrant, Director of K-8 Curriculum and Instruction at Three Rivers School District.

**MOTION: Lisa Marston made a motion to accept the application of Jessica Durrant for Board membership. Michael Cohen seconded the motion; the motion carried.**

Katherine also recommended the Board accept the application of former Board member and Head Start parent Sabena Vaughan.

**MOTION: Lisa Marston made a motion to accept the application of Sabena Vaughan for Board membership. Jamie Knight seconded the motion; the motion carried.**

4. Nomination for Slate of Officers

Members interested in serving on the Executive Committee may contact Katherine.

5. Self-Assessment

Head Start is required to conduct an annual self-assessment of their program. The process will start in November and may take five to six months to complete. As soon as plans are developed, Board members will be asked to participate in interviews.

**COMMITTEES**

1. Policy Council

The PC group had their new member orientation this past Monday, and their first meeting and election of officers the following day. Stephanie Boylen was elected as the new PC/Board Liaison. She will be attending her first Board meeting in December.

**OLD BUSINESS**

1. Annual Requests: Basic Conflict of Interest Disclosure and Code of Conduct

Members were reminded to complete and submit their conflict of interest disclosure and code of conduct forms.

**NEXT MEETIN**

The Board will reconvene via Teams on Thursday, December 15 at 5:45 p.m.

**ADJOURNMENT**

**MOTION: Angela Alexander made a motion to adjourn the meeting. Michael Cohen seconded the motion; the motion carried.**

The meeting ended at 6:40 p.m.

Respectfully Submitted,

Jean Lehmann