

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
Wednesday, June 26, 2019 from 5:45 to 7:45 p.m.
Park View, 939 S.E. 8 Street, Grants Pass, OR 97526

PRESENT: Dianne Strong-Summerhays, Jeny Grupe (Treasurer), Kelley Burnett, Linda Deba, Lisa Marston, Martha Ibarra (Vice-Chair), Nathan Fieguth (PC Liaison), Sabena Vaughan, Souvanny Miller, Susan Zottola, Tristan Webb (Chair)

STAFF: Nancy Nordyke (Executive Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Tristan called the meeting to order at 6:05 p.m.

CONSENT AGENDA

MOTION: Susan Zottola made a motion to accept the consent agenda as presented: May 21, 2019 minutes; status of grants in process/grants to be approved: AllCare, Jackson Care Connect, and Northwest Health (for Listo); April meal counts; June and Quarter 3 monitoring reports; and June program information summary. Martha Ibarra seconded the motion; the motion carried.

COMMITTEE REPORTS

1. Policy Council (PC)

In addition to items that will be presented to the Board later, PC also reviewed the following:

- Family survey results: Parents expressed overall satisfaction with HS and EHS.
- PC bylaws: Changes were summarized.

MOTION: Dianne Strong-Summerhays made a motion to accept the summary of revisions to the PC bylaws as presented. Kelley Burnett seconded the motion; the motion carried.

2. Budget

- The HS and EHS 2019-2020 program budget proposals for the federal and state grants were presented. Program proposals include respective equipment costs that require Regional Office approval: A commercial dishwasher and a new playground for HS, and a commercial dishwasher for EHS.

MOTION: Susan Zottola made a motion to approve the HS and HS/OPK 2019-2020 budget and the EHS and EHS/OPK 2019-2020 budget as presented. Sabena Vaughan seconded the motion; the motion carried.

- HS and EHS received a \$2.7 million duration grant to provide a longer school day and year for over 350 children. Because this funding source is based on hours of service rather than number of children served, a cost-allocation plan was presented for charging expenses.

MOTION: Kelley Burnett made a motion to approve the 2019-2020 cost allocation plan as presented. Dianne Strong-Summerhays seconded the motion; the motion carried.

3. Investment

The committee met and reviewed the investment report and recommendations to maintain the 60/40 allocation in stocks and bonds for the Beverly Oliver Trust as presented.

TREASURER'S REPORT

1. Audit Presentation

The financial audit report ending October 31, 2018 was presented. The agency received a clean, unmodified opinion with no internal control deficiencies and non-compliances.

MOTION: Kelley Burnett made a motion to accept the financial audit and management letter ending October 31, 2018 as presented. Linda Deba seconded the motion; the motion carried.

2. Financial Statements

The financial statements for April are in line with the budget.

MOTION: Nathan Fieguth made a motion to accept the April 2019 financial statements as presented. Susan Zottola seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. EHS-Cave Junction: Change in Services

The renovation project at the EHS center in Cave Junction will take about a month to complete. Plans are made to continue home visits but reduce classroom time by 11 days.

2. School-Readiness Goals for 2019-2020

The Board reviewed the 2019-2020 HS and EHS school-readiness goals.

MOTION: Kelley Burnett made a motion to accept the HS and EHS school-readiness goals for 2019-2020 as presented. Sabena Vaughan seconded the motion; the motion carried.

2. IRS 125 Cafeteria Plan

The IRS 125 premium-only plan is effective September 1 to August 31. Unless there are regulation changes with major impact or cost to the agency, the Board made a decision to present and authorize the adoption of the 125 plan annually at the June meeting.

MOTION: Sabena Vaughan made a motion to adopt the 125 Premium-Only Plan effective September 1, 2019 through August 31, 2020 with no material changes. Lisa Marston seconded the motion; the motion carried.

3. Strategic Plans for Agency, HS/EHS, and Listo

- Agency: Progress on plans for the quarter was summarized
- HS/EHS: Progress on plans for the third quarter was provided.
- Listo:

- Year-end: The final program report and progress on plans for the quarter were provided.
- Future space: Listo is currently serving families at Central Medford High School. The contract will be ending after next year. Listo is exploring other locations.

4. Health and Safety Issue

A child supervision incident is being followed up.

5. Progress Early Learning Center

The last inspection will be completed soon, and the center is expected to open for services in September. An open house will probably be scheduled for September.

6. Federal Review

The agency is scheduled for a Focus 1 monitoring next year.

OLD BUSINESS

1. Executive Director

- Transition: The committee offered the Executive Director position to current Assistant HS Director Katherine Clayton, who accepted.
- Recognition: Nancy's retirement celebration is scheduled for Thursday, September 5 at the Downtown Market Company at 123 West Main Street in Medford from 5:00 to 8:00 p.m.

NEW BUSINESS

1. Summer Meetings

Meetings are tentatively scheduled for July 18 and August 15.

NEXT MEETING

The Board will meet on Thursday, September 19 at 6:00 p.m. at the Main Office

The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Jean Lehmann