

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS VIRTUAL MEETING
MINUTES
Thursday, April 21, 2022

PRESENT: Angela Alexander (Vice-Chair), Jamie Knight, Jeny Grupe (Treasurer), Lisa Marston, Martha Ibarra, Michael Cohen, Susan Zottola (Chair), Tammy Free (PC Liaison)

STAFF: Katherine Clayton (Executive Director), Deborah DeSarah (Interim Finance Director), Nikki Hill and Shandi Phelps (PFCE Managers), Jean Lehmann (Executive Administrative Assistant)

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

CONSENT AGENDA

MOTION: Tammy Free made a motion to accept the consent agenda as follows: March 17, 2022 minutes; updates of grants in process and grants to be approved (Josephine County Education Fund/Coalition For Kids for TFC; OCF Trail Blazers Foundation Fund/Learn Grant and Seeding Justice General Fund Grant for Listo); February meals; April program information summary; receipt of ACF Program Instruction 22-02, and receipt of the retirement audit letter and report. Michael Cohen seconded the motion; the motion carried.

TREASURER'S REPORT

1. Interim Finance Director

The Board was given the opportunity to meet interim Finance Director Deborah DeSarah.

2. Financial Audit Letter and Report

The Board received the letter and financial report ending October 31, 2021 from the auditor. The agency received a clean, unmodified opinion with no internal control deficiencies and non-compliances.

MOTION: Jeny Grupe made a motion to accept the financial audit and management letter ending October 31, 2021 as presented. Jamie Knight seconded the motion; the motion carried.

3. Financials

Financial statements for February are in order as reviewed by Interim Finance Director Deborah DeSarah.

MOTION: Lisa Marston made a motion to accept the February financial statements as presented. Michael Cohen seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. COVID-19 Vaccination, Masking, and Test Requirements Revisions

HS Program Performance Standards require adults to wear masks when interacting with children indoors. Effective April 1, 2022, the Early Learning Division and the Oregon Health Authority no longer require masks in child care. The policy was updated and emailed to the Board on April 12 for review, and unanimously accepted by the Board on April 13.

2. Family Support During COVID

Parent, Family, and Community Engagement (PFCE) Managers Nikki Hill and Shandi Phelps gave a PowerPoint presentation of the work that PFCE accomplished these last two years during COVID to ensure the needs of children and families are served and met.

3. Finance Director Position

Deborah DeSarah was hired on an interim basis to replace Tina Campbell, who left her position as Finance Director. The Board was asked to approve Deborah as the Finance Director.

MOTION: Michael Cohen made a motion to approve Deborah DeSarah as the new Finance Director. Susan Zottola seconded the motion; the motion carried.

COMMITTEES

1. Executive

Funders frequently ask the following questions about board commitment and support of its organization:

- Meeting attendance and involvement as decision maker: Members are encouraged to keep SOCFC Board service a priority and attend meetings regularly.
- Personal contributions/pledges: The SOCFC Board supports full member participation. A letter of support was sent encouraging 100% of SOCFC Board members to give within their means.

2. Health Services Advisory

The committee met on April 14. Committee members from the Board weren't able to attend, but minutes from the meeting can be accessed in Dropbox and OneDrive.

3. Policy Council

PC met on April 19. Items included review of changes to the COVID policy on masks, new flower beds that will be coming to centers, kindergarten launch, and review of the financials.

NEXT MEETING

The Board will meet jointly with the Policy Council on Tuesday, May 24 at 5:30 p.m.

MOTION: Jamie Knight made a motion to adjourn the meeting. Lisa Marston seconded the motion; the motion carried with the meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Jean Lehmann