

<p>SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC. JOINT BOARD OF DIRECTORS AND POLICY COUNCIL MEETING MINUTES Tuesday, May 21, 2019 from 6:00 to 8:30 p.m. Table Rock Fellowship, 3610 N. Pacific Highway, Medford OR 97501</p>
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PRESENT:	Jeny Grupe	Kelley Burnett	Linda Deba
(BD)	Lisa Marston	Martha Ibarra	Sabena Vaughan
	Souvanny Miller	Susan Zottola	Tristan Webb
(BD/PC)	Nathan Fieguth		
(PC)	Alicia Waldon	Andrew Monie	Angela Alexander
	Brittney Parsons	Courtney Friedt	Donea Murdoch
	Jamie Knight	Jessica Ortiz	Kristen Aguiar
	Lynn Greeley	Mariah Taylor	Maylene Cherry
	Michelle Wilde	Monique Avila	Naomi Walsh
	Rebecca Price	Sandra Beckman	Taylor Sickau
	Tia Behrens	Valina Eichman	
(STAFF)	Blair Johnson	Karen Lujan-Valerio	Katherine Clayton
	Lisa Farlin	Maria Arroyo	Michelle Homer-Anderson
	Nancy Nordyke	Nikki Hill	Yoana Martinez
	Jean Lehmann		

The meeting was called to order at 6:00 p.m. by PC Chair Maylene Cherry. A PC quorum was established after roll call; no members of the public were in attendance.

WARM-UP ACTIVITY

Members engaged in small-group conversations on “If Questions and Reflections.”

CENTER SHARING

A slide show was presented on Science Night at ScienceWorks in Ashland on May 9 with 58 families in attendance.

PC CONSENT AGENDA

Opportunity was provided for questions and clarifications.

MOTION: Angela Alexander (HS-IV) made a motion to accept the consent agenda. Sandra Beckman (EHS-CJ) seconded the motion; the motion carried.

EXECUTIVE DIRECTOR’S REPORT

1. Progress Early Learning Center
 Construction has been delayed due to additional requirements and re-submission of the re-budget request. Work has resumed, occupancy is expected on June 15, and an open house is anticipated possibly in July.
2. Executive Director Hiring Update
 Executive Director Nancy Nordyke will be retiring in August. The position was posted on April 1 and closed on April 26. Of the applications received, five were invited back for interviews with the committee. The committee will be doing additional work to define the process, and may have a recommendation in June.

3. Education Bill Update

The Oregon legislature approved House Bill 3427, a measure to increase funding through new business taxes for early learning programs. The bill will go into effect next year.

HS AND EHS DIRECTORS' REPORT

1. Program Information Summary

Items on this month's Program Information Summary were reviewed.

COMMITTEE REPORTS

1. Community Assessment/Program Planning

The committee met on April 23 and reviewed program proposals for 2019-2020, as well as the Community Assessment Update for 2019.

- The supplemental duration grant to increase program hours was funded in March 2019.
 - The grant allows EHS to convert 5 part-day classes into 5 duration classes, and 1 additional part-day slot into a duration slot at EHS-Berlin; the subsequent proposal for EHS 2019-2020 program options was reviewed.

MOTION: Jamie Knight (HS-ABC) made a motion to accept the proposed EHS program options for 2019-2020 as presented. Brittney Parsons (HS-OH) seconded the motion; the motion carried.

- The grant allows HS to provide duration in 11 classes to serve 212 children; the subsequent proposal for HS 2019-2020 programming was reviewed.

MOTION: Brittney Parsons (HS-OH) made a motion to accept the proposed 2019-2020 HS programming as presented. Jamie Knight (HS-ABC) seconded the motion; the motion carried.

- A comprehensive community assessment is required every five years with updates in between. The Community Assessment Update 2019 was reviewed.

MOTION: Sandra Beckman (EHS-CJ) made a motion to accept the Community Assessment Update 2019 as presented. Taylor Sickau (community rep) seconded the motion; the motion carried.

2. Early Childhood Advisory

The committee met and discussed school-readiness goals, which will be presented in June for approval; transitions and kindergarten visits; family engagement and opportunity gap; and child outcomes data.

3. Diversity, Equity, and Inclusion (DEI)

The DEI subcommittee is planning to look at updating the agency website so that information is available in English and Spanish, collaborating with Listo to have welcome signs at all centers in English and Spanish; and agency implementation of the Planned Language Approach.

4. Health Services Advisory

The committee met; among the topics discussed were well-child and dental exams, the Health Smarts family health literacy program, health kickoffs from July 22 through August 2, and the sunscreen policy.

5. PC Bylaws

Work is in process reviewing the bylaws; proposed changes will be presented in June for review and approval.

6. Facilities

The committee met, reviewed upcoming projects for the summer, and toured Progress at the end of the meeting.

7. State Meeting

There were no reports at this time.

A BREAK WAS TAKEN AT 7:45 P.M., AFTER WHICH PC AND BOARD MET SEPARATELY.
THE BOARD RESUMED MEETING AT THE MAIN OFFICE AT 8:00 P.M.

MOTION: Kelley Burnett made a motion to accept the consent agenda as presented: April 18, 2019 minutes; status of grants in process/grants to be approved; March meal counts; May monitoring reports; and May program information summary. Jeny Grupe seconded the motion; the motion carried.

TREASURER'S REPORT

1. Financial Statements

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

MOTION: Susan Zottola made a motion to accept the March 2019 financial statements as presented. Souvanny Miller seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Re-Budget Request

Fire suppression requirements and costs were added to construction at Progress. As a result, the re-budget request submitted in February was amended and re-submitted with PC and Board approval to OHS. To expedite the process, the revised re-budget request was approved by PC and the Board Executive Committee; the Board was asked to ratify the action.

MOTION: Kelley Burnett made a motion to ratify the revised 2018-2019 HS and EHS re-budget request from the original total of \$242,277 to \$250,616 as presented. Sabena Vaughan seconded the motion; the motion carried.

2. Progress Payment

Work on plan and cost amendments and re-budget request requiring approval has delayed payment of a contractor's bill. An update was received that OHS approved the re-budget request, and that the Office of Grants Management will be reallocating the funds in this year's budget.

MOTION: Sabena Vaughan made a motion to authorize payment of a bill out of corporate cash to complete construction at Progress as discussed. Lisa Marston seconded the motion; the motion carried.

3. PC Actions: HS Program Plans, EHS Program Plans, Community Assessment

Action was requested on the HS and EHS program plans and community assessment update that were presented at the joint session.

MOTION: Kelley Burnett made a motion to accept the proposed 2019-2020 HS programming approved earlier by PC. Linda Deba seconded the motion; the motion carried.

MOTION: Kelley Burnett made a motion to accept the proposed EHS program options for 2019-2020 approved earlier by PC. Jeny Grupe seconded the motion; the motion carried.

MOTION: Kelley Burnett made a motion to accept the Community Assessment Update 2019 approved earlier by PC. Souvanny Miller seconded the motion; the motion carried.

4. The Family Connection (TFC) Strategic Planning

Board members were reminded to respond to TFC about the strategic planning session on May 31.

5. PC Bylaws

PC (and Board) is responsible for approving personnel policies and procedures, including the criteria for hiring and dismissal of staff. This responsibility is in the bylaws. PC also has an active role on hiring panels; the Board did not deem it necessary to include the Executive, HS, and EHS Directors in the PC bylaws.

6. Investment Committee

The investment committee meets once a year with Raymond James to review the Beverly Oliver Trust Account, and is looking for another Board member to join the group.

OLD BUSINESS

1. Executive Director Hiring

The hiring committee gave an update on the process to replace the Executive Director during the joint session.

NEXT MEETING

The Board will meet on Wednesday, June 26 at 6:00 p.m. at Park View.

The meeting adjourned at 9:00 p.m.

Respectfully Submitted,

Jean Lehmann