

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS VIDEOCONFERENCE MINUTES
Thursday, May 21, 2020

PRESENT: Dianne Strong-Summerhays, Jeny Grupe (Treasurer), Lisa Marston (Vice-Chair), Martha Ibarra, Michael Cohen, Sabena Vaughan, Susan Zottola (Chair)

ABSENT: Linda Deba, Sandra Maxwell (PC Liaison)

STAFF: Katherine Clayton (Executive Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; the meeting was called to order at 5:55 p.m.

CONSENT AGENDA

MOTION: Michael Cohen made a motion to accept the consent agenda as follows: April 16, 2020 minutes; status of grants in process/grants to be approved (Women’s Foundation of Oregon COVID-19 Rapid Response Fund for Listo; AllCare COVID-19 Resiliency Fund respectively for Listo, TFC, and HS/EHS); February meal counts; May (recruitment) monitoring report; May program information summaries; and receipt of agency contracts, leases, and insurance; Forms 990 and 990-T; and ACF IM 20-03 and PI 20-04. Dianne Strong-Summerhays seconded the motion; the motion carried.

TREASURER’S REPORT

1. Financials

The financial statements for March are in order.

MOTION: Sabena Vaughan made a motion to accept the March financial statements as presented. Michael Cohen seconded the motion; the motion carried.

2. Financial Audit Letter and Report

The Board received the letter and financial report ending October 31, 2019 from the auditor. The agency received a clean, unmodified opinion with no internal control deficiencies and non-compliances.

MOTION: Susan Zottola made a motion to accept the financial audit and management letter ending October 31, 2019 as presented. Sabena Vaughan seconded the motion; the motion carried.

EXECUTIVE DIRECTOR’S REPORT

1. HS/EHS Goals and Objectives 2018-2023: Proposed Amendment

A proposal was presented to amend the program for mentoring new teaching staff, and on-boarding/training for new family advocates this upcoming year.

MOTION: Michael Cohen made a motion to approve the proposed amendment to the 2018-2023 HS/EHS Goals and Objectives as presented. Jeny Grupe seconded the motion; the motion carried.

2. HS/EHS Federal Continuation Grant: 2020-2021 Program Plans

Action was requested on program plans for the 2020-2021 federal HS and EHS continuation grant.

MOTION: Lisa Marston made a motion to accept the program plans for 2020-2021 federal HS and EHS continuation grant as presented. Martha Ibarra seconded the motion; the motion carried.

3. Non-Federal Share Waiver Request: EHS Parent Volunteer Time for 2019-2020
Due to COVID-19 closures, EHS will not be able to meet the requirement for parent volunteer time, and requested Board approval for a non-federal share waiver for 2019-2020 as recommended by the Regional Office.

MOTION: Sabena Vaughan made a motion to approve the request by EHS for a non-federal share waiver for 2019-2020 due to COVID-19 closures. Michael Cohen seconded the motion.

4. Federal Review
The *Focus Area 1* federal review took place the week of May 4. The agency is waiting for the final report.

5. Summer Service Plan
- *HS and EHS, and Preschool Promise*: Plans for the summer were submitted to the Regional Office.
 - Virtual-learning sessions are in process with Duration and EHS children and families from now through August 7.
 - A virtual-learning summer program funded by CARES (*Coronavirus Aid, Relief, and Economic Security*) will be provided from June 15 through August 7 for HS and Preschool Promise children transitioning to kindergarten, and three-year-olds on IFSPs not served over the summer.
 - *Listo*:
 - Eighty-seven families received food assistance and twelve families received financial assistance for rent and utilities.
 - Thirty school-readiness backpacks will be delivered to children transitioning to kindergarten.
 - Listo will be moving from Central Medford High School to Kids Unlimited in the fall. Classes will meet on Tuesdays and Thursdays from 5:00 to 8:00 p.m.
 - *The Family Connection*: Three parenting webinars will be hosted online starting the first week of June.

6. New Website
The new website has been launched and is available at www.socfc.org.

7. Annual Report 2018-2019
The annual report for 2018-2019 is available, and can be found at <https://www.socfc.org/wp-content/uploads/SOHS-Annual-Report-2019.pdf>.

8. Staff Survey: End of Year
The Board received the end-of-year staff satisfaction survey results for review. Overall results were positive.

NEXT MEETING

The Board is scheduled to meet Thursday, June 18 at 5:45 p.m.

The meeting was adjourned at 6:50 p.m.

Respectfully Submitted,

Jean Lehmann