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.

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](http://www.socfc.org).


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