

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Thursday, November 21, 2019 from 5:45 to 7:45 p.m.**  
**Main Office, 1001 Beall Lane, Central Point, OR 97502**

**PRESENT:** Dianne Strong-Summerhays, Jeny Grupe (Treasurer), Linda Deba, Lisa Marston, Martha Ibarra (Vice-Chair), Sabena Vaughan, Sandra Maxwell, Souvanny Miller, Tristan Webb (Chair)

**ABSENT:** Susan Zottola

**STAFF:** Katherine Clayton (Executive Director), Michael Jay (Operations Director), Jean Lehmann (Executive Administrative Assistant)

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

### **CONSENT AGENDA**

**MOTION:** Souvanny Miller made a motion to accept the consent agenda as presented: October 17 minutes, status of grants in process, September meal counts, November monitoring report, and November program information summary. Martha Ibarra seconded the motion; the motion carried.

Last month, the Board approved the grant application to GameTime to purchase playground equipment for MER and PV. To meet the deadline of November 13, a request was emailed to the Board to approve a re-budget in the 2019-2020 HS budget for increased equipment costs. The Board unanimously approved the request on November 4.

### **STAFF PRESENTATION**

1. Integrated Pest Management (IPM)

Operations Director Michael Jay gave an overview of the annual IPM report to the Board on pest reduction and management at centers.

2. Facilities

Operations Director Michael Jay is responsible for facilities and business management and operations, and oversees a department of one business services manager and six full-time maintenance staff. A PowerPoint presentation was provided on current projects.

**MOTION:** Sabena Vaughan made a motion to accept the Integrated Pest Management plan as presented. Souvanny Miller seconded the motion; the motion carried.

### **TREASURER'S REPORT**

1. Financial Statements

The financial statements for September 2019 are all in order.

**MOTION:** Sabena Vaughan made a motion to accept the September 2019 financial statements as presented. Linda Deba seconded the motion; the motion carried.

### **EXECUTIVE DIRECTOR'S REPORT**

1. 2019-2020 OPK Additional Funding Proposal

One-time additional OPK funding was made available by the state. A proposal was presented to improve wages by increasing the bargaining unit wage scale base rate by 75¢ per hour and the non-bargaining salary scale by 3%, and to improve teacher qualifications and wages. PC approved the proposal on November 19.

**MOTION: Jeny Grupe made a motion to approve OPK additional funding for HS 2019-2020 as presented. Dianne Strong-Summerhays seconded the motion; the motion carried.**

2. 2018-2019 Duration Start-Up Funds Carryover

HS and EHS received a duration grant from the Office of HS (OHS) in March to extend service hours and renovate Berlin-A. The facilities application has been approved by OHS; construction will proceed and is slated to finish in March 2020.

Because unobligated funds were not spent at the end of the federal grant year on October 31, a request was made to carry over HS and EHS start-up funds of \$1,318,183 from 2018-2019 to the 2019-2020 fiscal year. PC approved the request on November 19.

**MOTION: Lisa Marston made a motion to approve carryover of the HS and EHS start-up funds from the 2018-2019 grant year to the 2019-2020 grant year as presented. Sabena Vaughan seconded the motion; the motion carried.**

3. Self-Assessment 2019-2020

HS/EHS is in the second year of the five-year federal grant cycle, and awaiting notification of the *Focus Area 1* federal review this year. *Focus Area 1* consists of off-site interviews with staff, Board, and PC; the monitoring protocol was used as the basis for last year's annual self-assessment.

This year's annual self-assessment process will be based on the *Focus Area 2* monitoring protocol consisting of on-site visits. The self-assessment plan will be available in January for the PC and Board.

4. Health and Safety Corrective Action Plan

The corrective action plan to ensure children's health and safety was completed and implemented. The final plan will be submitted by December 1 to the Regional Office.

**COMMITTEE REPORTS**

1. Health Services Advisory Committee (HSAC)

Key points from the HSAC meeting on November 7 were provided.

2. Executive

- *Recruitment*: The Board was encouraged to continue recruiting new members/
- *Committees*: Members reviewed their assignments and updated their participation.
- *Nomination of Officers*: Members interested in nominating or serving on the Executive Committee as Chair may email Katherine.

3. Policy Council

PC met November 19 and covered the items reported above.

**NEXT MEETING**

The Board is scheduled to meet on Thursday, December 19 at 5:30 p.m. at River's Edge in Grants Pass.

The meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Jean Lehmann