

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS & POLICY COUNCIL (PC) JOINT MEETING MINUTES**  
**Tuesday, May 24, 2022**  
**Table Rock Fellowship, 3610 North Pacific Highway, Medford, OR 97501**

**PRESENT:**

(Board) Jamie Knight, Martha Ibarra, Michael Cohen

(Board/PC) Angela Alexander (BD Vice-Chair/Community Rep), Noel Slocum (Alternate Liaison/PT)

(PC) Anastasia Gray (PC Vice-Chair/PV), Dayleen Hibben (WCY), Melissa Clark (PC Secretary/FTL), Sandra Gill (EHS-ABC), Sarah Nash (PC Treasurer/SM), Teasha Patterson (PC Chair/Community Rep)

(Staff) Angelica Salazar (Executive Administrative Assistant), Christine Russo (PFCE Director), Deborah DeSarah (Finance Director), Katherine Clayton (Executive Director), Kaycee Cottone (IS/ERSEA Director), Nikki Hill (PFCE Manager), Shandi Phelps (PFCE Manager), Shanice Stringer (PFCE Manager), Stephanie Finch (Interim HS Director), Vedrene Holmes (Interim Assistant HS Director), Yoana Martinez (PFCE Interpreter/PC Assistant), Jean Lehmann (Executive Administrative Assistant)

The meeting was called to order at 6:15 p.m. by PC Chair Teasha Patterson.

**ANNUAL REPORT**

A copy of the newly published 2021-2022 annual report was distributed.

**PC MINUTES**

**MOTION:** Angela Alexander (Board Vice-Chair) made a motion to accept the April PC minutes as presented. Sandra Gill seconded the motion; the motion carried.

**ACTIVITY: ROSE, BUD, THORN**

PC Secretary Melissa Clark initiated an activity with members on sharing their “rose” (a success or positive moment), “thorn” (a struggle or difficult challenge), and “bud” (something they are looking forward to).

**AWARDS: CENTER INCENTIVE PARTICIPATION**

PC reps received attendance certificate incentives for their centers to purchase a classroom item.

**TRAINING SHARING**

1. OHSA Conference

Board Vice-Chair Angela Alexander and PC Vice-Chair Anastasia Grey gave a PowerPoint report of the May OHSA state meeting in Gleneden Beach.

2. NHSA Conference

PC Chair Teasha Patterson and PC Treasurer Sarah Nash gave a PowerPoint report of the May NHSA conference in Baltimore.

## **PARENT SURVEY/ENROLLMENT ANNOUNCEMENT**

### 1. Parent Survey

IS/ERSEA Director Kaycee Cottone reviewed the results from the year-end family satisfaction survey. Families responded favorably regarding staff, communication and information received, and experience in the program.

### 2. SNAP Benefits

IS/ERSEA Director Kaycee Cottone announced that families eligible for Supplemental Nutrition Assistance Program (SNAP) benefits are now categorically eligible for HS enrollment.

### 3. Enrollment Report

IS/ERSEA Director Kaycee Cottone reviewed the enrollment data for this month.

## **PC CONSENT AGENDA**

Interim HS Director Stephanie Finch reviewed the financial statements for February and the meal counts for March.

**MOTION: Noel Slocum made a motion to accept the consent agenda as presented. Anastasia Gray seconded the motion; the motion carried.**

## **EXECUTIVE DIRECTOR'S REPORT**

### 1. Program Information Summary

Katherine Clayton reviewed the program information summary for this month.

- HS celebrated its 57<sup>th</sup> anniversary on May 18.
- The Focus Area 2 federal review is scheduled the week of June 6.
- Plans are being made to renovate space that is available at Williams Elementary for a new EHS classroom. Home-based services will be provided to EHS families in the interim.
- The agency received a federal COLA increase and is awaiting COLA from the state.

## **HS/EHS DIRECTOR REPORT**

### 1. Self-Assessment

An internal examination of program functions is conducted annually to ensure compliance with the HS Program Performance Standards. The Focus Area 2 Protocol was used; Interim HS Director Stephanie Finch provided a summary report on key findings and strengths.

**MOTION: Sandra Gill made a motion to accept the 2021-2022 self-assessment report as presented. Noel Slocum seconded the motion; the motion carried.**

### 2. Community Assessment/Program Planning

The community assessment update for 2022 indicates families needing more EHS and HS Duration services, and rural communities needing more preschool services. Based on these findings, Interim HS Director Stephanie Finch went over the proposed program for 2022-2023. In summary, 7 HS part-day classrooms will be converted to 4 HS Duration classrooms and 1 EHS classroom; 2 HS part-day classrooms will be moved from WA to PT; and 16 Preschool Promise slots will be requested. HS Duration and Full-Day will move to 7-hour days with 1 Friday added per month as a scheduled classroom day. EHS will have 1 Friday added per month as a scheduled classroom day.

**MOTION: Daylene Hibben made a motion to accept the program planning proposal for 2022-2023 as presented. Angela Alexander seconded the motion; the motion carried.**

## **BUDGET**

1. Budget Proposal for 2022-2023

The budget committee met on May 9 to discuss next year's proposed budgets for HS, HS-OPK, Preschool Promise, EHS, and EHS-OPK. Finance Director Deborah DeSarah went over the proposal, and requested approval of the 2022-2023 budget and change of scope.

**MOTION: Angela Alexander made a motion to approve the proposed budget and change of scope for 2022-2023 as presented. Anastasia Gray seconded the motion; the motion carried.**

2. Federal COLA and QI Grant

The Office of HS announced a COLA increase and allocated quality improvement (QI) funding for wages and benefits. Finance Director Deborah DeSarah went over and requested approval of the budgets and NFS waiver for 2021-2022.

**MOTION: Sarah Nash made a motion to approve the budgets and NFS waiver for the 2021-2022 COLA/QI grant as presented. Anastasia Gray seconded the motion; the motion carried.**

3. Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds Carryover Request

Finance Director Deborah DeSarah asked for approval to carry over unspent 2020-2021 COVID-19 funds with NFS waiver for 2021-2022.

**MOTION: Sarah Nash made a motion to approve the carryover of 2020-2021 HHS CARES Act funds with a NFS waiver for 2021-2022. Dayleen Hibben seconded the motion; the motion carried.**

A BREAK WAS TAKEN AT 7:30 P.M.  
THE MEETING RESUMED AT 7:40 P.M. WITH BD AND PC MEETING SEPARATELY

The meeting was called to order by Angela Alexander.

## **CONSENT AGENDA**

**MOTION: Jamie Knight made a motion to accept the consent agenda as follows: April 21 minutes, updates of grants in process and grants to be approved (Oregon Community Foundation Out-of-School Time Initiative for Listo), March meals, May monitoring report, May program information summary, and receipt of OHS IM 22-03 on SNAP. Michael Cohen seconded the motion; the motion carried.**

## **TREASURER'S REPORT**

1. Financials

The financial statements for March are in order.

**MOTION: Martha Ibarra made a motion to accept the March financial statements as presented. Michael Cohen seconded the motion; the motion carried.**

**EXECUTIVE DIRECTOR'S REPORT**

1. Merit Pay

Katherine announced that current employees received merit pay for completing their year of service this program year.

**NEXT MEETING**

The Board will meet on Thursday, June 16 at 5:45 p.m. in the private room at River's Edge in Grants Pass.

The meeting was adjourned at 7:50 p.m.

Respectfully Submitted,

Jean Lehmann