

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Thursday, March 15, 2018 from 5:45 to 7:45 p.m.**  
**Main Office, 1001 Beall Lane, Central Point, OR 97502**

**PRESENT:** Brandon Gallego, Hilary Zamudio (Chair), Jeny Grupe (Treasurer), Martha Ibarra, Royal Standley, Susan Zottola, Tristan Webb

**ABSENT:** Elizabeth Bilden, Linda Deba (Vice-Chair), Sabena Vaughan

**STAFF:** Nancy Nordyke (Executive Director), Jodi Droesch (Disabilities and Mental Health Manager), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Hilary called the meeting to order at 6:00 p.m.

**CONSENT AGENDA**

Opportunity was provided for questions and clarifications.

**MOTION:** Royal Standley made a motion to accept the consent agenda as presented: February 15 minutes; status of grants in process/grants to be approved; January meal counts, February and Quarter 2 monitoring reports, and March program information summary. Susan Zottola seconded the motion; the motion carried.

**STAFF PRESENTATIONS**

Disabilities and Mental Health Manager Jodi Droesch gave a PowerPoint overview of the services, supports, and referrals by center staff in collaboration with local Early Intervention/Early Childhood Special Education (EI/ECSE) agencies and mental health consultants to meet the special needs of children and their families.

**TREASURER'S REPORT**

1. Financial Statements

The financial statements for January 2018 are in order.

**MOTION:** Susan Zottola made a motion to accept the January 2018 financial statements as presented. Tristan Webb seconded the motion; the motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

1. OPK Grant: Request for 2018-2019 Funding Packet

The OPK grant is a two-part application. The deadline for the first phase of the OPK 2018-2019 grant is March 28.

**MOTION:** Susan Zottola made a motion to approve the initial submission of the 2018-2019 OPK grant application. Jeny Grupe seconded the motion; the motion carried.

2. OPK Duration Pilot Program Grant

The state is implementing a pilot program to convert current OPK slots to duration slots. About three to six grants will be available at a cost-per-child of 150%. The Board was asked to approve up to 95 slots. The grant is due April 2; the state is expected to reply by the end of April.

**MOTION: Jeny Grupe made a motion to apply for the OPK duration pilot program grant for up to 95 slots. Tristan Webb seconded the motion; the motion carried.**

3. EHS Program Option Waiver

Currently, EHS provides 1,380 hours of service to 24 children through duration funds; EHS would like to request a waiver from the Office of HS (OHS) to continue center-based part-day services to 40 EHS children, and toddler combination services to 64 EHS children as locally designed options.

**MOTION: Susan Zottola made a motion to approve the request for a waiver from OHS to continue center-based part-day services to 40 EHS children, and toddler combination services to 64 EHS children as locally-designed options. Tristan Webb seconded the motion; the motion carried.**

4. SOCFC 50<sup>th</sup> Anniversary

SOCFC will be celebrating its 50<sup>th</sup> anniversary on Thursday, May 3 at Inn at the Commons from 5:30 to 7:30 p.m.

5. Facilities

- *Progress in Medford*: The agency will be meeting with the architects to go over their proposal next week.
- *Lovejoy in Grants Pass*: The ownership of Lovejoy was transferred to the agency on February 23, and the building was renamed *Park View Child and Family Center*.

6. Oregon Child Development Coalition (OCDC)

In March 2017, the agency wrote a letter to OCDC requesting OCDC meet the service area agreement to serve only migrant/seasonal families. The two agencies did not agree on an MOU after three sessions or come to a resolution after three mediations. The state requested additional information and will be making a decision.

7. Strategic Planning

The agency is completing a five-year strategic plan for the agency. The plan will be a guide for all of the programs (HS, EHS, Preschool Promise, Listo, and the Family Connection). The current five-year federal grant cycle for HS will expire at the end of October, and the new five-year grant application is due by August 1. The HS program will develop goals and objectives that will be submitted with the five-year grant that fit with the strategic plan of the agency. Consultant John Bowling has been contracted to facilitate this process.

Agency directors, Hilary, Linda, and Royal are scheduled to meet with the consultant on April 11 to establish a strategic roadmap that each program will be

implementing to help the agency achieve its strategic intent in the next five years. The plan will be brought to the Board for review at the April meeting.

## **COMMITTEE REPORTS**

### 1. Executive

Hilary and Nancy met with prospective Board member Dianne Strong-Summerhays. She is the Director for Sales and Customer Care at Harry and David.

**MOTION: Susan Zottola made a motion to approve the application of Dianne Strong-Summerhays. Tristan Webb seconded the motion; the motion carried.**

### 2. Personnel

The committee met and reviewed salary survey data from HS and other comparable nonprofits, along with the salaries set by the Executive Director for the agency directors.

**MOTION: Jeny Grupe made a motion to acknowledge the review of agency director salaries and comparable data from an independent salary survey as presented. Susan Zottola seconded the motion; the motion carried.**

### 3. Policy Council (PC)

PC met on March 13 and engaged in a warm-up activity called Minute-to-Win-It. Topics discussed included items from the Executive Director's report above, and updates on the community assessment and self-assessment, which will be completed and presented next month.

## **OLD BUSINESS**

### 1. Training Opportunity: Oregon Non-Profit Leaders Conference

The annual Oregon Non-Profit Leaders Conference is scheduled on April 16 and 17 at the Ashland Hills Hotel and Suites. Additional information can be found at <http://www.oregonnonprofitleadersconference.org>.

## **NEW BUSINESS**

### 1. Board Financial Support

A question that is frequently asked by foundations on grant applications involves financial support of the agency, a normal and necessary function of the Board, through personal contributions or pledges by its members. The Board supports full member participation through personal donations.

## **NEXT MEETING**

The Board will meet on Thursday, April 19 at 5:45 p.m. at Park View Child and Family Center in Grants Pass.

The meeting was adjourned at 7:35 p.m.

Respectfully Submitted,  
Jean Lehmann