

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
Thursday, April 18, 2019 from 5:45 to 7:45 p.m.
Park View, 939 S.E. 8 Street, Grants Pass, OR 97526

PRESENT: Kelley Burnett, Jeny Grupe (Treasurer), Linda Deba, Nathan Fieguth (PC Liaison), Sabena Vaughan, Souvanny Miller, Susan Zottola, Tristan Webb (Chair)

ABSENT: Dianne Strong-Summerhays, Lisa Marston, Martha Ibarra (Vice-Chair)

STAFF: Nancy Nordyke (Executive Director), Lisa Farlin (PFCE Director), Patricia Foster (TFC Coordinator), Jean Lehmann (Executive Administrative Assistant)

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

CONSENT AGENDA

MOTION: Kelley Burnett made a motion to accept the consent agenda as presented: **March 21, 2019 minutes; status of grants in process/grants to be approved: Meyer Memorial Trust (for Listo); February meal counts; April monitoring reports; and April program information summary. Susan Zottola seconded the motion; the motion carried.**

STAFF PRESENTATION

Trisha Foster, coordinator of The Family Connection (TFC), gave a PowerPoint presentation of the program, which serves as the parenting education hub for both Jackson and Josephine counties, and provides extensive parenting education through training of parent educators and supporting parenting education workshops series. TFC relies on funding and support from foundations, networks, and community partnerships.

TREASURER'S REPORT

1. Financial Statements

The financial statements for February are in line with the budget.

MOTION: Sabena Vaughan made a motion to accept the February 2019 financial statements as presented. Susan Zottola seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Self-Assessment Final Report

An internal examination of program functions is conducted annually to ensure compliance with the HS Program Performance Standards, and children are prepared for success in school and throughout life. The self-assessment final report was presented with no areas of concern; recommendations for ongoing improvement were also included in the quality improvement plan.

MOTION: Jeny Grupe made a motion to accept the 2018-2019 self-assessment final report and quality improvement plan as presented. Sabena Vaughan seconded the motion; the motion carried.

2. Oregon Pre-Kindergarten One-Time Funds

One-time OPK funds were available from the state that required the agency's immediate response. The Board was asked to ratify the agency's acceptance of the funds.

MOTION: Sabena Vaughan made a motion to ratify the acceptance of one-time OPK funds as presented. Souvanny Miller seconded the motion; the motion carried.

3. Annual Report

The 2017-2018 annual report was distributed.

4. Rogue Challenge

The Rogue Challenge has been working on referral and follow-up services for the clients they serve in the community. PFCE Supervisor Christine Russo participates in this group; an update was provided.

5. Designation Renewal System (DRS)

Under the DRS monitoring system, HS programs that do not meet requirements established by the Office of HS must compete with other HS programs for continued funding. Typical triggers for automatic DRS were shared with the Board for their information.

6. Collective Bargaining Agreement (CBA)

Negotiations is scheduled for tomorrow.

COMMITTEE REPORTS

1. Policy Council (PC)

PC met Tuesday and covered items presented earlier to the Board. Nathan and Angela A. were elected to participate on the hiring committee; Kristen A. was elected as alternate.

OLD BUSINESS

1. Oregon Non-Profit Leaders Conference Board Forum

Souvanny and Nathan attended the April 16 leadership breakfast forum on strategic planning. They both found it interesting and helpful.

2. Executive Director Hiring and Recruitment

Position was posted on April 1 and will remain posted until April 26. The Board and PC hiring committee will be meeting on Wednesday, May 1 from 5:00 to 6:30 p.m. in the library at the Main Office to review resumes that meet some or all of the criteria

NEW BUSINESS

1. Agency

The Executive Director has the authority to sign contracts in the name of the agency, and the Board is required to review and approve all contracts, leases, and insurance on an annual basis at minimum. Current listings of contracts, facility leases, and insurance were reviewed.

MOTION: Kelley Burnett made a motion to approve the agency contracts, leases, and insurance as presented. Linda Deba seconded the motion; the motion carried.

NEXT MEETING

The Board will be meeting jointly with PC on Tuesday, May 21 at 6:00 p.m. at Table Rock Fellowship.

The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Jean Lehmann