

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
Thursday, April 19, 2018 from 5:45 to 7:45 p.m.
Park View Child and Family Center
939 S.E. 8th Street, Grants Pass, OR 97526

PRESENT: Brandon Gallego, Dianne Strong-Summerhays, Hilary Zamudio (Chair), Jeny Grupe (Treasurer), Linda Deba (Vice-Chair), Martha Ibarra, Sabena Vaughan, Susan Zottola, Tristan Webb

ABSENT: Royal Standley

STAFF: Nancy Nordyke (Executive Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Hilary welcomed Dianne and called the meeting to order at 5:55 p.m.

CONSENT AGENDA

MOTION: Susan Zottola made a motion to accept the consent agenda as presented: March 15 minutes; status of grants in process/grants to be approved: AllCare (for Listo), Cambria (for Head Start), Northwest Health Foundation capital grant (for Listo) and implementation grant (for The Family Connection), and Jackson Care Connect Community Health Improvement Plan grants (for EHS/HS/Listo and for The Family Connection); February meal counts; March monitoring report; April program information summary; and receipt of Program Instruction 18-02 from the Office of Head Start. Jeny Grupe seconded the motion; the motion carried.

TREASURER'S REPORT

1. Financial Statements

The financial statements for February 2018 are in order.

MOTION: Sabena Vaughan made a motion to accept the February 2018 financial statements as presented. Linda Deba seconded the motion; the motion carried.

2. Audit Update

The auditors completed their field work on agency financials last week.

EXECUTIVE DIRECTOR'S REPORT

1. Facilities Maintenance

An update was provided on projects that have been going on this year at various centers.

2. Strategic Plans

Work is in process on a five-year strategic plan for all of programs in the agency (HS, EHS, Preschool Promise, Listo, and the Family Connection). Consultant John Bowling was contracted to facilitate the process. The agency directors, Hilary, and Royal met with John on April 11 and established a strategic roadmap that each program will be implementing to help the agency achieve its strategic intent over the next five years.

3. Self-Assessment Final Report

An internal examination of program functions is required on an ongoing basis 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 presented with no areas of concern; however, recommendations for ongoing improvement were included in the quality improvement plan at the end of the report.

MOTION: Jeny Grupe made a motion to accept the 2017-2018 self-assessment final report and quality improvement plan as presented. Sabena Vaughan seconded the motion; the motion carried.

4. Community Assessment 2018

A comprehensive Community Assessment is required every five years with updates in between. A synopsis of the report was provided. The Community Assessment/Program Planning Committee will be meeting and using the report to develop proposals for next year's services.

5. Cost of Living Adjustment (COLA) and EHS Expansion

Congress approved a budget in March that included funding increases for HS and EHS. The agency is awaiting further instructions from the Office of HS.

6. 50th Anniversary on May 3

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

7. Facilities: Park View Tour and Updates

A break was taken to tour the center. The agency is still waiting for federal approval of the purchase application.

COMMITTEE REPORTS

1. Early Childhood Advisory

The committee rescheduled the meeting to March 19. Topics included review of children's progress, the importance of teaching children self-regulation, and working with public schools to track long-term progress of former HS children. The next meeting is May 3.

2. Executive

Former Board member Dr. Kelley Burnett was approached to serve on the Board, and has submitted an application.

MOTION: Sabena Vaughan made a motion to approve the application of former Board member Dr. Kelley Burnett. Linda Deba seconded the motion; the motion carried.

3. Investment

A recommendation from the committee was approved in January to amend the investment policy statement for endowment funds to allow the use of investment accounts as collateral for a margin loan in case of extenuating circumstances.

MOTION: Jeny Grupe made a motion to approve the corporate resolution to amend the Written Investment Policy Statement for SOCFC for Endowment Funds as presented. Susan Zottola seconded the motion; the motion carried.

4. Policy Council (PC)

PC met on April 17 and took action on grants and the final self-assessment report/quality improvement plan. For the warm-up activity, parents met in small-groups to discuss ideas to help motivate parent involvement and improve parent meeting attendance at centers.

OLD BUSINESS

1. Board Financial Support

A question frequently asked by funders is board financial support of the organization through personal contributions or pledges. The Board supports full member participation; members were encouraged to give what they can.

NEW BUSINESS

1. Attendance

In addition to financial support mentioned above, funders also ask questions about board attendance and engagement as decision makers of the organization. Members were commended for and encouraged to maintain consistent attendance.

2. Agency Contracts, Leases, and Insurance

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: Sabena Vaughan made a motion to approve the agency contracts, leases, and insurance as presented. Susan Zottola seconded the motion; the motion carried.

ANNOUNCEMENT

A suggestion from Sabena to create a whiteboard video on how giving control of federal HS grants to the states with no performance standards will negatively impact children and families is in production, and will debut at the NHSA conference in Anaheim.

NEXT MEETING

The Board will meet jointly with PC on Tuesday, May 15 at 5:30 p.m. at Table Rock Fellowship on 3610 N. Pacific Highway in Medford.

The meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Jean Lehmann