

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.  
BOARD OF DIRECTORS (BD) AND POLICY COUNCIL (PC) JOINT MEETING  
MINUTES**

**Tuesday, May 15, 2018 from 6:00 to 8:30 p.m.  
Table Rock Fellowship, 3610 N. Pacific Highway, Medford OR 97501**

**PRESENT:**

(BD)	Hilary Zamudio	Jeny Grupe	Kelley Burnett
	Linda Deba	Martha Ibarra	Sabena Vaughan
(PC)	Alicia Waldon	Angela Alexander	Courtney Friedt
	Jamie Knight	Jamie Sanchez	Josie Collom
	Lynnesa Gilbert	Mariah Taylor	Mary Morales
	Maylene Cherry	Michelle Miller	Nancy Murphy
	Renee Sutton	Shannon Schreffier	Valina Eichman
(Staff)	Blair Johnson	Christine Russo	Karen Lujan-Valerio
	Maria Arroyo	Michelle Homer-Anderson	Nancy Nordyke
	Shandi Phelps	Yoana Martinez	Jean Lehmann
(Public)	Souvanny Miller		

The meeting was called to order at 6:00 p.m. by PC Vice-Chair Valina Eichman. A quorum was established for PC after roll call; there were no comments from the public.

**STROLLING THUNDER**

EHS parent Christy Brooks, who was selected to represent Oregon, and advocate for HS and EHS at the Strolling Thunder Rally for Babies on May 8 in Washington, D.C., gave a brief slide presentation of her trip.

**WARM-UP ACTIVITY**

PC broke into small groups and reviewed this year's parent satisfaction survey results.

**CENTER SHARING**

A brief report was provided on the well-attended 50<sup>th</sup> anniversary center celebration at the Redwood.

**PC CONSENT AGENDA**

Opportunity was provided for questions and clarifications on the consent agenda. The monitoring report for this month was reviewed.

**MOTION:** **Angela Alexander (HS Illinois Valley) made a motion to accept the PC consent agenda as presented. Renee Sutton (EHS Cave Junction) seconded the motion; the motion carried.**

**EXECUTIVE DIRECTOR'S REPORT**

1. 50<sup>th</sup> Anniversary Celebration

The 50<sup>th</sup> anniversary celebration on Thursday, May 3 at Inn at the Commons was well-attended. Guest speakers, especially the parents, gave brief but powerful testimonies of HS's history and impact on children and families.

2. Program Instruction 18-03

Congress passed a budget in March that included funding increases for HS and EHS. Instruction was issued by the Office of HS this month regarding a 2.6% cost-of-living adjustment (COLA) increase to HS and EHS salary scales and fringe benefits for 2017-2018.

## **HS AND EHS DIRECTOR'S REPORT**

### 1. Program Information Summary

This month's Program Information Summary was briefly reviewed.

### 2. Annual Report

Members were encouraged to take a copy of the latest 2016-2017 annual report.

### 3. EHS Parent Meetings

Parent meetings for EHS was established at a minimum of every other month when families were receiving home visits on a regular basis. However, starting next year with the zero-to-five approach, parents will be meeting monthly.

## **COMMITTEE REPORTS**

### 1. Budget

Due to unfilled positions in HS, funds are available for re-budget. Costs will include minor remodeling of the Park View kitchen and purchases of equipment and supply items.

The 2.6% COLA increase will be applied to HS and EHS salary scales and fringe benefits; and fund purchases of equipment, center supply items, and education curriculum for HS centers.

**MOTION: Renee Sutton (EHS Cave Junction) made a motion to approve the HS re-budget for 2017-2018 as presented. Angela Alexander (HS Illinois Valley) seconded the motion; the motion carried.**

**MOTION: Renee Sutton (EHS Cave Junction) made a motion to approve the HS and EHS COLA budgets as presented. Angela Alexander (HS Illinois Valley) seconded the motion; the motion carried.**

### 2. Community Assessment/Program Planning

The Community Assessment/Program Planning committee met and supported the following recommendations:

- HS: Maintain services as they are currently being offered with the following changes:
  - Move the Hillside center from the elementary school to the outback building directly across the street.
  - Move one class from the Phoenix/Talent center to the former Lincoln Elementary School in Ashland.

**MOTION: Mariah Tayler (HS Phoenix/Talent) made a motion to maintain HS services as they are for 2018-2019, moving one class from the Phoenix/Talent center to Lincoln Elementary in Ashland, and moving the Hillside center from the elementary school to the outback building as presented. Lynnesa Gilbert (EHS Alan Berlin Center) seconded the motion; the motion carried.**

- EHS:

- To align with new requirements, increase the number of toddler slots from 8 to 9 at EHS Grants Pass, EHS West Medford, EHS Alan Berlin Center, and the anticipated duration center at Progress Drive.
- Increase hours of service by converting a toddler combination class to a second part-day class at EHS Grants Pass.
- Reduce the number of home-based slots by 4 at EHS Cave Junction and 3 at EHS West Medford.
- Duration plan:
  - Continue full duration services at Grants Pass High School
  - Implement the following interim plan until the new duration center at Progress Drive opens:
    - 1 infant duration class at EHS West Medford
    - 1 toddler part-day class at EHS Alan Berlin

**MOTION:** Renee Sutton (EHS Cave Junction) made a motion to approve the EHS program options proposal for 2018-2019 as presented. Jamie Knight (HS Alan Berlin) seconded the motion; the motion carried.

- Goals and Objectives:

**MOTION:** Jamie Knight (HS Alan Berlin) made a motion to approve the 2018-2023 goals and objectives as presented. Angela Alexander (HS Illinois Valley) seconded the motion; the motion carried.

A BREAK WAS TAKEN AT 7:20 P.M., AFTER WHICH PC AND BD MET SEPARATELY, WITH PC RESUMING AT 7:30 PM AND BD RESUMING AT 7:40 P.M.

A quorum was established; Hilary welcomed Kelley and guest Souvanny Miller.

## CONSENT AGENDA

**MOTION:** Kelley Burnett made a motion to accept the consent agenda as follows: April 19 minutes, status of grants in process/grants to be approved (Collins, Ford, and Gordon Elwood for Listo), March meal counts, April monitoring report, May program information summary, and receipt of Office of HS Program Instruction 18-03. Jeny Grupe seconded the motion; the motion carried.

## TREASURER'S REPORT

### 1. Financial Statements

The financial statements for March 2018 are in order.

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

### 2. Fund Development

- *Listo Champions*: Listo Director Cecilia Giron has been actively reaching out to businesses in the community to support the program; a Listo update will be provided next month.
- *50<sup>th</sup> Anniversary*: As reported earlier, the May 3 celebration was well-attended.

- An update was provided that the six-month loan from the Gordon Elwood Foundation will be due August 15. The agency is still waiting for final approval of the purchase application by the Office of HS.

**EXECUTIVE DIRECTOR’S REPORT**

1. Oregon Child Development Coalition (OCDC)

The Oregon Early Learning Division (ELD) has made a final decision to resolve the impasse between the agency and OCDC by requiring a memorandum of understanding signed by both programs that defines OPK service areas as outlined below.

	<b>Will Serve</b>	<b>Will Refer</b>
<b>OCDC</b>	Zip code 97520 including areas east and south of Ashland, part-day classes	Families needing full-day services in Ashland to SOCFC
<b>SOCFC</b>	No changes to service area, provide full-day classes in Ashland	Families needing transportation from the Phoenix/Talent School District to OCDC

2. Strategic Plans

The Strategic Roadmap for the agency was completed after all-staff, director, and board surveys, and two work sessions with the agency directors, consultant John Bowling, and Hilary and Royal. Each program—HS, EHS, Preschool Promise, Listo, and The Family Connection—will be implementing goals and objectives that will help the agency achieve its strategic intent over the next five years. Components of the roadmap were reviewed.

**MOTION: Kelley Burnett made a motion to accept the Strategic Roadmap for SOCFC/SOHS as discussed. Sabena Vaughan seconded the motion; the motion carried.**

3. Child and Adult Care Food Program (CACFP)

CACFP did an on-site audit from April 24 through April 26. Food Service Manager Faith Cox has developed a corrective action plan that is being reviewed by HS Director Michelle Homer-Anderson prior to submission to the state.

4. Nancy’s Schedule

Nancy will be out of the office from May 16 through June 8. HS Director Dr. Michelle Homer-Anderson will be in charge of day-to-day operations; Hilary as Board Chair has the authority to sign contracts in Nancy’s absence.

5. Personnel Policy

The Board was informed that the agency would like to provide severance pay for a release.

**MOTION: Jeny Grupe made a motion to approve a severance arrangement as discussed. Linda Deba seconded the motion; the motion carried.**

**COMMITTEES**

1. Early Childhood Advisory

Among the topics discussed at the May 3 meeting were children's progress, how school districts and HS can work together to track HS children over time, transition activities, sending information to families on the waitlist, and school-readiness MOUs.

2. Facilities

Discussion focused mainly on the new facilities.

- Parkview: Children and staff will remain at FRC until the last day of class.
- Progress: Signs are displayed announcing HS will be coming soon.

3. Health Services Advisory

Among the topics discussed at the April 19 meeting were the community health workers, and working with families to get preventative medical and dental care.

4. PC

**MOTION: Kelley Burnett made a motion to accept the proposals approved earlier by PC: 2017-2018 HS re-budget, 2017-2018 HS and EHS COLA budgets, 2018-2019 HS program plans, 2018-2019 EHS program plans, and 2018-2023 goals and objectives. Sabena Vaughan seconded the motion; the motion carried.**

**NEW BUSINESS**

1. Bylaws: Proposed Changes

Proposed changes to the bylaws were presented, including alignment with current practices and with HS requirements for governing bodies, and allowing electronic votes by a simple majority.

**MOTION: Kelley Burnett made a motion to accept the amendments to the Board bylaws as presented. Jeny Grupe seconded the motion; the motion carried.**

2. Executive Committee Positions

Hilary has taken a new job and Linda has asked to step down as Vice-Chair. Royal was nominated as Chair and Martha as Vice-Chair. Hilary and Linda will continue serving on the Executive Committee until June 11.

**MOTION: Jeny Grupe made a motion to approve Royal Standley as Chair and Martha Ibarra as Vice-Chair effective June 11. Kelley Burnett seconded the motion; the motion carried.**

**NEXT MEETING**

- The following meetings are scheduled for Thursday, June 21 at Park View Child and Family Center in Grants Pass:
  - 4:30-5:45 p.m.: New Board member orientation by Nancy for Dianne and Kelley; current members are welcome to attend.
  - 5:45-7:45 p.m.: Board meeting—please note that transportation will not be provided.

The meeting was adjourned at 8:40 p.m.

Respectfully Submitted,  
Jean Lehmann