

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
Thursday, June 21, 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: Dianne Strong-Summerhays, Jeny Grupe (Treasurer), Kelley Burnett, Linda Deba, Martha Ibarra (Vice-Chair), Royal Standley (Chair), Souvanny Miller, Tristan Webb

ABSENT: Brandon Gallego, Sabena Vaughan, Susan Zottola

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

A quorum was established; Royal welcomed Souvanny and called the meeting to order at 6:05 p.m.

CONSENT AGENDA

MOTION: Jeny Grupe made a motion to accept the consent agenda as presented: May 15 minutes; status of grants in process/grants to be approved: Autzen (for Head Start) and Carpenter, Carrico, Reser (for Listo); April meal counts; May and Quarter 3 monitoring reports; June program information summary; and receipt of Program Instruction 18-04 from the Office of Head Start. Kelley Burnett seconded the motion; the motion carried.

TREASURER'S REPORT

1. Financial Statements

The financial statements for April 2018 are in order.

MOTION: Kelley Burnett made a motion to accept the April 2018 financial statements as presented. Linda Deba seconded the motion; the motion carried.

2. Audit Update

The agency and retirement audit reports were provided in advance for review. Plans are being made for Wipfli to connect with Board members via remote call to review the results.

MOTION: Jeny Grupe made a motion to accept the agency audit report from Wipfli as presented. Kelley Burnett seconded the motion; the motion carried.

MOTION: Kelley Burnett made a motion to accept the retirement audit report from Moss Adams as presented. Jeny Grupe seconded the motion; the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Listo Program

Listo Director Cecilia Giron gave a PowerPoint year-end report of the program. She also gave an update on fund-development plans that the new Listo Core Champions Advisory Committee will be implementing next year.

2. IRS 125 Cafeteria Plan

The IRS 125 premium-only plan is effective September 1 to August 31. Unless there are regulation changes with major impact or cost to the agency, a decision was made by the Board to authorize the adoption of the new 125 plan at the current meeting.

MOTION: Kelley Burnett made a motion to authorize the adoption of the new 125 Premium-Only Plan effective September 1, 2018 through August 31, 2019 with no material changes. Linda Deba seconded the motion; the motion carried.

3. Four Way Foundation Grant Receipt

The Four Way Foundation awarded the agency a grant of \$8,500; a request was made to approve the application and receipt of the grant.

MOTION: Kelley Burnett made a motion to approve the application and receipt of the grant from the Four Way Foundation as presented. Jeny Grupe seconded the motion; the motion carried.

4. Facilities

The architect is waiting for final reports on Progress from the engineers. The agency is still waiting for federal approval of the Park View purchase loan application. Contact has been made with Representative Greg Walden's office for assistance.

COMMITTEE REPORTS

1. Budget

The committee met this past Monday and discussed the following proposals:

- The agency received the COLA (cost-of-living adjustment) funding letter for Fiscal Year 2018 on May 17, which included not only a 2.6% COLA, but an additional T/TA (Training and Technical Assistance). The proposed COLA T/TA budgets listing trainings and costs for HS and EHS were presented.

MOTION: Kelley Burnett made a motion to approve the proposed COLA T/TA budgets for HS and EHS as presented. Dianne Strong-Summerhays seconded the motion; the motion carried.

- The HS program budget proposal for 2018-2019 for the upcoming five-year grant application was presented, and includes OPK. Attention was directed to two items with a cost of over \$5,000 and require approval by the Regional Office: Purchase of a maintenance vehicle in the HS budget and replacement of the Main Office (MO) HVAC system in the OPK budget

MOTION: Kelley Burnett made a motion to approve the 2018-2019 HS and HS/OPK budget as presented. Tristan Webb seconded the motion; the motion carried.

- The EHS program budget proposal for 2018-2019 for the upcoming five-year grant application was presented, and includes OPK.

MOTION: Kelley Burnett made a motion to approve the 2018-2019 EHS and EHS/OPK budget as presented. Tristan Webb seconded the motion; the motion carried.

- The proposal to dispose of three diesel buses and three gas buses was presented.

MOTION: Kelley Burnett made a motion to approve the disposal of buses as presented. Souvanny Miller seconded the motion; the motion carried.

2. Program Planning

- Plans were approved to move a HS class from Phoenix/Talent to Lincoln Elementary in Ashland. Lincoln Elementary is not environmentally suitable for a preschool program. Ashland High School is looking to accommodate HS.
- A proposal was presented to prioritize slots at the 0-5 Duration center for families who live in White City but work in Medford. In the event slots remain open after children from White City are selected, the remaining slots will be filled with children on waitlists in other locations to ensure full enrollment.

MOTION: Jeny Grupe made a motion to accept the proposed selection criteria for the 0-5 Duration center as presented. Kelley Burnett seconded the motion; the motion carried.

3. Policy Council (PC)

PC met on June 19 and took action on items presented above within the budget and program planning committee reports. Members spent some time discussing summer activities with their children.

NEW BUSINESS

1. Summer Meetings: July and August

The Board will not be meeting in July or August, but a special meeting may be called on actions that require Board support. As mentioned earlier, plans are being made for a remote call with Board members to review the results from the audit.

NEXT MEETING

The Board will meet on Thursday, September 20 at 5:45 p.m. at the Main Office in Central Point.

The meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Jean Lehmann