

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
BOARD OF DIRECTORS MEETING MINUTES
Thursday, September 20, 2018 from 5:45 to 7:45 p.m.
Main Office, 1001 Beall Lane, Central Point, OR 97502

PRESENT: Jeny Grupe (Treasurer), Kelley Burnett, Martha Ibarra (Vice-Chair), Royal Standley (Chair), Souvanny Miller, Tristan Webb

ABSENT: Brandon Gallego, Dianne Strong-Summerhays, Linda Deba, Sabena Vaughan, Susan Zottola

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

A quorum was established; Royal 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: June 21, 2018 minutes; status of grants in process/grants to be approved; May, June, and July meal counts; July, August, and Quarter 4 monitoring reports; August and September program information summaries; and receipt of Program Instruction 18-05 from the Office of Head Start, and statement of federal interest for Park View. Souvanny Miller seconded the motion; the motion carried.

ACTION ITEMS

1. Policy: Tobacco-Free and Vape-Free

The tobacco-free policy has been updated to match legislation changes.

MOTION: Kelley Burnett made a motion to approve the updated Tobacco-Free and Vape-Free Policy as presented. Jeny Grupe seconded the motion; the motion carried.

2. Executive: Prospective Member Application

Royal and Nancy met with prospective member Lisa Marston from the Jackson County Library District, and recommended approval of her application.

MOTION: Kelley Burnett made a motion to accept the application of Lisa Marston. Jeny Grupe seconded the motion; the motion carried.

3. Financial Statements

The financial statements for May, June, and July 2018 are all in order.

MOTION: Souvanny Miller made a motion to accept the May, June, and July 2018 financial statements as presented. Kelley Burnett seconded the motion; the motion carried.

TREASURER'S REPORT

1. Audit Report and Management Letter: Retirement

Finance Director Sandi Larson gave a summary explanation of the retirement audit and management letter ending October 31, 2017.

2. IRS 990/CT-12

Finance Director Sandi Larson gave a summary explanation of the 2016 IRS 990/CT-12 that was filed last week.

3. Audit Report and Management Letter: Agency

John Hemming of Wipfli in Wisconsin gave an online presentation of the financial audit and management letter ending October 31, 2017.

EXECUTIVE DIRECTOR'S REPORT

1. New Child Care Regulations

The state has issued new rules to ensure parents are better informed about the safety of their children at child care facilities.

2. Supplemental Funds Application

Supplemental funds are available through the Office of HS for additional HS and EHS hours based on *Conditions of Eligibility* in priority order and availability. The intent to apply is due tomorrow, the grant application is due December 1, notification of award is expected March 1, and services are to be provided no later than next program year.

3. New Key Staff

The agency hired many key positions over the summer, including Operations Director Michael Jay, Safety Compliance Manager Laurie Hester, Education Director Stacy Inman, and Parent Family and Community Engagement Director Lisa Farlin.

Valerie Blade retired from her position as Operations Director last week. Staff will be honoring her in early October.

Sandi Larson will be retiring in January. The Finance Director position has advertised.

4. Hiring/Turnover

A snapshot staff turnover was provided:

	AUG 2017	AUG 2018
Resignations	34	27
New Hires	11	28

5. Board Training, Center Visits

The Board would like to receive fiscal training through members on the Board with financial expertise, and board development through the Oregon Nonprofit Leaders Conference. Also, members who are interested in visiting a center were encouraged to contact Nancy.

6. Facilities and Program

- Facilities:

- The Park View Child and Family Center in Grants Pass had a grand opening on September 6 with a ribbon-cutting event and a family-friendly open house. Both were well attended.

- Bids are being solicited for the duration center at Progress Drive in Medford while the architectural design is awaiting approval by the city and landlord. Duration carryover funds for the building will need to be spent by October 31 and paid for by January 15.
- Program:
 - Notification was received in August that one-time funds are available through the state for duration classes. OPK duration classes are now at Hillside, Illinois Valley, Phoenix/Talent (PT), and Rogue River.
 - HS plans were approved to move a class from PT to a facility in Ashland, and provide full-day services at that site. Ashland wasn't able to accommodate a HS classroom. Instead, PT is maintaining an OPK duration class for PT and Ashland families.
 - The HS-Wilson full-day class at Wilson Elementary School in Medford was shifted to the HS-Ashland duration site for the summer.

COMMITTEE REPORTS

1. Executive

- *Board Donations* was tabled to the next meeting.
- Committee assignments with meeting dates and times were distributed for review.

2. Listo Core Champions

The group met on September 11 and received an informal presentation on fundraising. The group also met on September 13 with Casey Woodard on fund development. Members were assigned to identify possible donors in the community who might support Listo. Members also talked about building an active social media presence.

3. Policy Council (PC)

At the August meeting, PC approved the Collective Bargaining Agreement and Tobacco-Free and Vape-Free Policy, and received information about the duration classroom shift from Wilson to Ashland and the OPK-funded duration grant.

At the September meeting, Finance Director Sandi Larson reviewed the audit report. This was also the last meeting for many of the current members.

NEW BUSINESS

1. Annual Requests: Basic Conflict of Interest Disclosure and Code of Conduct

Members were reminded to submit their completed basic conflict of interest disclosure and code of conduct forms.

NEXT MEETING

The Board will meet on Thursday, October 18 at 5:45 p.m. at Park View in Grants Pass.

The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Jean Lehmann