

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Thursday, December 19, 2019 from 5:30 to 8:00 p.m.**  
**River's Edge, 1936 Rogue River Highway, Grants Pass, OR 97527**

**PRESENT:** Dianne Strong-Summerhays, Jeny Grupe (Treasurer), Lisa Marston, Martha Ibarra (Vice-Chair), Sabena Vaughan, Sandra Maxwell, Souvanny Miller, Susan Zottola, Tristan Webb (Chair)

**ABSENT:** Linda Deba

**STAFF:** Katherine Clayton (Executive Director), Jean Lehmann (Executive Administrative Assistant)

A quorum was established; Tristan called the meeting to order at 6:10 p.m.

#### **CONSENT AGENDA**

**A motion was made by Souvanny Miller and seconded by Susan Zottola to accept the consent agenda as presented: November 21 minutes, status of grants in process, October meal counts, December and Quarter 1 monitoring reports, December program information summary, and receipt of OHS Information Memorandum 19-05. The motion carried.**

#### **TREASURER'S REPORT**

1. Financial Statements

Financial statements for October are interim due to year-end accruals in process. **A motion was made by Lisa Marston and seconded by Souvanny Miller to accept the interim October financial statements as presented. The motion carried.**

#### **EXECUTIVE DIRECTOR'S REPORT**

1. Agency Values

A committee of staff from across positions met and worked together on a formal set of values already in practice by the agency in fulfilling its mission. The timeline for implementation and training were reviewed.

2. Self-Assessment 2019-2020 Plan

HS is required to conduct an annual self-assessment of their program. The plan for 2019-2020 was presented. A sign-up sheet was circulated and will be forwarded to team leaders for follow-up contact. **A motion was made by Sandra Maxfield and seconded by Souvanny Miller to accept the 2019-2020 self-assessment plan as presented. The motion carried.**

#### **COMMITTEE REPORTS**

1. Diversity Equity Inclusion

The committee met on November 25. Work will focus primarily on agency values and wellness this year.

2. Early Childhood Advisory

The committee met on December 9. Discussions included plans to streamline the HS-to-kindergarten transition process.

3. Selection

The committee met on December 16. Proposed changes to the Selection Criteria Policy were discussed and will be presented next month.

4. PC

PC met on December 17; topics included training on managing toxic stress, information on agency values and the self-assessment plan, and committee reports including the annual Dollar-Per-Child campaign to supports HS advocacy.

2. Executive

- Katherine met with Michael Cohen, a prospective Board member referred by Tristan and Souvanny, who is eager to support children and families in the community by serving on the Board. Opportunity was provided for members to discuss the application. **A motion was made by Tristan Webb to accept the application of Michael Cohen. The motion carried with three abstentions;** Tristan will follow up with Michael regarding the discussion.
- Nominations were accepted for the 2020 slate of officers. **A motion was made by Tristan Webb for Jeny Grupe to serve as Treasurer. The motion carried unanimously. A motion was made by Tristan Webb for Susan Zottola to serve as Chair. The motion carried unanimously. A motion was made by Tristan Webb for Lisa Marston to serve as Vice-Chair. The motion carried unanimously.**

## NEW BUSINESS

1. Farewell to Retiring Member

Katherine presented Tristan and Souvanny with a plaque acknowledging their dedication and services to the children and families of SOCFC.

## NEXT MEETING

The Board will be meeting with PC on Thursday, January 16 at 5:30 p.m. at Table Rock Fellowship.

The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Jean Lehmann