

**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:

(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
(BD)	Hilary Zamudio	Jeny Grupe	Kelley Burnett
	Linda Deba	Martha Ibarra	Sabena Vaughan
(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 50th 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. 50th Anniversary Celebration

The 50th 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 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 infant full-day duration class at Progress when it opens
 - 1 toddler part-day class at EHS Alan Berlin → 1 toddler full-day duration class at Progress when it opens

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.

APPROVAL OF MINUTES: Valina Eichman, PC Vice Chair

Renee Sutton, EHS-CJ, moves to approve the minutes; Angela Alexander, IV, seconds the motion. Motion carries. No abstentions

Self-Assessment vote:

Renee Sutton, EHS-CJ, moves to approve the minutes; Angela Alexander, IV, seconds the motion. Motion carries. No abstentions

TREASURER'S REPORT: Maylene Cherry, PC Treasurer

OLD BUSINESS:

- Angela Alexander gave a presentation on the parent leadership conference she attended

ANNOUNCEMENTS:

- Eagle Point town hall

ADJOURNMENT: Valina Eichman

Jamie Sanchez, Community Rep, moves to adjourn meeting; Mary Morales, Community Rep, seconds the motion. Motion carries.

HEAD START/EARLY HEAD START PROGRAM –DIRECTORS’ REPORT

Program Information Summary

May 15, 2018

50th Celebrations at Centers

All HS and EHS centers are in the process of hosting 50th celebrations with staff and families. Many have taken place and others are planned in May through July. A community celebration was held last month featuring inspiring current and past parent speakers.

Duration

We did not receive a grant for the OPK Duration Pilot Program.

Community Assessment/ Program Planning Committee

Proposed plans for Head Start (HS) and Early Head Start (EHS) services in 2018-2019 were reviewed and discussed by the committee. The committee also reviewed the proposal for the five year HS and EHS Goals and Objectives for 2018-2023. The program plans and goals and objectives will be presented by a committee member at tonight’s meeting.

COLA

We received Program Instruction 18-03 on May 1st which announced a 2.6% cost-of-living (COLA) adjustment for HS and EHS programs. A proposal for COLA funds this will be presented this evening by a member of the Budget Committee.

My Teaching Strategies (MTS) Spring Checkpoints

Spring checkpoints on child progress were completed for all HS and EHS children in April. The data results will be shared and next child goals set on family conferences in May. Child progress data will be presented in June to Board and Policy Council as part of the quarterly report.

Training

We have a contract with Shine Insight to improve and streamline our monitoring system. The HS and EHS Directors, Information Systems Director and EHS Education Manager will be attending the Shine conference in June to work on goals for the next program year.