

# SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

## POLICY COUNCIL MEETING MINUTES

Thursday January 18<sup>th</sup> 2024

5:30-8:00 pm

TapRock Northwest Grill  
971 SE 6<sup>th</sup> St Grants Pass Oregon

### PRESENT:

(PC)

**Region 1** Yuriko Warden & Viktoria Calvo

**Region 2** *no one from region 2*

**Region 3** Donea Goshert & Danielle Cowperthwaite

**Region 4** Yunyu Patterson

**Region 5** Unique Ortiz

**Region 6** Madeline Doig & James Grice

**Region 7** Ashley Primeau (board Liaison) & Catherine Wilson

**Region 8** Stephen Kostrna

**Region 9** Bryel Nowak

(Board)

Angela Evans , Jaime Green, Jessica Durant, Kris Woodburn, Lisa Marston, Michael Cohen,  
Sabena Vanghan & Ashley Primeau

(STAFF)

Amber Lease- Public Relations Marketer

Christine Russo- PFCE Manager

Chalesea Duewall- Health Manager

Jean Lehmann- Executive Administrative Assistant

Katherine Clayton- Executive Director

Shandi Phelps-PFCE Supervisor

Shanice Stringer-PFCE Supervisor

Yoana Martinez –PFCE Admin Assistant

### Policy Council Leadership Team 2023-2024

Chair- James Grice Region 6

Vice Chair- Dennis Bruner Region 3

Secretary- Yunyu Patterson Region 4

Alternate Secretary- Ashlynn Region 4

Treasurer-Catherine Region 7

Alternate Treasurer- Ashley Region 7

Board Liaison- Ashley Region 7

Alternate Board Liaison-Stephen Region 8

State Representatives- Sade Region 2 & Donea Region 3

Alternate State Representative- Ashley Region 7

### CALL TO ORDER, ROLL CALL, AND GROUND RULES:

James Grice-Chair called the meeting to order, went over roll call and ground rules

Called the meeting to order at 6:05 pm. A Policy Council quorum was established after roll call.

### PUBLIC COMMENT PERIOD:

none

### WARM-UP ACTIVITY

- PC Members and Board Members had the opportunity to share about themselves, why they like to serve in PC/Board, PC Members shared their name, region they are representing, a fun fact about themselves or what Head Start means to them and their family. The Board members shared who they are, their occupation and why they enjoy being a part of the board of directors and a fun fact about themselves.

## **EXECUTIVE DIRECTOR'S/ 0-5 HEAD START DIRECTOR REPORT**

### **EXECUTIVE DIRECTOR'S**

#### **Katherine Clayton Executive Director report went over a governance training**

- Southern Oregon Head Start is made up of an umbrella of programs Head Start, Early Head Start, Listo and Family Connection
- Head Start/ Early HS governed by the board of directors, Policy Council, management team
- Board of Directors is the group with legal and fiscal responsibility that guides and oversees the carrying out of the functions described through the individual or group given operating responsibility
- Policy Council Is responsible for the direction of the Head Start program, including program design and goals and program objectives.
- Management is responsible for the day-to-day functions of the program, including
  - Implementing policies and develop procedures
  - Providing training
  - Monitoring compliance

### **TRAINING**

**Amber Lease presented on Paradigm:** create DEI (diversity, Equity and inclusive) project focus on children, family and staff

Culture of learning (Goal is to build integrity and improve the support for everyone serve through access to and ownership of continual learning)

equity and inclusion (Improve equity and inclusion in key stages of the hiring process)

family community support (Goal is to improve the quality and effectiveness of support offering to historically marginalized families)

#### **Health:**

Health Team: Chalesa Duewall Health Manager Oversees all things Health Services at HS and ensure in compliance with the regulations

Chalesa presented to us a bit about her department, who forms part of her team and what their job responsibilities are.

She also presented on where we are at with Well Child Exams, and Dental Exams for both EHS and HS students.

- There is an exclusions date that is coming. Health is working hard to getting up to date numbers as soon as they can. Staff is working hard on connecting with families to check in with them about being up to date with vaccines or getting the exemption completed. **Exclusion date is February 21<sup>st</sup>, 2024**

- Oregon State Law requires every child be vaccinated or have a valid exemption on file for 7 required immunizations. For a child to start school, they must have at least a first dose of each age-appropriate immunization.
- The 3rd Wednesday in February is called "Exclusion Day." This means every child that is not up-to-date or doesn't have an exemption on file, must be excluded from school (starting the 23<sup>rd</sup>) until they are brought up-to-date or have completed an exemption.
- There are 3 ways to become exempt for immunizations

Medical Exemption	Non-Medical Exemption	Non-Medical Exemption
medical provider completes a form stating medical exemption	can be completed by medical provider, they provide education about immunizations and parent/guardian declines. They complete a document stating exemption.	parent/guardian can complete non-medical exemption on their own through video modules on OHA website. A certificate is then turned into Head Start's Health team for completion.

There have been some adjustments to the sunscreen policy and procedure. Chalesea went over the changes to the procedure and asked for a motion to approve the suggested updated to the policy:

**Region 7- Catherine Wilson moves to accept the sunscreen changes to the Policy and Procedures. Region 8 Stephen Kostrna seconds the motion to move to accept the approved Sunscreen changes in the policy and procedures. No opposed, no abstentions, the motion was carried**

**NHSA/OHSA Presentations?**

State Rep Donea gives presentation of the OHSA meeting and sessions she attended.

-Dollar per child-What is a dollar per child and the importance of fundraising money to help our lobbyist at the capital. A basket was passed around to attendees and donations were received.

Dollar Per Child is Due in April to take money to NHSA. What can we do at our centers to help raise funds.

James, PC Chair gave presentation of Family Engagement Conference in New Orleans

-James and Dennis participated in a lot of different workshops. The best highlight is male engagement and what we can do to help or motivate more male figure involvement at our centers and within or agency.

Dennis and James are hoping to start a Dad Day event? What that will look like is in the works. They will meet with PFCE staff to see what things can be done January 30<sup>th</sup>. What sorts of events can be held? More details to come and for others to join a committee to help plan for this event.

**Break:** PC Members and Board members break out session

**APPROVAL OF MINUTES-**

**Viktoria Calvo Region 1 moves to approve the December Policy Council Minutes. Donea Goshert Region 3 seconds the motion to move to approve the December Policy Council Minutes. None opposed, 1 abstention, Motion was carried**

**CONSENT AGENDA**

**Christine Russo- PFCE Manager presented the Consent Agenda Items:**

1. Meal Count
2. Financial Statements/Credit Card Statements

3. Enrollment Report: Full enrollment
4. Program Information Summary

**Region 7 Catherine Wilson moves to accept the Policy Council January consent Agenda. Region 8 Stephen Kostrna seconds the motion to move to accept the January the Consent Agenda. No opposed, no abstentions the Motion was carried**

**Treasurer Report-** Catherine Wilson region 7 presented the report

### **Announcements**

Yoana PFCE Admin Assistant gave announcements.

- Please contact your FA's as they need to include in their newsletters a PC update.
- Please respond to emails as a reminder, as they are important approvals or help plan PC meetings etc.
- Next PC meeting is at the main office on February 20<sup>th</sup> 5:30pm

### **Three things to take back to the center (important that these items are shared with region advocates)**

James Grice-chair lead the three things to take back to the regional centers

1. we are in the pre stage of planning a "Male involvement event" more information to come about event committee soon. For any dad interested in participating
2. Enrollment is working hard on getting kids enrolled in the program, we continue to hire to continue to open more classrooms.
3. Exclusion date!!! February 21<sup>st</sup>. Please contact FA if you have any questions. Health team is working hard on making sure all kids are getting exempt forms or entering dates.
4. Head Start Staff are being trained on DEI Diversity, Equity and Inclusion through a program called Paradigm Reach, Amber Lease Public relations Marketer shared what is part of this training and how it's going to be implemented in the program. For more questions, you can contact PC members or FA to get more information.

### **Name Tag Game-**

1. Viktoria Calvo
2. Bryel nowak
3. Stephen Kostrna

### **ADJOURNMENT**

**MOTION: Region 1 Viktoria Calvo made a motion to adjourn the January Policy Council Meeting at 8:00pm; Region 7 Catherine Wilson seconded the motion to adjourn the January Policy Council Meeting; no opposed, no abstentions, motion was carried.**