

# SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

**POLICY COUNCIL MEETING MINUTES**  
**Tuesday, January 19<sup>th</sup> 2020 12:00pm-1:30 Pm**  
**Via Microsoft Teams**

**PRESENT:**

(PC)	Amy Conkey (SM)	Brianna Cain (RR)	Crystal Pitts(EHSABC)
	Destiny Goings (IV)	Jamaya Obie-Brown (EHS GP)	Jamey Owens(PV)
	jasmine Fleming( EP)	Jamie Knight (ABC)	Jessica Barton (PV)
	Jessika Castleberry (RDW)	Kristi Havens (RIV)	Maria Guerra (PXT)
	Melissa Mahler (FTH)	Samantha Estrada(PROG)	Sara Jones(ASH)
	Sarah Nash (RR)	Sarah Piltier(OH)	Sarah Burgess (IV)
	Teasha Patterson (Com REP)		

(STAFF)	Christine Russo PFCE Director	Kathrine Clayton Executive Director
	Lisa Farlin, HS/EHS Director	Nikki Hill PFCE Manager
	Terra UCar PFCE Manager	Yoana Martinez PFCE Interpreter/PC Assistant

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

Jasmine Fleming (PC Chair) called the meeting to order at 12:05 p.m. A Policy Council quorum (was) established after roll call.

**PUBLIC COMMENT PERIOD:**

**APPROVAL OF MINUTES**

**Jessica Barton (PV) moves to approve the Policy Council Minutes. Jessica Castleberry (RDW) seconds the motion to move to approve the Policy Council Minutes. (Any opposed/ abstentions). Motion (was/was not carried)**

**WARM-UP ACTIVITY**

**Before activity started Christine Russo, offered 15 min to go over Policy Council Resource Page at the end of the meeting**

New Years Resolution

- Christine Russo, PFCE Director gave some fun facts about new year's resolution and shared a few new years resolutions from those who attended the meeting.

## CONSENT AGENDA

### **Lisa Farlin- went over what the consent agenda**

**is**

Reports that are given out and required to be shared with Policy Council Members, where we do not vote individually rather put together and make one vote

1. PC Minutes- reviewed Decembers meeting minutes
  2. Meal Count- meals that were served for the month of November
  3. Financial Statements/Credit Card Statements – went over Financial Statements for both HS & EHS
  4. Enrollment report – looking really good, 164 EHS slots and 93 percent are enrolled. 153 are filled, 100 are receiving virtual and 53 kids are onsite
- By next month numbers should be increased and full enrolled for EHS
  - HS 910 slots, 136 onsite services, 446 virtual services
  - 54 Preschool Promise slots, 24 onsite and 6 virtual

Classes are going to be M-W until we can safely move into Thursday as well,

Lisa went over Meal counts, Financial Statements, Enrollment Reports

**Melissa Mahler (FTH) moves to approve the Policy Council Minutes. Brianna Cain (RR) seconds the motion to move to approve the Policy Council Minutes. (none opposed/ abstentions) Motion was carried**

## TREASURER REPORT

- Sarah Nash went over the Treasure Report.

## EXECUTIVE DIRECTOR'S REPORT

### **Kathrine Clayton- Executive Director**

- -update on phase 4 reopening happening January 25<sup>th</sup> Centers that are opening EP pm, FTH Duration , PROGRESS EHS older toddler and classroom 4, SM Duration, WSH Part day Am, Grants pass EHS Duration, ABC C duration older toddler class, classroom sizes will stay with 10 kids until we are all able to run full size classrooms safely
- Orchard Hill is being renovated and should be ready in the next few months so we can get the center up and running
- Cameras have been installed in some classrooms eventually we will have them in all classes to make it easier for ED department to be able to do their observations without having so many people in classrooms. These cameras are straight wired and no one without approval can look into the cameras
- Staff members- we are hiring we need teachers, teacher assistants and cooks. New professional development for staff there is now financial assistants for all staff who are wanting to further career or professional development SOHS can now help assist. 8 individuals who have already reached out, others who have already started and some who are looking into starting school.

## HS AND EHS DIRECTORS' REPORT

### **Lisa Farlin**

- Went over agency Goals and objectives, these goals and objectives will be in the SharePoint in the Member Resource Page to be able to access them in a later time. Goals are only written for every five years. We are

currently in the mid third year. Updated will be given in the next couple of month with the goals and objectives especially with all the changed due to COVID.

- Health and Safety Plans- every center has its own very thorough health and safety planned that has been created around COVID, and bases on some amendments and changes there will be a change in the process to decide as an agency what recommendations we will be following or what changes or things will be staying or changing.
- Self-Assessment we determined in all 8 areas of the agency, we looked into what we need improvements on, today a plan is presented on how we will go about the self-assessment the areas that we have to look through are Program Management and Quality Improvement, Education and child development services, Health Program Services, Family and Community engagement Services, Effective ERSEA Strategies, Fiscal Infrastructure and new this year COVID Addendum which is related to all of the above areas. Using both of the team member and staff we will gather relative information as needed in surveys and create a draft of the report where then a PC Member and Board Member can review. This draft will be created by Blair Johnson who is the former EHS Director. Blair will come back to help us write the self-assessment. Or goal is to have it done by March.

**Jessica Barton (PV) Motion to accept the self-assessment Plan. Amy Conkey (SM) seconds the motion to accept the self-assessment plan. (none opposed/ abstentions) Motion was carried**

## **ANNOUNCEMENTS**

### **Dollar Per Child**

#### **Jamie Knight- Board Liaison**

-Dollar per child is an annual campaigned that is represented in Washington DC and out Capitol in Oregon. Dollar per child is the main source of funding in advocacy if Washington. This fundraiser must be parent driven. Or goal is to get one dollar per child but this fundraiser is to try and raise as much money as we can. This money gets sent to lobbyist so they can lobby for Head Start which will be our voice at the capitol. Justin our Oregon Lobbyist goes and talks on our behalf and try to lobby so that we can get extra funding to help support Southern Oregon Head Start. Lobbyist go and educate the legislators they are so important on getting the word to those who give the funding. You can donate directly into the website.

**-After the meeting today, we will spend some time going over the PC Member Resource Page if anyone needs a little extra help.**

**-Please fill out PC Reimbursement link as soon as possible so that we can get those checks written and sent out**

**-we also encourage everyone to continue to recruit PC members for your centers**

**-make up orientation will be 45 min before February Policy Council meeting**

## **ADJOURNMENT**

**MOTION: Teasha Patterson (Com Rep) made a motion to adjourn the meeting at 1:32 pm; Jessica Barton (PV) seconded the motion to adjourn the meeting; (none opposed/abstention) Motion (was carried)**