

# SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

## POLICY COUNCIL MEETING MINUTES

October 17th, 2023 5:30-8:30pm

Alan Berlin Center, Medford OR

### PRESENT:

(PC)            Region One-VK            Region Two-CH            Region Two- SB  
                  Region Three-DG            Region Three-DB            Region Three-DC  
                  Region Four-YP            Region Four-AW            Region Five-UO  
                  Region Six- MD (teams)    Region Six-JG            Region Seven-AP  
                  Region Seven- CW            Region Eight-SK            Region Nine-BN  
                  Region Nine-ST

(STAFF)        Christine Russo-PFCE Manager  
                  Katherine Clayton-Executive Director  
                  Nikki Hill-PFCE Supervisor  
                  Shandi Phelps- PFCE Supervisor  
                  Shanice Stringer-PFCE Supervisor  
                  Stephanie Finch- 0-5 Head Start Director  
                  Yoana Martine-PFCE Admin Assistant

### Policy Council Leadership Team 2022-2023

Chair- James Region 6  
Vice Chair- Dennis Region 3  
Secretary- Yunyu Region 4  
Alternate Secretary- Ashley Region 4  
Treasurer-Catherine Region 7  
Alternate Treasurer- Ashlynn 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:

Chair called the meeting to order, went over roll call and ground rules  
Called the meeting to order. A Policy Council quorum was established after roll call.

**PUBLIC COMMENT PERIOD: None**

### APPROVAL OF MINUTES-

**Region Four-YP moves to approve the September Policy Council Minutes. Region Seven-CW seconds the motion to move to approve the September Policy Council Minutes. No one opposed, no abstentions, Motion was carried**

### WARM-UP ACTIVITY

Introduction First name, center and what region you are representing.

Policy Council Meeting for October happened at the end of the PC Orientation.

## **CONSENT AGENDA**

**Stephanie went over what the consent agenda items. Items can be found on the PC member profile page for review**

1. PC Minutes
2. Meal Count
3. Financial Statements/Credit Card Statements
4. Enrollment Report

**Region Seven-CW moves to accept the September Policy Council Consent Agenda. Region Two CH seconds the motion to move to accept the September Policy Council Consent Agenda. No one opposed, no abstentions, Motion was carried**

**Treasurer Report-** report was given by regional rep Region Seven-CW

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

### **EXECUTIVE DIRECTOR'S-Katherine**

During the directors' report Katherine went over what different report she would normally go over during this section when they are available for example a PI- Program Instruction or a IM- Information memorandum or any other grant or information needed as the year goes by.

## **HS AND EHS DIRECTORS' REPORT**

-Program Information Summary (PIS) summary of the report/ and or items that were presented in the 0-5 director report. Stephanie will present any updates that are happening during the program year and or month.

## **TRAINING**

### **Policy Council Orientation**

### **Committees**

Committee signups will be sent to all through a Microsoft form.

### **Announcements**

Make up PC Orientation will be on 12/12/2023

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

Vice-Chair (or whoever is giving the announcements) lead the three things to take back to the regional centers

1. All Positions in the Policy Council Executive Team was filled
2. Make up PC Orientation will be on 12/12/2023
3. Next Policy council meeting will be in person at the Parkview center. It is important to RSVP and reply to emails to confirm attendance to help with food and childcare needs.

**ADJOURNMENT**

**MOTION: Region Seven-CW made a motion to adjourn the October Policy Council Meeting at 8:20pm; Region Eight-SK seconded the motion to adjourn the October Policy Council Meeting; no one opposed, no abstentions, motion was carried.**