

**SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.**

**POLICY COUNCIL MEETING MINUTES**

**Tuesday, November 17<sup>th</sup>, 2020 from 12:00-1:30 pm.**

**Meeting was held Via Teams on Microsoft**

**PRESENT at the TEAMS Meeting:**

(PC)                    Angela Alexander (Comm Rep)                    Baback Khosroabadi (ASH)                    Chrsitine Velasquez (EHSCJ)  
                              Jamaya Obie-Brown (EHS GP)                    Jamie Knight (ABC)                                Jasmine Fleming (EP)  
                              Melissa Mahler (FTH)                                Teasha Patterson (SM)

(STAFF)                Christine Russo (PFCE Director)                    Kathrine Clayton (Executive Director)  
                              Lisa Farlin (HS Director)                                Maria Arroyo (PFCE Interpreter)  
                              Yoana Martinez (PFCE Interpreter)

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

Baback Khosroabadi (PC Chair) called the meeting to order at 12:11p.m. via Teams meeting online

**PUBLIC COMMENT PERIOD:**

None.

**Teasha Patterson (SMHS) made a motion to approve the October Minutes. Melissa Mahler (Foothills) seconds the motion to approve the October Minutes. (No opposed/ No abstentions). Motion was carried.**

**ACTIVITY**

My People- lead by Christine Russo (PFCE Director).

**CONSENT AGENDA**

- Led by Lisa Farlin- EHS/HS Director

- Lisa went over the financial statement. The Federal grant year ends this month, and our goal was to use up the entire grant by this time, which we achieved in October. With the OPK grants, they restart in July. It still has 75% of it left. The MIECHV (home visitor grant) is on another time frame that ended this month as well, which we were able to use the entire grants as well. The Preschool Promise grant is on the same time frame as the OPK, and on track with spending.

-Enrollment Report: Lisa showed us a handout showing how many in each center are enrolled, how many are in virtual vs on site, how many are in enrollment processes, how many on waitlists, and how many more needed to enroll to fill up the empty slots. She informed us that they will be doing selections today as well. Even pulling some of the waitlisted children, we will need more for our duration classes. We need a lot of kiddos to fill our Phoenix and Foothills classes, along with filling other slots elsewhere. Lisa also informed us that there is a separate list of students already selected, but the parents only want on-site services, and no virtual. As soon as we have openings, we will be in contact with them to hopefully get them into a classroom that is open.

**Angela Alexander (CommRep) made a motion to accept the consent Agenda. Teasha Patterson (SMHS) seconds the motion to accept the consent agenda. (No opposed/ No abstentions). Motion was carried.**

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

- Teasha Patterson (PC Treasurer) went over the treasurer's report.

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

- Katherine Clayton went over the Phase 1 and 2 updates. Since February, we have pretty much created a whole new program from ground up. We are opening slowly to be able to tweak things easier if necessary. Phase 1 opened 12 classrooms on October 26<sup>th</sup>. Phase 2 opened in November with another 13 classrooms. Due to virtual orientation, Phase 1 was tricky to do, but Phase 2 went smoother. Phase 3 planned for November 30<sup>th</sup>, with still only groups of ten children per classroom. January 5<sup>th</sup> is our end goal to get all students services and in classrooms.
- The governor's freeze does not affect us and our plans. The freeze does not affect early childhood and k-8. We still encourage the staff to work virtually if possible, limiting staff time/contact with each other as much as possible.

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

Lead by Lisa Farlin.

- Went over the PI 20-06 –consolidating Grants, which do not apply to us as our EHS and HS programs are already under one grant.
- Lisa informed us that we had a change in a grant. We did not go through the correct procedure and did not get it done in the correct time, ended in us not being able to convert the 16 HS slots to the 8 EHS slots we wanted to an Infant Young Toddler Class for EHS-Cave Junction.
- At ABC-A classroom and playground is ready for our licensing inspection and we are hoping to open in Phase 3. We have been asked to move our classroom at Orchard Hill. This has necessitated a remodel for the new space. We are moving forward with that remodel.
- Centers are on a 5 year rotation for interior paint. Merlin's interior will be painted over Thanksgiving. Redwood and EHS-Grants Pass are next on the list for this year.
- We will be getting a "card system" for Progress Drive and Parkview soon. This is a security system that only allows access to employees with a special keycard. Redwood will also be getting this system sometime this year.
- **Amendment to By-Laws for Policy Council 2020-2021.**
- Starting this month, we proposed to lower the quorum for the Policy Council meetings due to the low enrollment in all classrooms and schools.

For the period of one year, beginning with PC approval in November 2020, the By-Laws of Southern Oregon Head Start shall be amended as followed:

Article V. D)

Quorum, including the summer quorum: a quorum shall consist of members present at the Policy Council meetings as long as there are a minimum of 2 Policy Council Representatives, one from each county and 1 Policy Council Executive Committee Member, one Staff and one Director.

State Representatives: For a period of one year until November 2021, we will continue with the current State Representatives and will not hold elections for that position, similarly to how the Oregon Head Start Association is extending the term of their elected positions.

**Jamie Knight (ABC) motions to amend the Bi-Laws for the PC 2020 addressing the quorum needed for the PC meetings. Jasmine Fleming (EP) seconds the motion to amend the Bi-Laws for the PC 2020 addressing the quorum needed for the PC meetings. (No opposed/ No abstentions). Motion was carried**

**Jamie Knight (ABC) motions to amend the Bi-Laws PC 2020 addressing the State Representatives positions following the Oregon Head Start Association. Angela Alexander (CommRep) seconds the motions to amend the Bi-Laws PC 2020 addressing the State Representatives positions following the Oregon Head Start Association. (No opposed/ No abstentions). Motion was carried**

**COMMITTEE REPORT:**

- None.

**ANNOUNCEMENTS:**

- Remember to fill out the reimbursement forms for participating in the meetings.
- PC Orientation will be in December, and will be done virtually, including the binders.
- Christine Russo thanks us all for all the participation and being here to keep EHS and HS up and running.

**Teasha Patterson (PC treasurer) motions to adjourn the meeting. Jamaya Brown (EHS GP) seconds the motion to adjourn the meeting. Motion was carried**

**Meeting Adjourned at 13:27**