

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

POLICY COUNCIL MEETING MINUTES

December 13th 2022, 1:30pm-3:00 pm

Via Microsoft Teams

PRESENT:

(PC) Alyssa Harrison, Autumn Bryd, RDW Asley Primeau, Parkview
Brittany Rubin, Catherine Wilson, EHSGPHS James Grice, EHSGPHS
Jason Peters IV Jayme Hurd, CP Jessica Knable, Com Rep
Julionna Hackett, FTH Kelly Cain, Lauren Wagner,
Michelle Clancy, Sandra Gill, ABCB, Stephanie Boylen

(STAFF) Christine Russo, PFCE Director
Cecilia Hurt, Education Director
Deborah DeSarah, Fiscal Director
Shanice Stringer, PFCE Manager
Nikki Hill, PFCE Manager
Yoana Martinez, PFCE Administrative Assistant

Policy Council Leadership Team 2022-2023

Chair- James Grice

Vice Chair- Yunyu Patterson

Secretary- Abby Barber

Alternate Secretary- Autumn Byrd

Treasurer- Catherine Wilson

Alternate Treasurer- Jason Peters

Board Liaison- Stephanie Boylen

Alternate Board Liaison- Catherine Wilson

State Representatives- Jason Peters & Yunyu Patterson

Alternate State Representative- James Grice

CALL TO ORDER, ROLL CALL, AND GROUND RULES:

James Grice called the meeting to order at 1:30 pm. A Policy Council quorum was Established after roll call.

PUBLIC COMMENT PERIOD:

APPROVAL OF MINUTES- Approvals/votes need to be in bold print

Jayme Hurd (CP) moves to approve the October Policy Council Minutes. Catherine Wilson (EHSGPHS) seconds the motion to move to approve the October Policy Council Minutes. None opposed; no abstentions, Motion was carried

WARM-UP ACTIVITY

Christine Russo, PFCE Director

Due to November being a month of gratefulness and a variety of traditions that are celebrated we shared what is something special that you had or did as a child or which have you implemented with your family now.

CONSENT AGENDA

Deborah DeSarah, Fiscal Director

Deborah went through and explained all of our different report for the month of November

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

Ashley Primeau (Parkview) moves to approve the Policy Council Consent Agenda. Catherine Wilson (EHSGPS) seconds the motion to move to approve the Policy Council Consent Agenda. None opposed, no abstentions, Motion was carried.

Treasurer Report- Catherine Wilson went over the treasurer's report

EXECUTIVE DIRECTOR'S REPORT

Cecilia Hurt, Education Director

Cecilia reviewed the Parent Concern Resolution Policy and Procedure process for our agency. You can find this procedure in our website and our Policy Council Member Page. If you would like a printed copy, you can ask your site manager or Family Advocate.

HS AND EHS DIRECTORS' REPORT

Deborah DeSarah, Fiscal Director

PIS-

- We are beginning our 5-year plan. We will begin our new grant cycle in November of 2023 we are currently in the planning process.
- We are still working on hiring for open positions so we can continue to open up more classrooms

ACF-IM-HS-22-08- Monitoring process for Head Start and Early Head Start Deborah shared with parents where they could go and find these. Deborah Shared that we had the FA2 review that is focused in classrooms, processes and procedures and interview staff and PC Members. FA1 is focused of Policy & Procedures, Financial areas, class video pilot etc. we have not received notice but once we have more details we will notify you.

Training

Deborah DeSarah, Fiscal Director

-Deborah did a Finance Training explaining more about why we share statements and the information from the different grants in both state and federal that we receive. Deborah also trained on how to understand and what each header, columns mean in the grant summaries and how to be able to read the information that is being shared.

Committees

- No committees for this month

Incentives for Orientation

- 1. Jennifer**
- 2. Jayme Hurd**

Announcements

James Grice Policy Council Chair

- **Congratulations to our Community Representative Jessica Knable for getting voted in to Policy Council 2022-2023**
- **No School November 23rd-25th**
- **Remember to sign conflict of interest and liability waivers if you have not done so already.**
- **Thank You Veterans! Thank You Jason Peters PC Alt Treasurer & State Representative for your service, to all who are or have served in the military and to all of their family members.**

Three things to take back to the center

Christine Russo, PFCE Director

- 1. We opened a classroom in Ashland and Eagle Point, we are hoping to continue to get staff so we can continue opening up more classrooms**
- 2. We are begging to play the next five-year program plan that will begin in November of 2023**
- 3. No School November 23-25th**

Name Tag Game-Yoana Martinez PFCE Admin Assistant

- 1. Jayme Hurd-CP**
- 2. James Grice- EHS GPHS**
- 3. Michelle Clancy-**

ADJOURNMENT

MOTION: Jayme Hurd (CP) made a motion to adjourn the Policy Council Meeting at 3:30 pm; Catherine Wilson (EHS GPHS) seconded the motion to adjourn the Policy Council Meeting; none opposed; no abstentions , motion was carried.