

# SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

<p style="text-align: center;"><b>POLICY COUNCIL MEETING MINUTES</b> <b>Tuesday, March 16<sup>th</sup> 2021 1:30 Pm-3:00pm</b> <b>Via Microsoft Teams</b></p>
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**PRESENT:**

(PC)	Audrey Sterling(Prog)	Jamaya Obie-Brown (EHS GP)	Jasmine Fleming( EP)
	Jamie Knight (ABC)	Jessica Barton (PV)	Jessica Hall (PG)
	Jasmine Espinosa (WSH)	Kristi Havens (RV)	Melissa Mahler (FTH)
	Marijah Hollingshed (WSH)	Sarah Nash (RR)	Sarah Peltier (OH)
	Sarah Burgess (IV)	Sara Jones (ASH)	Tammy Free (EHS CJ)

(STAFF)	Christine Russo PFCE Director	Kathrine Clayton Executive Director
	Lisa Farlin, HS/EHS Director	Tina Campbell, Fiscal Director
	Shanice Stringer PFCE Manager	Stephanie Finch, 0-5 Assistant Director
	Yoana Martinez PFCE Interpreter/PC Assistant	

**Policy Council Leadership Team 2020-2021**

Chair- Jasmine Fleming  
Vice Chair-Teasha Patterson  
Secretary- Ashley De Maria  
Alternate Secretary- Jessika Castleberry  
Treasurer-Sarah Nash  
Alternate Treasurer- Jamaya Obie Brown  
Board Liaison-Jamie Knight  
State Representatives- Angela Alexander and Jamie Knight  
Alternate State Representative- Amy Conkey

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

Jasmine Fleming (PC Chair) called the meeting to order at 1:32 p.m. A Policy Council quorum (was) Established after roll call.

**PUBLIC COMMENT PERIOD:**

**APPROVAL OF MINUTES**

**Marijah Hollingshed (WSH) moves to approve the Policy Council Minutes. Tammy Free (EHSCJ) seconds the motion to move to approve the Policy Council Minutes. No one opposed no abstentions, Motion carried**

**WARM-UP ACTIVITY**

**Christine Russo-PFCE Director**

- lead an activity of self-care and its importance. Especially now that spring break is coming it's important that parents take time to do small things to fuel their bodies.
- Christine also talked about the family connection and the parenting classes that they are offering. For more information visit [www.thefamilyconnect.org](http://www.thefamilyconnect.org)

## CONSENT AGENDA

### **Stephanie Finch- 0-5 Assistant Director went over what the consent agenda**

1. PC Minutes- reviewed February meeting minutes
2. Meal Count
3. Financial Statements/Credit Card Statements – Tina Campbell, Fiscal Director will go over it on the Fiscal training portion. Once Tina goes over financial statements a motion will be made to approve the consent agenda.

**Marijah Hollingshed (WSH) moves to approve the Policy Council Minutes. Jamaya Obie-Brown (EHS GP) seconds the motion to move to approve the Policy Council Minutes. (No one opposed/ no abstentions) Motion was carried**

## EXECUTIVE DIRECTOR'S REPORT

**Kathrine Clayton- Executive Director**

### **Work Rule #13 Updated**

- Given the classroom cameras we updated Work Rule #13 clarifying that camera access or recordings are for **internal use only**. Work Rule #13 also that clarifies who has access to the cameras or recordings, storage of recordings, and the process for Mental Health Consultants and Ed Coaches to complete observations as well. The Work Rule states that the classroom staff will be informed when an Ed Coach or Mental Health Consultant will be observing. Parents will not be allowed to observe or view the recordings as they are for **internal use only** for coaching and child observation purposes. Subpoenas will be required for any viewing requests from parties outside of the agency.

### **2<sup>nd</sup> Drive-Thru Vaccine Clinic – Mar 12, 2021**

- Our nurse Dixie Ramsay and her son-in-law, Jeremy Cathy, a Family Nurse Practitioner gave out second doses and about 23 first doses at our Drive-Thru Vaccine Clinic! Hats off to our dedicated Ops Staff led by Michael Jay and Steve Kruchoski, Laurie Hester- our Health & Safety Compliance Manager, and Dixie and Sarah Forga – our Health Director for their hard work putting this together for our staff.
- Right now, approximately 50% of our staff have had at least one dose of the vaccine.

## HS AND EHS DIRECTORS' REPORT

**Lisa Farlin**

- Classroom Reopening plans:  
Our goal remains to get as many children into hybrid services as we can and to increase the hours of service as much as we possibly can. We have a small number of Duration classes that have moved to 4 days of service. There will be several more moving to 4 days after Spring Break. We have a few more classrooms that will open after Spring Break as well. We are adding more and

more children into the hybrid model and many HS classrooms now have more than 10 children in their stable cohort.

- Enrollment and Onboarding: Our enrollment continues to fluctuate some as we work to engage the virtual families in particular. Some that initially wanted virtual services have not been engaging as we'd like and we are in the process of clarifying this with families. Currently, for the total program, including EHS, HS and PSP, we are 63% enrolled. A selection is happening this week and once those on the waitlist have been selected we anticipate our enrollment increasing to approximately 75%. In terms of recruitment we have seen an increase in the number of families applying for services since the local schools have been reopening.
- Facilities Update: Cameras are now in all classrooms with the exception of classrooms in schools, as we have to get permission from the district before we can place cameras in those rooms. Orchard Hill remodel is completed and staff are beginning to move in. We still need to pass licensing inspections before we can have children attend in person there. South Medford and Central Point playgrounds continue to be worked on. Laundry room install at Parkview is complete.
- Staffing Update: We continue to recruit for many open positions. Katherine and our HR Department Director, Kathy Stassi, have been working with Work Source Rogue Valley to employ various employee recruitment strategies such as increased advertising and marketing. Lisa and Katherine both sit on the Early Childhood Workforce Committee led by Southern Oregon Early Learning Services Hub (SOELS).
- COVID Update –
  - To date, still only 1 center had to close due to a positive case with a staff member.
  - We continue to quarantine staff as needed when they have been exposed to a positive or presumptive case.
  - We revised our policy and taking the child's temperature is no longer required at arrival.
- **Program Instruction ACF-PI-HS-21-01 and Intent to Apply for COLA**

Each grantee may apply for a COLA increase of 1.22% of the FY 2020 base funding level. Grantees must use COLA funds to permanently increase the Head Start pay scale by no less than 1.22%. All Head Start and Early Head Start grantees are eligible to receive additional funds to continue responding to COVID-19. Each grantee may apply for a proportionate amount of the \$250 million based on their total funded enrollment. The purpose of these supplemental funds is the same as that of the CARES Act funds: to prevent, prepare for, and respond to COVID-19. Within these parameters, grantees have flexibility to determine which investments best support the needs of children and families while adhering to state and local guidance. We are proposing that PC and Board of Directors consider and approve our "Intent to Apply" for both the COLA and the Supplemental COVID funds

**Melissa Mahler (FTH) Make a motion to approve the Intent to Apply for both the COLA and the Supplemental COVID Funds. Sara Jones (ASH) seconds the motion to approve the intent to apply for both the COLA and the Supplemental COVID Funds. No one opposed, No Abstentions, Motion Passes.**

### **Fiscal Training- Tina Campbell-Fiscal Director**

- Tina went over and explained the Policy Council Budget and why we share that with PC group.
- Tina went over the Financial Statements and Credit Card Expenditures

### **Revised CACFP/USDA Budget**

We were asked to revise our CACFP Meal Reimbursement Budgets.

- USDA required that Southern Oregon Head Start complete a mid-year FY 2021 CACFC USDA Budget revision. When the budget was originally completed it was based on projections of full year services. At the time it was unknown if the classes would continue to be affected by COVID-19 restrictions. Due to on-going effects of COVID-19, a more realistic budget revision was required to properly reflect services provided up until March 2021.

**Jamaya Obie-Brown (EHS GP) make a Motion to approve the revision of the CACFP Meal Reimbursement budget due to the pandemic. Marijah Hollingshed (WSH) seconds the motion to approve the revision of the CACFP Meal Reimbursement budget due to the pandemic. (no one opposed/no abstentions) Motion was carried**

### **Old Business**

- Dollar per Child- Jamie Knight-Board Liaison went over a brief summary of dollar per child, a link was sent in the chat for a direct donation. Jamie mentioned the goal for dollar per child is to send out lobbyist to the state and national level to voice for children and to get more funding.
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### **Committees**

- Board- Jamie Knight-Board Liaison gave us a brief summary about board meeting. They got a facilities update by Michael Jay, They voted for the revise budget.
- Yoana Martinez-PFCE Interpreter/PC Assistant- went over the sign up for committees and will re send the link for those who have not yet signed up and wish to.
- Lisa Farlin mention the importance about being in committees and the participation.

### **Announcements**

- No announcements

### **Three things to take back to the center**

### **ADJOURNMENT**

**MOTION: Melissa Mahler (FTH) made a motion to adjourn the meeting at 3:52pm; Tammy Free(EHS CJ) seconded the motion to adjourn the meeting; (none opposed/abstention) Motion (was carried)**