

# SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

**POLICY COUNCIL MEETING MINUTES**

Tuesday, March 19<sup>th</sup>, 2024  
5:30-7:30 pm  
Microsoft Teams Online Meeting

**PRESENT:**

- Region 1 Yuriko Warden
- Region 2 Crystal Hart
- Region 3 Donea Goshert
- Region 4 Yunyu Patterson
- Region 5 Unique Ortiz
- Region 6 Madeline Doig
- Region 6 James Grice
- Region 7 Ashley Primeau
- Region 7 Catherine Wilson
- Region 9 Bryel Nowak
- Com Rep Jayme Hurd

**(STAFF)**

- Christine Russo- PFCE Manager
- Cecilia Hurt- Education Director
- Katherine Clayton-Executive Director
- Nikki Hill-PFCE Supervisor
- Shanice Stringer-PFCE Supervisor
- Yoana Martinez –PFCE Admin Assistant
- Shandi Phelps-PFCE Supervisor

Commented [CR1]: Jean was also there

**Policy Council Leadership Team 2023-2024**

- Chair- James Grice Region 6
- Vice Chair- Dennis Bruner Region 3
- Secretary- Yunyu Patterson Region 4
- Alternate Secretary- Ashlynn Region 4
- Treasurer-Catherine Region 7
- Alternate Treasurer- Ashley Region 7
- Board Liaison- Ashley Region 7
- Alternate Board Liaison-Stephen Region 8
- State Representatives-Ashley Region 7 & Donea Region 3
- Alternate State Representative- James Region 6

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

James Grice called the meeting to order and reviewed the roll call and ground rules.  
Called the meeting to order at 5:33 pm. A Policy Council quorum was established after the roll call.

**PUBLIC COMMENT PERIOD:**  
none

**WARM-UP ACTIVITY**

**Christine Russo, PFCE Manager**  
Warm-up activities: Spring Break Plan

**APPROVAL OF MINUTES**

**Catherine Wilson Region 7 moves to approve the February Policy Council Minutes. Catherine Wilson Region 7 seconds the motion to move to approve the February Policy Council Minutes. No opposed, No abstention, Motion was carried.**

**CONSENT AGENDA**

Katherine Clayton **presented the Consent Agenda Items:**

1. Meal Count total meals count 510
2. Financial Statements/Credit Card Statements
3. Enrollment Report: Full enrollment
4. Program Information Summary

**Catherine Wilson Region 7 moves to accept the Policy Council March Consent Agenda. Yuriko Warden Region 1 seconded the motion to move to accept the March Consent Agenda. No opposes, no abstentions, the Motion was carried.**

Motion to change the selection Criteria Policy Proposed 24.25

Here's a summary of the changes:

Point System for Income Categories:

Over income – 201% and higher: 5 points

Over income – 31% to 200%: 25 points

Over income – 1% to 30%: 55 points

High Social Service Need Categories:

Family lost housing or was otherwise negatively impacted by wildfire or other natural disaster within the last 5 years: 65 points.

Assignment to Centers:

Children will be assigned to the center in which their residential or childcare (e.g. daytime) address is located. Exceptions to this policy may be made by the IS/ERSEA Manager, not the director.

Reserved Slots for SOHS Staff:

8 Early Head Start over income slots and 15 Head Start over income slots are reserved for age-eligible children of SOHS staff who apply.

These slots will be selected concurrently with the main selections, including selecting returning and transitioning staff children first, then filling any remaining reserved slots.

If there are more applications than available slots, the 0-5 Head Start Director and the ERSEA/IS Director Manager will review the applications and determine which ones will be placed on the waitlist. Applications placed on the waitlist under the Other Factors category will receive 95 points.

Reserved Spot for Resigning Staff Members:

If a staff member resigns while their child is in a reserved spot, the child can remain there until the end of the program year. However, the child will not be eligible for selection as a transitioning or returning child for the next program year. If the child wishes to continue in the program, they must reapply, and their application will be included in the selection.

**Ashley Primeau Region 7 moves to approve the proposed change of the Selection Criteria. Catherine Wilson Region 7 seconds the motion to move to approve the Changes of the Selection Criteria. No opposed, No abstention, Motion was carried.**

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

**Cecilia Hurt, Education Director, Presented**

Program Strengths:

SOCFC effectively adjusts to community needs by considering input from staff, enrolled and waitlisted families, and community partners.

Quarterly surveys and an Input Group facilitate continuous improvement efforts.

Annual staffing discussions prioritize agency needs.

Detailed processes and policies are in place in each department.

Continuous quality improvement is emphasized throughout the organization.

All areas of the FA1 (Federal Application) were found to be in compliance.

Areas for Improvement/Growth:

Training across positions and during the first year of employment needs better tracking and addressing of retraining needs.

Improved flow of information regarding child injuries requiring medical care to the 0-5 Director.

Recommendations include adding a 'code of conduct' to the child guidance policy and annual review of birth rates in both counties.

Timelines for enrollment and referrals need enhancement.

Addressing how to reflect students eligible for IFSP services but whose parents/guardians deny services in the total number of students served under IDEA.

Plans for Improvement:

Considering hiring a Learning and Professional Development Specialist to address training needs.  
Adjusting procedures to ensure prompt reporting of child injuries requiring medical care to the 0-5 Director.  
Reviewing policies and procedures for the upcoming program year.  
Introducing additional services with partners to address reporting concerns and enhance the enrollment process.  
Financial Updates:

Grants are generally on track with remaining budget percentages.  
Quarterly reviews will address excess billings to ensure proper allocation.  
Information on credit card and credit account utilization provided for January.  
Enrollment Report:

Early Head Start remains fully enrolled and expanded capacity in February to serve more children.  
Committees Updates:

The Selection Committee reviewed and proposed updates to the Selection Criteria Policy to better serve the community's highest-need families. Changes include adjusting points for families above the poverty guideline, modifying points for Early Head Start children, adding points for families impacted by natural disasters, and clarifying the reservation of slots for children of staff members.

**Treasurer Report** Catherine Wilson, Region 7, presented the report.

**Announcements**

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

1. 63% on target for their end-year goal
2. Reach out to the Policy Council representative of the QR code if parents have any issues.
3. Early Head Start focuses on Children's Home Language, and Head Start focuses on English and preparing them.
4. April 4<sup>th</sup>, 5-7 pm Family Fun Night for both counties at Alan Berlin Center
5. New Treasure and new Alternate State Representative

**Name Tag Game-**

1. Crystal Region 2
2. Maddie Region 6
3. Catherine Region 7

**ADJOURNMENT**

**MOTION: Donea Goshier Region 3 made a motion to adjourn the March Policy Council Meeting at time 7:16 pm; Jayme Hurd Community Rep seconded the motion to adjourn the March Policy Council Meeting; no opposed, no abstentions, motion was carried.**