

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
POLICY COUNCIL MEETING MINUTES
Tuesday, April 14th from 2:00-3:00 pm.
Meeting was held Via Teams on Microsoft

PRESENT at the TEAMS Meeting:

(PC) Baback Kohsroabadi (ASH) Christine Velazquez (EHS CJ) Jamaya Obie-Brown (EHS GP) Jamie Knight (ABC) Jasmine Flemming (EP) Lynn Greely (CO MM Rep) Maylene Cherry (ABC) Melissa Mahler (FTH) Melissa Gregg (EHS ABC) Nathan Fieguth (SM)

(STAFF) Blair Johnson (EHS Director) Lisa Farlin (HS Director) Kathrine Clayton (Executive Director) Terrah Henrich (HS Assistant Director) Tina Cambell (Finance Director) Christine Russo (PFCE Director) Yoana Martinez (PFCE Interpreter)

Approval of votes Via Email:

Angela Alexander (COMM Rep)	Brian (EP)	Courtney Freidt (COMM Rep)
Christine Velasquez	Floron McGee	Jasmine Flemming (EP)
Jamaya Obie-Brown (EHS GP)	Jamie Knight (ABC)	Joseph Silva (IV)
Jessalee Kube	Jerron Setzer (PXT)	Floron McGee (WAS)
Melissa Mahler (FTH)	Marijah Hollingshed (WAS)	Melissa Gregg ((EHS ABC)
Tiffany Hanson (RIV)	Rick Sharp (PXT)	Sharyn Greely (Comm Rep)

CALL TO ORDER, ROLL CALL, AND GROUND RULES:

Baback Khosroabadi (PC Chair) called the meeting to order at 2:00p.m. via Teams meeting online

PUBLIC COMMENT PERIOD:

None.

CONSENT AGENDA

- Led by Terah Wheeler-Hendrich, Assistant HS Director
 1. Terah went over Meal Count, Credit Card Statements, and Financial Statements
 2. Terah went over the participation in schools and EHS/HS events like PC Meetings.

EXECUTIVE DIRECTOR'S REPORT

- Kathrine Clayton Talked about what the Agency is doing regarding COVID-19. As of now Head Start is following government Kate Browns rules in terms of school closures, there has been more precaution and keeping a count of how many people go in and out of the office. Monitoring who goes in and out of the office. There is precaution on keeping things sanitized. As they will continue to monitor and see what will be happening as Head Start is temporary closed until further notice.
- PFCE staff, family Advocates, teaching staff has been working on reaching out to all HS and EHS families to go over a quick needs assessment and partnering up with the Family Nurturing Center to try and assist with basic needs. If needed, some families have been referred over to FNC and there are families who want follow up calls until returning back to work.
- Katherine has let families and staff know that if there is anything they need that she may be able to assist with to reach out to her. "we are in this together"

HS AND EHS DIRECTORS' REPORT

- Led by Lisa Farlin, HS Director and Blair Johnson, EHS Director

1. Lisa went over the plan they have been doing at the centers of not allowing anyone in at the centers and having someone coming in to sanitize. As they are keeping track of those who are going in and out of the centers
2. Staff is working from home and all staff are getting paid their normal wages.
Went over the Program Information Summary-Went over the COVID-19 Response that they are having The Directors continually monitor the situation and follow the guidance from State and local public health officials. We are reaching out by phone to every family and offering diapers and wipes, as well as, referrals to community partners that can help with food and other resources. We will continue to hold Policy Council meetings remotely and ask that you promptly reply to emails requesting votes., ABC- A continues to make progress and the operations team are taking advantage of taking care of projects that need to be done when children are not around.

(VOTES will be collected via email)

3. Self-Assessment Plan
 - This year a federal monitoring review will be conducted by phone the first week in May. We will be using our self-assessment to help prepare for that event.
 - Staff from one area of our program interview staff from another area and provide us with a written report on the services we are providing. PC and Board Members were also included in the interviews. Areas of strength are identified and it gives us direction on any areas we would like to improve upon.
 - We had PC members and a Board Member to be a part of the interviewing processes.
4. Proposal for OPK grant was reviewed. Funding requests in the amount of \$7,732,219 for HS and \$234,000 for EHS were proposed. Grant applications due May 4th.
5. Proposal for Preschool Promise and to apply for 4 classes that will give 2 PP classes in both Jackson and Josephine County. Total amount of funding requested in the Preschool Promise proposal is \$840,000. Applications also due May 4th.
6. COLA & Quality Improvement- federal dollars with COLA will go to staff wages. All staff will receive a 2% wage increase. Quality Improvement dollars will also go toward staff wages and benefits. Funding requests determined by Office of Head Start are: \$234,065 for HS and \$122,585 for EHS.
7. CARES ACT- Federal government response to the COVID-19 will be giving money to create summer programming due to the crisis we will be focusing first at kids that will be transitioning into Kindergarten and/or that have IFSP. Moving forward the plan is to apply and hopefully open in June, if not, additional plans will be taken in order to take the next steps. This application is due May 15th and the amount requested to be determined by Office of Head Start, but is not available yet.

Meeting Adjourned. Voting to accept Consent Agenda and Self-Assessment Report completed via email. Voting to approve the grant applications for OPK, Preschool Promise, COLA/QI, CARES ACT completed via email.