

SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

POLICY COUNCIL MEETING MINUTES

April 18th, 2023
Virtual Teams Meeting

PRESENT:

(PC)	Ashley Primeau-PV	Adrienne Joy-OH	Alyssa Harrison- EHSABC
	Catherine Wilson-EHSGP	James Grice- EHSGP	Jayne Hurd- CP
	Jessica Knable- Com Rep	Julionna Hackett-FTH	Katharine (Katie) Pianka –SM
	Kelly Cain-CP	Michelle Clancy-PV	Stephanie Boylen- EHSWM
	Tammy Free- IV	Unique Ortiz-EP	Viktoria Calvo-ASH
	Yunyu Patterson-CP		

(STAFF) Amber Lease- Public Relations Marketer
Bethanee Grace- The Family Connection Program Coordinator
Christine Russo-PFCE Director
Katherine Clayton- Executive Director
Nikki Hill- PFCE Manager
Shandi Phelps- PFCE Manager
Shanice Stringer- PFCE Manager
Stephanie Finch- 0-5 Head Start Director
Yoana Martinez- PFCE Admin Assistant

Policy Council Leadership Team 2022-2023

Chair- James Grice
Vice Chair- Yunyu Patterson
Secretary- Vacant
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 1:32PM. A Policy Council quorum
(Was) Established after roll call.

PUBLIC COMMENT PERIOD:

APPROVAL OF MINUTES- Catherine Wilson moves to approve the March Policy Council Minutes. Jessika Knable seconds the motion to move to approve the March Policy Council Minutes. Any opposed no, any abstentions no, Motion was carried

WARM-UP ACTIVITY

-Christine Russo PFCE Director

Favorite Meal that your children enjoy- everyone had the opportunity to share what meals their children enjoy.

CONSENT AGENDA

Stephanie Finch- 0-5 Head Start A Director went over what the consent agenda

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

Catherine Wilson moves to approve the Policy Council Consent Agenda. Yunyu Patterson seconds the motion to move to approve the Policy Council Consent Agenda. Any opposed No), any abstentions No), Motion was carried

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

HS AND EHS DIRECTORS' REPORT

Stephanie Finch- 0-5 Head Start Director went over

- **COLA/Quality Improvement Grants-**
 - We have been provided the opportunity to apply for a Federal COLA (cost-of-living adjustment) and QI (quality improvement) grant with our 2022-23 grant period. After discussion of staff needs we would like to apply 100% of the COLA to staff wages and a small increase to Staff Support. For the QI funds, we would like to apply 90% to Building Maintenance/Repair and 10% to Recruitment of Children and Personnel. The Budget Detail Justification provides the detail for total application amounts by program and intended use of funds.
 - We will also be requesting a NFS (non-federal share) waiver for these funds since 100% of our grant funds have already been allocated to NFS. Our required NFS on base grant funds of \$11,473,225 is \$2,868,306. SOCFC has already committed \$8,638,927 in NFS for 2022-23 which far exceeds the 25% minimum requirement.
- **Self-Assessment-**
 - The SOCFC 2022-2023 self-assessment was conducted using the Focus Area 1 (FA1) monitoring protocol. Teams worked together for several months assessing internal policies, procedures and practices, and comparing them to the Head Start Program Performance Standards (HSPPS) addressed in FA1. Strengths and areas

for growth are highlighted below; areas for growth will be used to develop the new SOFC five-year program goals.

Catherine Wilson EHSGPS made a motion to approve the proposed changes to update the confidentiality of sharing information policy and procedure. Yunyu Patterson second the motion. One pc community rep abstained, no one opposed, motion was carried.

Cost of living Adjustment and Quality Improvement Grant

Stephanie Boylen made a motion to approve the Cost of Living Adjustment and Quality Improvement grant. Catherine Wilson second the motion. No abstention, no one opposed the motion carried.

Program Planning

Catherine Wilson made a motion to approve the new program plans. Stephanie Boylen second the motion to approve the program plans. No abstentions, No one opposed, motion was carried.

Self-Assessment/Community assessment

Stephanie Boylen made a motion to approve the community and self-assessment plans, Yunyu Patterson seconds the motion. No abstentions, no one opposed motion was carried

Announcements

- May 16th via teams is our next PC meeting

Three things to take back to the center

Yunyu Patterson

1. Kidocopia even at Grace Christian Elementary on May 13th from 10-2 all families are welcomed.
2. There were some program planning adjustments and changes that will be made to help manage kid spots and conversion into the classrooms.
3. There are summer parenting classes that are being offered. Follow thefamilyconnection.org to get more information on events that are happening in our community.

Name Tag Game- PFCE Admin Assistant will draw

1. Jayme Hurd
2. James Grice
3. Julionna Hackett

ADJOURNMENT

Jessica Knable made a motion to adjourn the Policy Council Meeting at 3:05PM; Catherine Wilson seconded the motion to adjourn the Policy Council Meeting; no any abstention no Motion was carried