

# SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

## POLICY COUNCIL MEETING MINUTES

Tuesday, April 20, 2021 1:30 Pm-3:00pm

Via Microsoft Teams

### PRESENT:

(PC)	Angela Alexander (com rep)	Brianna Cain (RR)	Carrie Parren (CP)
	Crystal Pitts (EHSABC)	Destiny Goings (IV)	Jamaya Obie-Brown (EHS GP)
	Jasmine Fleming (EP)	Jamie Knight (ABC)	Jessica Barton (RIV)
	Jamaya Owens (PV)	Jessika Castleberry (RDW)	Leonore Bugarin (WCY)
	Melissa Mahler (FTH)	Sara Jones (ASH)	Sarah Peltier (OH)
	Sarah Nash (RR)	Teasha Patterson (Com Rep)	Tammy Free (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 1:33 p.m. A Policy Council quorum (was/was not) Established after roll call.

### PUBLIC COMMENT PERIOD:

### APPROVAL OF MINUTES

Crystal Pitts (EHS ABC) moves to approve the Policy Council Minutes. Teasha Patterson (Com Rep) seconds the motion to move to approve the March Policy Council Minutes. Any none opposed no abstentions, Motion carried

## **WARM-UP ACTIVITY**

**Christine Russo-PFCE Director**

### **- Suitcase Activity**

Imagine your child is 18 already graduated from high school what tools would you like for them to take with them, memories, values, life experiences etc. what you would like your child to have in their suitcases

## **CONSENT AGENDA**

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

1. PC Minutes
2. Meal Count
3. Financial Statements/Credit Card Statements
4. Enrollment Report- currently serving 63% enrollment, 52% are receiving hybrid services

**Jessica Barton (PV) moves to approve the Policy Council Consent Agenda. Melissa Mahler(FTH) seconds the motion to move to approve the Policy Council Consent Agenda. (non opposed / no abstentions) Motion carried**

**Treasurer Report- Sarah Nash went over the treasurers report**

## **EXECUTIVE DIRECTOR'S REPORT**

**Kathrine Clayton- Executive Director**

### **-Board and Policy Council Joint Meeting**

**Due to all the circumstances joint meetings will be back and running for next program year. Due to the different time schedules. Bypassing may Joint meeting and starting up next year.**

## **HS AND EHS DIRECTORS' REPORT**

**Lisa Farlin**

### **Classroom Reopening**

-11 of 17 EHS classrooms open; 35 of 54 HS classrooms open

-We continue to increase hours and/or add children to hybrid services as we can.

### **New Enrollment Report**

-Kaycee has created a new report for PC and Board of Directors

-It includes information on Enrollment, but also on home visits, data on well child exams and referrals

-63% Enrolled; 52% receiving hybrid services

-We provided classroom instruction to 350 kiddoes,1070 education home visits and 663 family home visits in just 3 weeks of March!

-Year-to-date we have provided 653 service referrals to 264 families.

### **Community Health Worker**

Through our partnership with Rogue Community Health they have sent us a Community Health Worker named Corrie Nunes. She will be working out of the Enrollment Department for 15 hours per week. She will be assisting families that we interview during the application process by connecting them with

resources they need. In particular, she can help ensure they and their children have a medical and dental home. This is a way to support the families we interview, but may never get into a Head Start class.

### **Program Instruction ACF-PI-HS-21-02**

This PI gives information on the requirement from Head Start that 45% of our Center-Based Services must be Duration. We have met this requirement.

### **Information Memorandum ACF-IM-21-01**

Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities – Extends the fiscal flexibilities given previously to September 30<sup>th</sup>, 2021.

#### **INFORMATION:**

On May 21, 2020, the Office of Head Start (OHS) issued Information Memorandum (IM) ACF-IM-HS-20-03 Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities.

On March 19, 2021, the Office of Management and Budget issued administrative relief guidance, M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance. It outlines flexibilities and waivers affecting grant applications, no-cost extensions, and extension of certain deadlines, procurement, prior approvals, and single audit submissions. The following is an updated list of current flexibilities and information on how OHS is implementing each provision. This IM supersedes ACF-IM-HS-20-03.

### **Staffing Update**

Applicant flow for openings continues to be slow. Katherine has been working with GPHS and we will be having High School Students apply to be substitute center assistants. We have a limited opportunity through SOELS to apply for a sign-on bonus for a maximum of 6 new teachers or TA's, however, other agencies have the same opportunity and it's first come, first served until the funding runs out.

### **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 are anticipating updated guidelines from OSHA and the Early Learning Division sometime in May.

### **Self-Assessment Update**

Lisa and Blair Johnson (former EHS Director) continue to work on the Self-Assessment process and report. We thought we would have it ready by this meeting, but it will not be ready to present to PC until May. We will be scheduling a Self-Assessment Committee meeting to review the preliminary findings including Board and PC members for the first part of May.

### **Training**

**-NHSA Conference 2021- the following participated in the NHSA Conference that will go through Thursday.**

Teasha Patterson- opening keynote speaker pointed out the factors that people have in your life.

Jasmine Fleming- power of choices listening to the inner guidance, emotions and energy.

Christine Russo- Leadership during the uncertain times.

Shanice Stringer- pregnancy and transition of EHS

Yoana Martinez- self-care, stretching

## **Old Business**

- None

## **Committees**

**Selection Committee-Melissa Mahler (FTH) selection criteria policy goes over the process that we use to select children. There is a lot of factors and categories where parents**

**Families affected/impacted by COVID-19 would also get 65**

**Families impacted by wildfires would get 65**

**Angela Alexander (Com Rep) makes a motion to change selection committee where there will be points added to families who were impacted by COVID-19 or the wildfires. Jamie Knight (ABC) seconds the motion. No one opposed, no abstentions the motion passes.**

## **Board Report- Jamie Knight Board Liaison**

-reported on PC and gave an overview of board meeting

## **Early Childhood Advisory Committee- Lisa Farlin HS/EHS Director**

- Talked about the things kids need to learn, social-emotional aspects. Looked at child outcomes from last year and look at kids receiving virtual/hybrid. We will be able to see the growth on check point after April especially looking into the numbers from our children participating in virtual vs hybrid.

## **Announcements**

- No announcements

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

1. Added new criteria to the selection criteria for the families affected/impacted by COVID-19/Wildfire
2. Community Health worker partnering with RCH to help with our enrollment department
3. 52% of children are in hybrid.

## **ADJOURNMENT**

**MOTION: Melissa Mahler (FTH) made a motion to adjourn the meeting at 2:40 pm; Jessika Castleberry (RDW) seconded the motion to adjourn the meeting; (none opposed/abstention) Motion (was carried)**