

# SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.

<b>POLICY COUNCIL MEETING MINUTES</b>
<b>Tuesday, May 21 2024</b> <b>5:30-7:30 pm</b> <b>Main Office- Blue Conference Room</b> <b>1001 Beall Lane Central Point OR</b>

**PRESENT:**

**Region 1**

**Region 2**

**Region 3 Dennis Bruner, Danielle, Donea Goshert**

**Region 4 Yunyu Patterson**

**Region 5 Unique Ortiz**

**Region 6 James Grice**

**Region 7 Ashley Primeau**

**Region 8 Jamaya Obie-Brown**

**Region 9**

(STAFF)

Christine Russo- PFCE Manager

Stephanie Finch- 0-5 Head Start Director

Nikki Hill- PFCE Supervisor

Shanice Stringer-PFCE Supervisor

Yoana Martinez –PFCE Admin Assistant

**Policy Council Leadership Team 2023-2024**

Chair- James Grice Region 6

Vice Chair- Dennis Bruner Region 3

Secretary- Yunyu Patterson Region 4

Alternate Secretary- Ashley Region 7

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 6:01pm. A Policy Council quorumu was established after the roll call.

**PUBLIC COMMENT PERIOD:**

none

**Special Dates & Acknowledgements: Mental Health Awareness Month, Asian American & Pacific Islander Heritage Month, Jewish**

**WARM-UP ACTIVITY:**

**Christine Russo, PFCE Manager**

### **APPROVAL OF MINUTES**

**Ashley Primeau, Region 7 moves to approve the April Policy Council Minutes. Jamaya Obie-Brown, Region 8 seconds the motion to move to approve the April Policy Council Minutes. No opposed, no abstention, motion was carried.**

### **CONSENT AGENDA**

Stephanie Finch 0-5 Head Start Director presenting the consent Agenda Items:

1. Meal Count: total meal count 16,172
2. Financial Statements/Credit Card Statements
3. Enrollment Report: Program Information Summary

**Jamaya Obie-Brown, Region 8 moves to accept the Policy Council April Consent Agenda. Donea Goshert Region 3 seconded the motion to move to accept the April Consent Agenda. No opposes, no abstentions, the Motion was carried.**

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

**Ashley Primeau Region 7 makes a motion to approve the 2024-2025 Budget. Donea Goshert Region 3 seconded the motion to move to accept the 2024-2025 Budget. No opposes, no abstentions, the Motion was carried.**

### **Treasurer Report**

#### **Safety at SOFCF 2023-2024 Laurie Hester, Safety Resource Manager (since August 2018)**

- Communicated with the Deputy Fire Marshall about children who run out of the building at Progress. Result: She is allowing us to lock doors.
- Maintenance installed locks on doors that are not fire exits to keep children from running outside.
- Numerous convex mirrors were installed in centers to assist staff in supervising children.
- Products staff want to use in the classroom with children are first researched by the Safety Resource Manager to ensure it is safe.
- During safety site visits I check the classroom and playground to ensure both areas are without any hazards.
- AEDs in each center. We have an AED in each center facility. All center staff are trained in Adult & Child CPR, First Aid, and AED once every 2 years.
- Emergency Notification People (ENP) Six Main Office staff make up the ENP who are notified via Text message when a school district has a school on lockdown. One of the ENP notifies the center that is close to the school on lockdown and center families and main office staff using School Messenger. This prevents main office staff from visiting a center that may be on lockdown, and informs parents not to come to the center until lockdown is lifted.

### **NHSA Conference**

### **Announcements**

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

1. 91% of Head Start families read at home, 85% of Early Head Start families read at home.
2. Reviewed and approved 2024-2025 budget
3. Any products that teachers would like to use in the classroom must first be approved by the safety manager.  
All art materials must have an AP label.

**Name Tag Game-**

- 1 Dennis
- 2 Unique
- 3 Donea

**ADJOURNMENT**

**MOTION: Jamaya Obie-Brown made a motion to adjourn the May Policy Council Meeting at time 7:48 pm; Donea Goshert seconded the motion to adjourn the May Policy Council Meeting; no opposed, no abstentions, motion was carried.**