**Kids and Company of Linn County**

**Board Meeting Minutes**

**May 18, 2023**

**CALL TO ORDER**: The meeting was called to order at 3:34 p.m.

**ROLL CALL**:

*Board members present:* Pat Smith, Don Andrews, Kay Smith, Jennifer Meltzer, Jeff Kershaw, Terri Fackrell,

*Staff present:* Stephany Koehne, Julie Lovell, Christopher Spence, Jess Bowlin, Chrystee Houser, Lori Arnold, Angie Passmore, Kerri Godinez

*Board members absent*:

**Welcome:**

**Public Comment:** none

**Agenda approval:**Jennifer moved to approve the agenda, Don seconded. Motion passes.

**Consolidated Action:** Terri moved to approve the Consolidated Action items. Jennifer seconded. Motion passes

1. Board Minutes – April 2023 minutes were reviewed.
2. Policy Council Minutes – April 2023 minutes were reviewed.
3. Kids & Company Financial Report: Stephany shared the balance of $1,002.34.
4. Committee Updates –
   1. Scholarship Committee – Julie shared that the committee met and reviewed the three applications received. Melissa Jeffers, the 2023 Kidco Scholarship recipient is an Early Head Start parent. She will be pursuing her bachelor’s degree. One of our applicants won the Oregon Head Start Scholarship.
   2. Planning Committee – no report
5. Agenda Additions– none

**HEAD START REPORTS:**

Monthly Program Report:

1. Operations: Jess Bowlin shared the Maintenance dashboard, updating the Board on the status of requests. All licensing inspections are complete, and only one license renewal is pending.
2. Health & Nutrition: not available
3. Family Services/ERSEA: Christopher Spence shared the ERSEA dashboard for the April 2023 statistics. Discussion related to transportation issues ensued. We are at the national average of enrollment percentages.
4. Human Resource: Lori Arnold informed the Board of the changes during April. Most areas are fully staffed, and we look to be in a good position for next year. Lori announced that Madeleine Sprague will be retiring but we have fortunately found her replacement who is equally credentialed.
5. Education: Chrystee Houser updated on the data as we close in on the last few weeks of program services.
6. PFCE: not available

Executive Director’s Report/Correspondence (verbal): Stephany Koehne reported on the correspondence received related to the procurement finding on the CACFP review. This finding was based on a change in guidance that was given verbally in 2016. We didn’t have the three required bids for food purchases. We will have them in place for next year. Stephany shared the Federal update in how it relates to us. We have received the COLA and NOA at this time. State funding levels appear to be unchanged for next year. We had sufficient staffing to re-open Sunnyside site for the rest of the program year. Stephany is in communication with a commercial property landlord to develop a classroom in Albany. This will move the classroom from YMCA and have the possibility for an EHS classroom.

Kidco 0-5 Program Financial Reports:.

Kerri presented the April 2023 Financial Reports, including a brand-new dashboard! Kerri reported that the 2022 Audit is well underway. Discussion over the details on the dashboard ensued.

*Action Item*: Don moved to approve the April 2023 Financial Reports, Jennifer seconded the motion. Motion passes.

Kerri reviewed the April 2023 General Journal entries for the board.

*Action Item*: Kay moved to approve the April 2023 General Journal entries, Jennifer seconded the motion. Motion passes.

Credit Card Review Docu-sign form: Kay reviewed the May credit card statements. *Action Item*: Don moved to approve the credit card review as presented, Terri seconded the motion. Motion passes.

**OLD BUSINESS:** n/a

**NEW BUSINESS:**

Annual Review ISP: Updated policies and procedures were presented by Lori Arnold, covering the details being changed to bring policy into line with implementation of Paid Leave Oregon, and other accrual details.

*Action Item*: Jennifer moved to approve the four Annual Review policy revisions as presented, Don seconded the motion. Motion passes

OPK Agreement: Stephany shared the details of the funded numbers for 2023-2024 OPK Continuation, which will remain the same as previously requested.

PY 23-24 calendar & Planning Committee insights: EHS will be a year-round program, HS will be a nine-month extended day program except for Harrisburg. HS classes will start 8/21/2023 and end 5/24/2024. Due to staff interest, Stephany is surveying the possibility of a year-round HS program year. Discussion ensued.

New Board Member applicant: Tory Ulrey has applied to serve on the Kids & Company Board Member. The Board discussed the application.

*Action Item*: Jennifer moved to approve Tory Ulrey as a Board Member, Don seconded the motion. Motion passes.

**ANNOUNCEMENTS:** none

**Credit Card Review:** June 2023 – Don volunteered (Pat will provide backup if the schedule changes).

**Next Scheduled Meeting:** The next scheduled meeting will be June 15th, 2023, at 3:30 pm.

**ADJOURNMENT**: The meeting was adjourned at 5:30 pm