

DATE:	March 20, 2025
CALL TO ORDER:	The meeting was called to order at 3:33 pm.
ROLL CALL	<p><i>Board members present:</i> Kay Smith, Pat Smith, Jennifer Meltzer, Pam Peck, Donna Brown</p> <p><i>Staff present:</i> Stephany Koehne, Kerri Godinez, Lori Arnold, Christopher Spence, Chrystee Houser, Michael Murphy, Jess Bowlin,</p> <p><i>Guest:</i></p>
PUBLIC COMMENT:	None
AGENDA APPROVAL:	<i>Motion:</i> Pam moved to approve the agenda, Donna seconded. Motion passes.
CONSOLIDATED ACTION:	<p>A) Board Minutes – February 2025 minutes were reviewed electronically</p> <p>B) Policy Council Minutes – February 2025 minutes were reviewed electronically</p> <p>C) Kids & Company Financial Report: \$1,052.34</p> <p>D) Committee Updates – none at this time</p> <p>E) Agenda Additions – Pat requested to discuss Organizational Direction</p> <p><i>Motion:</i> Pam moved to approve the consolidated action items including the agenda addition, Jennifer seconded. Motion passes.</p>
HEAD START REPORTS:	<p><u>Monthly Program Report:</u></p> <p><i>Education:</i> Chrystee shared the ED Requirements for Classrooms dashboard and only two locations have past due items. All others are completed.</p> <p><i>ERSEA:</i> Christopher presented the February statistics. Early Head Start and Head Start were fully enrolled. Attendance was slightly lower than January overall.</p> <p><i>Operations:</i> Jess shared the Maintenance Dashboard, which does not have any remarkable changes. Discussion ensued over replacing light fixtures.</p> <p><i>Transportation/Kitchens:</i> Michael shared the CACFP numbers and the meal count was similar to January for February. Progress is being made in merging kitchens and tasks.</p> <p><i>Health/Nutrition:</i> Michael reported that the 30/45/90 day requirements are 90% or better. We had only one child excluded for a few days over immunization deadlines.</p> <p><i>Parent/Family/Community Engagement:</i> Julie reported 1643.25 hours for the in-kind volunteer hours for PY24/25 as of the end of February.</p> <p><i>Human Resources:</i> Lori shared that the Human Resource statistics are in transition due to the furlough period. The HR department is working very hard to support staff as the furlough approaches.</p> <p><u>Executive Director’s Report/Correspondence (verbal):</u> We received a preliminary injunction order due to being in the state of Oregon in relation</p>



Kids and Company of Linn County
 Board Meeting Minutes

	<p>to the federal executive orders. We have been informed that our under-enrollment review is closed. The Payment Management System informed us that we must give a reason for reimbursement going forward. These shall be succinct. We also received notice that DEI training expenses will not be approved. Discussion ensued. The SF425 has been filed and retirement 5500.</p> <p><u>Kidco 0-5 Program Financial Reports</u>: Kerri shared the February 2025 Financial reports and are pending due to delays with the new accounting program setup. The adjusted journal entries are ready but will be presented with the related month.</p> <p>Credit Card Review: Pat reviewed the March credit card statements.</p> <p><i>Motion</i>: Pam moved to approved the Docusign Credit Card review, Jennifer seconded. Motion passes.</p>
OLD BUSINESS:	N/A
NEW BUSINESS:	<p>SF 428 Review: Stephany shared the report for the Board to review.</p> <p>Health and Safety Screener Review: The Board reviewed the reports for each site electronically. All sites are in compliance and the reports have been submitted.</p> <p>Organizational Direction: Pat asked what are we hoping to see for Kids & Company in the five years out. Stephany explained that the last grant submitted had the maximum change of scope, and that we couldn't move further due to the under-enrollment review period. Discussion ensued over expenses, funding issues and other head winds the organization faces.</p>
ANNOUNCEMENTS:	
VIRTUAL CREDIT CARD REVIEW	Credit Card Review: March: Pat; April: Pam
NEXT SCHEDULED MEETING:	4/24/2025 at 3:30 pm– Virtual only meeting format (Zoom).
ADJOURNMENT:	The meeting was adjourned at 6:07 pm.