|  |  |
| --- | --- |
| **DATE:** | **March 21, 2024** |
| **CALL TO ORDER:** | The meeting was called to order at 3:38 pm. |
| **ROLL CALL:**  | *Board members present:* Kay Smith, Pat Smith, Jennifer Meltzer, Pam Peck, *Board members absent*: Don Andrews, Tory Watson*Staff present:* Christopher Spence, Chrystee Houser, Michael Murphy, Jess Bowlin, *Staff absent:* Stephany Koehne, Kerri Godinez, Julie Lovell, Lori Arnold, Angie Passmore |
| **PUBLIC COMMENT:** | *None* |
| **AGENDA APPROVAL:**  | *Action Item: Jennifer moved to approve the March 2024 Agenda, Pam seconded. Motion passes* |
| **CONSOLIDATED ACTION:** | 1. Board Minutes – reviewed by the Board electronically
2. Policy Council Minutes – February 2024 reviewed electronically
3. Kids & Company Financial Report: unchanged at $1,002.34
4. Committee Updates – Planning Committee report was given by Pat and Jesse.
5. Agenda Additions– none today

*Action Item: Pam moved to approve the February 2024 Consolidated Action Items, Don seconded. Motion passes* |
| **HEAD START REPORTS:**  | Monthly Program Report: *ERSEA Report*: Christopher reported on the February statistics reflecting full enrollment. He explained the trends in absences.*Family Engagement Report*: tabled *Human Resources*: tabled *Operations:* Jess informed the board that there has been a slight increase on regular maintenance requests. The big projects are happening at Sunnyside and Riverside, siding replaced and flooring maintenance and resurfacing. Jess shared the Maintenance Dashboard to update the Board regarding progress on requests. Jesse shared that transportation for Riverside is progressing. Jess answered a few questions regarding project details.*Health/Nutrition:* Michael shared the Health/Nutrition statistics with a greater than 95% completion average for exams. Immunizations rates will be updated next month. Michael shared the scores of the staff health initiatives. The Route 66 Challenge is going well. Pam requested details related to which kitchens are addressing special diet needs for next months report.*Education:* Chrystee informed the Board where the children were for assessment events. The new Education Dashboard was shared with the current standings. The Board greatly appreciated the dashboard.Executive Director’s Report/Correspondence (verbal): Stephany sent the report in the meeting packet due to her absence. No questions were presented.Kidco 0-5 Program Fiscal Reports: *February 2024 Fiscal Report*: tabled*February 2024 Adjusted Journal Entries: tabled**February 2024 Credit Card review:* tabled |
| **OLD BUSINESS:** | Board Retreat Update: April 19th at 300 Market Street Lebanon in the small conference room near Stephany’s new office from 10am to 3pm.*GOAL:* to develop a final vision statement for Kids & Company of Linn County – discussion ensued. Refreshments: no special requests.  |
| **NEW BUSINESS:**  | WVNP Board Training 2-19-2024 Report: Pam asked if Kids & Company belonged to Willamette Valley Non-Profit Association. Christopher will research and report. Pam was disappointed that they cancelled the board recruitment class. It was mostly networking, and focused toward small non-profits. She did learn that Furniture Share now offers food boxes.  |
| **ANNOUNCEMENTS:**  | None at this time.  |
| **VIRTUAL CREDIT CARD REVIEW:**  |  April: Pat; May: Kay; June: Pat |
| **NEXT SCHEDULED MEETING:**  | April 18th at 3:30 pm virtual meeting. Board Retreat April 19th |
| **ADJOURNMENT:** | The meeting was adjourned at 4:27 pm |