

DATE:	February 20, 2025
CALL TO ORDER:	The meeting was called to order at 3:35 pm.
ROLL CALL:	<i>Board members present:</i> Pat Smith, Pam Peck, Donna Brown, Kay Smith, Jennifer Meltzer <i>Board members absent:</i> <i>Staff present:</i> Stephany Koehne, Kerri Godinez, Julie Lovell, Lori Arnold, Christopher Spence, Michael Murphy, Jess Bowlin, Angie Passmore, <i>Staff absent:</i> Chrystee Houser
PUBLIC COMMENT:	None
AGENDA APPROVAL:	<i>Action Item: Pam moved to approve the February 2025 agenda including the change to the credit card review month as December, Jennifer seconded. Motion passes</i>
CONSOLIDATED ACTION:	<p>A) Board Minutes – December/January 2025 and January Special Session 2025 minutes were reviewed by the Board.</p> <p>B) Policy Council Minutes – January 10, 2025 and January 27, 2025 reviewed by the Board electronically.</p> <p>C) Kids & Company Financial Report: \$1052.34 as of 1/31/2025</p> <p>D) Committee Updates – none at this time.</p> <p>E) Agenda Additions – none at this time.</p> <p><i>Action Item: Jennifer moved to approve the February 2025 Consolidated Action Items as presented, Pam seconded. Motion passes</i></p>
HEAD START REPORTS:	<p><u>Monthly Program Reports:</u></p> <p><i>ERSEA Report:</i> Christopher shared the January 2025 ERSEA dashboard with the board. We are fully enrolled. The primary reason for absence was child health reasons.</p> <p><i>Facilities/Licensing:</i> Jess reported on the status of maintenance needs for the sites. Jess is submitting six inspections forms to the state tomorrow.</p> <p><i>Transportation/Nutrition:</i> Angie shared that we served over 6000 meals last month. All gas receipts were accounted for last month.</p> <p><i>Human Resources:</i> Lori shared the HR dashboard-explaining the changes and impact of restructuring. Staffing remains well balanced across the positions.</p> <p><i>Health/Nutrition:</i> Michael reported our 30/45/90 day requirements are on track. Only 2 children were excused due to not being up to date on immunizations. They have appointments to correct that.</p> <p><i>Education:</i> Chrystee was absent.</p>

	<p><i>Family Engagement:</i> Julie shared that the in-kind volunteer hours were 227.5 for January – so exciting! Julie shared that a representative from Senator Dick Anderson’s office will be visiting the Philomath site tomorrow.</p> <p><u>Executive Director’s Report/Correspondence (verbal):</u> Stephany shared that there was no correspondence due to a hold on federal communication. Stephany explained some of the uncertainties we are facing to our funding around the 3/14 resolution. Senators Wyden and Merkley were outspoken about our funding delays, due a PMS glitch experienced by 3 Oregon Head Starts, but we are still struggling to receive timely funding through Payment Management System at this time. Stephany consulted with BOLI regarding how to inform employees about a late payroll, if it were to happen. Our Change of Scope still needs federal approved. Stephany presented another option for cost savings by changing the program calendar service dates. This will still fulfill our grant requirements, but cause a break in services in spring, instead of several breaks in service throughout the year.</p> <p><u>Kidco 0-5 Program Fiscal Reports:</u> Kerri updated the Board regarding the transition to the new accounting system.</p> <p><i>December 2024 Fiscal Report:</i> Kerri shared the December reports. No questions presented.</p> <p><i>Action Item: Pam moved to approve the December 2024 Fiscal Reports, Donna seconded. Motion passes.</i></p> <p><i>December 2024 Adjusted Journal Entries:</i> The Board reviewed these electronically. No questions presented.</p> <p><i>Action Item: Kay moved to approve the December 2024 Adjusted Journal Entries, Pam seconded. Motion passes.</i></p> <p><i>February 2025 Credit Card Docusign reviews:</i> Pam reviewed the credit cards.</p> <p><i>Action Item: Donna moved to approve the January 2025 Credit Card Docusign review as presented, Kay seconded. Motion passes.</i></p>
<p>OLD BUSINESS:</p>	<p><u>403B Audit Update:</u> We received our Management Representation letter, and there were no material findings presented. Our interaction with Aldrich is complete. Kerri will move forward with Witham to complete the remaining outstanding reports.</p>
<p>NEW BUSINESS:</p>	<p><u>SF429 Annual Review:</u> The Board reviewed the reports electronically, but acceptance hasn’t been completed.</p> <p><u>Governance, Leadership and Oversight Capacity Screener:</u> The Board reviewed and completed the screener together. Discussion ensued.</p> <p><u>Officer Elections for FY2025:</u> The following nominations were presented: President: Pat Smith Vice President: Pam Peck</p>



Kids and Company of Linn County
Board Meeting Minutes

	Secretary/Treasurer: Kay Smith <i>Action Item: Pam moved to retain the current slate of officers, Donna seconded. Motions passes.</i>
ANNOUNCEMENTS:	None at this time.
VIRTUAL CREDIT CARD REVIEW:	January/February: Pam; March: Pat
NEXT SCHEDULED MEETING:	March 20 th 2025, at 3:30 pm –Hybrid format
ADJOURNMENT:	The meeting was adjourned at 5:33 pm