**Kids and Company of Linn County**

**Board Meeting Minutes**

**October 19, 2023**

**CALL TO ORDER**: The meeting was called to order at 3:35 p.m.

**ROLL CALL**:

*Board members present:* Don Andrews, Pat Smith, Kay Smith, Jennifer Meltzer, Pam Peck, Tory Watson

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

*Board members absent*: Jeff Kershaw, Terri Fackrell,

**Guests:** none today

**Welcome:**

**Public Comment:** none

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

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

1. Board Minutes – September 2023 minutes were reviewed.
2. Policy Council Minutes – September 2023 minutes were reviewed.
3. Kids & Company Financial Report: Stephany shared the balance of $1,002.34.
4. Committee Updates –
   1. Scholarship Committee – no report
   2. Planning Committee – no report
5. Agenda Additions**:** None

**HEAD START REPORTS:**

Monthly Program Report:

1. Operations: Jess Bowlin shared the Operations dashboard and the details behind the statistics. Jess updated the board on the progress with licensing renewals. Angie Passmore shared the Transportation update with normal activity.
2. Health & Nutrition: Michael Murphy shared that additional staff was hired for the Dixie Kitchen. Michael shared the progress on assessments. Pam asked what the alternate meals or allergies were overall. Michael will add that in his next report.
3. Family Services/ERSEA: Christopher Spence shared the ERSEA dashboard with an excellent level of enrollment. Christopher explained the details on how an ECR (Enrollment Change Request) functions. Overall September attendance dropped slightly from August, primarily due to participant child health reasons.
4. Human Resource: Lori Arnold shared the Human Resources dashboard, providing the details on staffing changes, with the highlight being a very high level of staffing in place. Safety training will be a focus to help reduce preventable injuries.
5. Education: Chrystee Houser updated the board on the Behavior Needs Training requests from the staff. This is going to be used to develop training that will help staff address classroom incidents and management. Chrystee also shared another staff training tracking tool (Reliability in TS Gold) that allows management to know staff is prepared.
6. PFCE: Julie Lovell shared the In-Kind volunteer hours from her new dashboard. Volunteer hours more than tripled what were given in August.

Executive Director’s Report/Correspondence (verbal): Stephany Koehne gave her reported that we did have a child go unsupervised for approximately one minute and the incident was reported to Region X.

The state grant may be awarding a cost increase percentage but the timeline is unknown. The space next to Young Roots in the Albany Plaza has come available to lease for office space and we will be moving forward with a multi-year lease. Hewlett Packard Property Management department denied a child care facility on the campus due to the liability. An off campus site is now being sought. We are changing medical insurance benefit broker to Aldrich as they provide much better customer services.

Kidco 0-5 Program Financial Reports:

Kerri presented the September 2023 Financial Reports.

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

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

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

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

**OLD BUSINESS:** n/a

**NEW BUSINESS:**

*PY 22-23 PIR reviews:* Stephany shared the reports, covering details for the Board.

*Selection of Committee Members FY 2024:* Tabled for November meeting

*Board Training/Needs/Wants:* Tabled for November meeting. Pat suggested that the vision and mission statements be reviewed in light of expanding our services.

**ANNOUNCEMENTS:** none

**Credit Card Review:** October 2023 – Pam; November 2023 - Pam.

**Next Scheduled Meeting:** The next scheduled meeting will be November 16th, 2023, at 3:30 pm hybrid with in-person at Administration and via Zoom.

**ADJOURNMENT**: The meeting was adjourned at 5:36 pm