

**Kids and Company of Linn County  
Board Meeting Minutes  
March 23, 2023**

**CALL TO ORDER:** The meeting was called to order at 3:32 p.m.

**ROLL CALL:**

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

*Staff present:* Stephany Koehne, Julie Lovell, Christopher Spence, Jess Bowlin, Chrystee Houser, Angie Passmore, Madeleine Sprague

*Board members absent:* N/A

**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

- A) Board Minutes – February 2023 minutes were reviewed.
- B) Policy Council Minutes – February 2023 minutes were reviewed.
- C) Kids & Company Financial Report: Stephany shared the balance of \$1,002.34.
- D) Committee Updates –
  - a. Scholarship Committee – no applications to review yet
  - b. Planning Committee – Parent surveys were reviewed and action plans were developed to address opportunities raised, especially full day services
- E) Agenda Additions – none at this time.

**HEAD START REPORTS:**

Monthly Program Report:

- 1) Operations: Jess Bowlin presented the Maintenance Dashboard and explained the details. Oregon Asphalt graded and relevelled the parking lot at Riverside Center. Jess updated the Board on the license renewal statuses.
- 2) Health & Nutrition: Madeleine Sprague reported on the February CACFP claim with 5,999 meals served. Medical screenings are progressing well and parents are very responsive to recommended treatment. The COVID remediation policy/procedure was submitted on time. We were the only program assigned to our federal program specialist to turn it in one time.
- 3) Family Services/ERSEA: Christopher Spence shared the ERSEA dashboard with the current statistics for enrollment and attendance. Christopher identified that only 3 or 4 families make up all absences for no transportation, or 1 percent of all families enrolled.
- 4) Human Resource: no report
- 5) Education: Chrystee Houser shared that the IAC team is following up on chronic absence issues to support the family so they can improve attendance.

Chrystee shared that the screenings to date are showing that improvement/growth is on track for this point of the year. Chrystee shared an appreciative parent's email regarding the support from us over the years.

- 6) PFCE: Julie Lovell reported 184 hours of In-Kind Donated hours. The Albany Gleaners donated a huge number of wipes and pull-ups. Thank you, Albany Gleaners!

Executive Director's Report/Correspondence (verbal): Stephany Koehne reported that we have received the 5.6% COLA (Notice ACF-PI-HS-23-02). We will review the proposal for the expenditure at the next board meeting. The medical benefit policy has a very large proposed increase of 18.9% increase. Stephany will be asking for RFP's. We have our assigned CLASS Pilot review dates. This is a test of the virtual review and the results will not be submitted. We received the introductory letter from the new federal Office of Head Start Director. We have also been selected to receive the procurement review for CACFP. We received two complaints that were reported to Region X. One was closed at intake by DHS. The second complaint was related to a bussing situation and is still in process.

Kidco 0-5 Program Financial Reports:

The February 2023 Financial Reports and General Journal entries were tabled.

Credit Card Review Docu-sign form: Pat reviewed the February credit card statements.

*Action Item*: Don moved to approve the all credit card reviews as presented, Jennifer seconded the motion. Motion passes.

**OLD BUSINESS:**

*Fiscal Policy & Procedure Manual*: The Fiscal Committee recommended updating section regarding Leases to comply with GAAP changes effective 1-1-2023.

*Action Item*: Kay motioned that the Fiscal Policy & Procedure Manual be approved, with the caveat that the section on Leases be updated to comply with GAAP. Jennifer seconded. Motion passes.

*FY22 Audit Firm Selection*: The Board discussed the three-year RFP from SingerLewak of Salem, Oregon. Stephany reported that the initial communications have gone very well and they were recommended by Kristen Guzman.

*Action Item*: Kay moved to approve selecting SingerLewak of Salem, Oregon as the FY22-24 Audit Firm, Jennifer seconded the motion. Motion passes.

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**NEW BUSINESS:**

*SEFA Draft FY 22*: Stephany shared the SEFA FY22 – explaining the amounts and verification process.

*Action Item*: Terri moved to approve the SEFA FY22 as presented, Jennifer seconded the motion. Motion passes.

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**ANNOUNCEMENTS:** none

**Credit Card Review:** March 2023 – Pat volunteered.

**Next Scheduled Meeting:** The next scheduled meeting will be April 20, 2023, at 3:30 pm.

**ADJOURNMENT:** The meeting was adjourned at 4:50 pm