**Kids and Company of Linn County**

**Board Meeting Minutes**

**January 26, 2024**

**CALL TO ORDER**: The meeting was called to order at 2:21 p.m.

**ROLL CALL**:

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

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

*Board members absent*:Tory Ulrey, Terri Fackrell

**Guests:** none today

**Welcome:**

**Public Comment:** none

**Agenda approval:**

*Action Item*: Pam moved to approve the agenda, Jennifer seconded. Motion passes.

**Consolidated Action:**

1. Board Minutes – November 2023 minutes were reviewed.
2. Policy Council Minutes – December 2023 minutes were reviewed.
3. Kids & Company Financial Report: Stephany shared the balance of $1,002.34.
4. Committee Updates –
   1. Scholarship Committee – Julie reported that the state scholarship has increased to $2500, and was recommending we increase the Kidco scholarship to match. Discussion ensued.
   2. Planning Committee – no report
5. Agenda Additions**:** Scholarship increase

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

**HEAD START REPORTS:**

Monthly Program Report:

1. *Facilities:* Jess Bowlin shared that we are still cleaning up at some sites after the ice storm in early January. Trees went down at a few sites and a fence was damaged but for the most part our buildings are intact. We did experience an overheated HVAC system in the Admin building, but no facility damage. The landlord will be addressing the repair. The Board reviewed the Maintenance dashboard. Seven centers are in the process of relicensing currently.
2. *Health/Nutrition:* Michael Murphy showed the Health Exam dashboard with the Board, explaining the changes and highlights. February 21st is the vaccination exclusion day and reminders have been sent to the parents.
3. *ERSEA Report*: Christopher Spence reported the statistics for the month of December to the Board. We have 354 enrolled of 366 possible enrollments, no slots open more than 30 days. Average daily attendance dipped slightly from the previous month, primarily due to child health reasons. Discussion on details ensued.
4. *Human Resources*: Lori Arnold shared the Human Resources dashboard for the Board’s review. Lori shared that there has been a high incidents of staff injuries/accidents and careful review has been done. Proactive measures are being taken to reduce injuries in the future.
5. *Education Report*: Chrystee Houser updated the Board about the creation of Education Response Team to address the child behaviors that are causing staff injuries and how it works.
6. *Family Engagement Report*: Julie Lovell shared that there were 48 volunteers during the month of December, with a total of 162.5 volunteer hours.

Executive Director’s Report/Correspondence (verbal): Stephany Koehne informed the Board that we are still waiting a final decision from the child care license finding in November. We entered the full enrollment initiative due to the change in scope application and grant timelines, as previously discussed, causing Stephany to meet with Region X with the documentation showing we have addressed the issue and are fully enrolled. We received approval of the grant (notice of award). New performance standards drafts were dropped November and are in comment/review period. Stephany shared staffing changes in Region X. We received a fiscal CACFP review and we passed with flying colors, with only minor findings. The corrective action plan has been approved and implemented. Stephany awarded a wellness gift allotment by center, management teams, and operations/admin team to share as a group. Terri Fackrell has chosen to resign from the Board due to personal reasons, making attendance a challenge.

Kidco 0-5 Program Financial Reports:

Tabled due to Kerri’s absence.

Credit Card Review Docu-sign form: Discussion on continuity of missing receipts between reviewers ensued. Pam reviewed the December credit card statement. *Action Item*: Kay moved to approve the credit card reviews as presented, Don seconded the motion. Motion passes.

**OLD BUSINESS:** none at this time.

**NEW BUSINESS:**

*ERSEA Training:* Christopher Spence presented the annual ERSEA training to the Board.

*SF429 Review:* Stephany presentedthe report that was submitted in January to the Board. The Jefferson module is becoming very outdated, including a leaking roof, and it may be time to part with the unit. The report has been approved by Region X.

*SF425 Report*: Submitted on time and approved.

*OPK Revised Budget:* Stephany sent the OPK Revised Budget to the Board in the meeting packet for their review. She gave a description of impact the revision will have on staffing. No questions were presented.

*Action Item*: Pam moved to approve the OPK Revised Budget as presented, Jennifer seconded the motion. Motion passes.

*Officer Elections FY 2024:*

The proposed officer positions, by consensus, are as follows:

Pat Smith – President

Pam Peck – Vice President

Kay Smith - Treasurer

*Action Item*: Jennifer moved to approve the Officer Positions as listed, Kay seconded the motion. Motion passes.

*Scholarship Increase:* it is proposed to increase the scholarship amount to $2500.00 annually.

*Action Item:* Pam moved to increase the annual scholarship to $2500.00, Jennifer seconded. Motion passes.

**ANNOUNCEMENTS:** none

**Reminders**: Willamette Valley Non-Profit Summit on February 19th and we can send 2 Board Members. Stephany will email board members to find attendees.

A board retreat will be discussed during the February meeting.

**Credit Card Review:** January 2024 – Pam; February 2024 – Kay

**Next Scheduled Meeting:** The next scheduled meeting will be February 15, 2024, at 3:30 pm hybrid with in-person at Administration and via Zoom.

**ADJOURNMENT**: The meeting was adjourned at 4:48 pm