**Kids and Company of Linn County**

**Board Meeting Minutes**

**August 24, 2023**

**CALL TO ORDER**: The meeting was called to order at 3:37 p.m.

**ROLL CALL**:

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

*Staff present:* Stephany Koehne, Kerri Godinez,

*Board members absent*: Terri Fackrell, Tory Ulrey

**Guests:** none today

**Welcome:**

**Public Comment:** none

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

**Consolidated Action:** Don moved to approve the Consolidated Action items. Jeff seconded. Motion passes.

1. Board Minutes – July 2023 minutes were reviewed.
2. Policy Council Minutes – July 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: None during summer furlough.

Executive Director’s Report/Correspondence (verbal): Stephany Koehne shared the correspondence. Our SF425 was due and submitted. No Federal updates this month. The State has continued to indicate that slots will be recalculated in October, and possibly cut if unfilled. This is not in alignment with the Federal grant process. The Department of Early Learning and Care has already paid our first claim through the new AMS system. OPK end of year report was submitted on 8/17/2023. The Young Roots facility is now open and the remodeling is very nice. Stephany spoke with HP regarding starting a child care facility on their campus, which we would administrate. Plans are still formulating.

Kidco 0-5 Program Financial Reports:

Kerri presented the June 2023 Financial Reports.

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

Kerri presented the July 2023 Financial Reports.

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

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

*Action Item*: Jennifer moved to approve the June & July 2023 General Journal entries, Don seconded the motion. Motion passes.

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

**OLD BUSINESS:** n/a

**NEW BUSINESS:** Stephany informed the Board that our HeadStart Grant will be reviewed and approved through the regional office, if it comes in under 25% reduction. The primary change will be a 52-slot reduction in the Federal grant only. Discussion over various components ensued.

*Federal and OPK Grant Packets*:

Each packet included the following documents, which were review by the Board.

* Grant Narrative and Budget Justification
* Budget Workbook
* Self-Assessment Report
* Community Assessment
* Site and Service Workbook
* Updated Comprehensive Plan/School Readiness Goals
* Cost Allocation Plan
* Selection Criteria (Board approved February 2023)
* Annual Report
* Self-Assessment

*Action Item*: Jennifer moved to approve the FY 2024 Federal Grant Packet, Don seconded the motion. Motion passes

*Action Item*: Jennifer moved to approve the 2023-2024 OPK Grant Packet, Don seconded the motion. Motion passes

.

*New Board Member Application Review:* Stephany shared Pam Peck’s application.

*Action Item*: Don moved to approve the Pam Peck’s Board Member application, Jennifer seconded the motion. Motion passes.

**ANNOUNCEMENTS:** Kay will be absent for the September meeting. Jennifer will cover the minutes.

**Credit Card Review:** September 2023 – TBD – Stephany will email for a volunteer.

**Next Scheduled Meeting:** The next scheduled meeting will be September 28th, 2023, at 3:30 pm.

**ADJOURNMENT**: The meeting was adjourned at 5:41 pm