**Kids and Company of Linn County**

**Board Meeting Minutes**

**November 16th, 2023**

**CALL TO ORDER**: The meeting was called to order at 3:29 pm.

**ROLL CALL**:

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

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

*Board members absent*: Terri Fackrell

**Public Comment:** none

**Agenda approval:**

*Action Item: Pam moved to approve the November 16th, 2023 Agenda, Don seconded. Motion passes.*

**Consolidated Action:**

1. Board Minutes: reviewed
2. Policy Council Minutes: reviewed
3. Kids & Company Financial Report: $1,002.34
4. Committee Updates – none at this time
5. Agenda Additions– none today

*Action Item: Don moved to approve the Consolidated Action Items, Jennifer seconded. Motion passes*

**HEAD START REPORTS:**

Monthly Program Report:

*ERSEA Report*: Christopher reported that 360 of 366 total funded enrollments were filled. We are meeting our goals for enrollment. Average daily attendance was still primarily impacted by participant child health reason.

*Family Engagement Report*: Julie shared the In-Kind competition results. The winner was Sunnyside at 359.5 hours, with 634.75 hours overall. Fantastic results! Two more people joined Policy Council.

*Human Resources*: Lori shared the Human Resources Summary. Staffing is at 99%, and turnover low.

*Facilities:* Jess reported on the maintenance requests status. The report was updated to reflect expected completion dates and assignment. Licensing is on hold due to our inspector not being available.

*Health/Nutrition:* Michael’s report was tabled due to time constraints and technology difficulties.

Executive Director’s Report/Correspondence : Stephany shared the correspondence. Jeff Kershaw has resigned from the Board. There has been a temporary funding resolution which should carry us through January 2024. A childcare licensing complaint was received regarding the Riverside Center regarding a situation during rest time. Internal and external investigations are underway.

Region X is very close to approving our change of scope application.

The NPRM proposed changes were reviewed. Some of the changes are quite expensive, but increased funding is not necessarily going to be forthcoming. The lease on the office space next to Young Roots Albany has been signed. Licensing is still in process. Stephany is coordinating a possible collaboration between HP, Samaritan Health Services and Corvallis School District to develop preschools in grade schools without current services.

Kidco 0-5 Program Financial Reports:

*October 2023 Financial Report*: Kerri presented the October Financial reports, giving the details of the expenses and revenue flow.

*Action Item: Pam moved to approve the October 2023 Financial Reports, Jennifer seconded. Motion passes.*

*October 2023 Adjusted Journal Entries: no questions*

*Action Item: Jennifer moved to approve the October 2023 Adjusted Journal Entries, Pam seconded. Motion passes.*

*October 2023 Credit Card review:* timing issues were discussed. A change in process will be implemented for missing receipts.

*Action Item: Pam moved to approve the October 2023 Credit Card review, Jennifer seconded. Motion passes.*

**OLD BUSINESS:**

*Committee Member Assignments***:** Members present volunteered. Absent members will be emailed for their volunteer positions.

Planning Committee: Pat Smith and Pam Peck

Finance Committee: Jennifer Meltzer and Kay Smith

Scholarship Committee: Jennifer Meltzer

Joint Resolution: Pat Smith and Pam Peck

**NEW BUSINESS:**

*403B Annual Report:* Lee Robinson and David Lim from Mutual of America Financial Group presented the overview of the participation of the employees. The plan costs were reviewed and shown to be lower than average. The Funds performance were explained as well. The employee participation rate is exceptionally high and Lori Arnold stated that it is due to the employee education provided by Mutual of America.

*Board Meeting Schedule:* it will remain the third Thursday at 3:30 p.m. by consensus

*Board Training Needs:* Stephany has some training sessions to share with the board. Pat requested that we take time to review the Mission statement and develop a Vision statement. Pam suggested that a long-range goals and strategies session would be helpful. Review training for committee participation.

*Personnel Policies and Procedures Proposed Revisions:* HRP-4-006 Wage and Salary Step Increases are to be moved to January 1st of each year from August 1st of each year, moving the half year date to July 1st. No other changes are proposed to this policy.

*Action Item: Pam moved to approve the Proposed Revision to HRP-4-006, Jennifer seconded. Motion passes.*

*Board Member Resignation:* Jeff Kershaw resigned. The Board greatly appreciated the time and service he gave for so long.

**ANNOUNCEMENTS:** none at this time

**Virtual Credit Card Review:** October – Pam; November - Pam

**Next Scheduled Meeting:** December meeting has been cancelled due to holiday schedule. January 18th at 3:30 will be the next meeting as a Zoom meeting.

**ADJOURNMENT**: The meeting was adjourned at 5:50 pm.