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| **DATE:** | **February 15th, 2024** |
| **CALL TO ORDER:** | The meeting was called to order at 3:42 pm. |
| **ROLL CALL:** | *Board members present:* Kay Smith, Pat Smith, Jennifer Meltzer, Pam Peck, Tory Watson  *Staff present:* Stephany Koehne, Kerri Godinez, Julie Lovell, Lori Arnold, Christopher Spence, Chrystee Houser, Michael Murphy, Jess Bowlin, Angie Passmore  *Board members absent*: Don Andrews |
| **PUBLIC COMMENT:** | *None* |
| **AGENDA APPROVAL:** | *Action Item: Pam moved to approve the February 2024 Agenda, Jennifer seconded. Motion passes* |
| **CONSOLIDATED ACTION:** | 1. Board Minutes – reviewed by the Board electronically 2. Policy Council Minutes – not available 3. Kids & Company Financial Report: unchanged at $1,002.34 4. Committee Updates – Planning Committee Meeting is scheduled for March 1st, 2024 at 2:30 pm until 4:00 pm. 5. Agenda Additions– none today   *Action Item: Jennifer moved to approve the January 2024 Consolidated Action Items, Pam seconded. Motion passes* |
| **HEAD START REPORTS:** | Monthly Program Report:  *ERSEA Report*: Christopher reported current enrollment at 358 of 366 funded enrollment, and we are fully enrolled, due to no spots being vacant over 30 days. Discussion ensued over absence reasons and means to assist if possible. Due to the severe weather in January, there were a number of families impacted for travel/access.  *Family Engagement Report*: Julie shared that there were 197 hours of in-kind volunteer hours during January. Both parents and staff participated in the Oregon lobbying day at the state capital. Progress in the scholarship applications is being made.  *Human Resources*: Lori shared the Human Resources Dashboard highlighting a zero percent turnover for January and February to date. Staffing is at 98% with no particular pain points. The efforts in building our pay and benefits programs is paying off. Discussion over staff injuries ensued.  *Operations:* Jess was excited to share that the bus driver completed training and we have a bus driver at Riverside for the first time in 5 years! She gave further details on the training and planning related to getting this going again. Licensing renewals are progressing rapidly. Jess shared the Maintenance Dashboard to update the Board regarding progress on requests.  *Health/Nutrition:* Michael reported on the Health statistics that are progressing well. Michael reminded the Board that the immunization exclusion date is coming up soon and plans are being made to complete immunizations for those students who need them. Michael has launched a Meal Time visit opportunity for the centers to invite him to have meals with the centers. A Staff Wellness page has started for staff to participate in logging their activity to compete across ‘Route 66’. Michael also shared the Community Wellness Network the “5210” challenge that parents and staff participated in during February. The Kidco Team is currently in second place Linn/Benton/Lincoln counties wide!  Executive Director’s Report/Correspondence (verbal): Stephany shared that we received correspondence that the FY 2023 grant has been closed. The Federal representatives were at the Regional meeting and their primary issue was child incidents. Federal budget is still not passed and on CR. State of Oregon is developing a change of scope process. The partnership with HP has not moved forward, but a partnership with Corvallis School District is developing. Discussion ensued regarding details. An Act of Kindness campaign is also running for the staff.  Kidco 0-5 Program Financial Reports:  *November 2023 Financial Report*: Kerri presented the November 2023 Financial reports, giving the details of the expenses and revenue flow.  *Action Item: Kay moved to approve the November 2023 Financial Reports, Pam seconded. Motion passes.*  *December 2023 Financial Report*: Kerri presented the December 2023 Financial reports, giving the details of the expenses and revenue flow.  *Action Item: Jennifer moved to approve the December 2023 Financial Reports, Pam seconded. Motion passes.*  *January 2024 Financial Report*: Kerri presented the January 2024 Financial reports, giving the details of the expenses and revenue flow.  *Action Item: Pam moved to approve the January 2024 Financial Reports, Kay seconded. Motion passes.*  *November 2023, December 2023, & January 2024 Adjusted Journal Entries: no questions*  *Action Item: Kay moved to approve the November 2023, December 2023 January 2024 Adjusted Journal Entries, Jennifer seconded. Motion passes.*  *January 2024 Credit Card review:* no questions  *Action Item: Pam moved to approve the January 2024 Credit Card review, Jennifer seconded. Motion passes.* |
| **OLD BUSINESS:** | None at this time |
| **NEW BUSINESS:** | PY 24-25 Selection Criteria: Christopher presented the Selection Criteria, addressing questions as presented.  *Action Item: Pam moved to approve the PY 24-25 Selection Criteria as presented, Jennifer seconded. Motion passes.*  Education Outcomes: Chrystee presented the base outcomes for Fall PY 23-24. Discussion ensued, especially regarding the pilot year round sites.  SF 425 Final Submitted: Stephany reported that with the grant closed, we were able move our time frame for the fiscal audit by a month.  Board Retreat Planning: Pat asked the Board who they would like to have included, coordinators too, or only directors. Stephany said it would be best to have only directors. She also suggested the Policy Council Officers would be beneficial to include. Place, format, and time of meeting was discussed. Friday, April 26th, suggested time of 10:00 to 3:00, and in the Admin Building. Stephany will arrange lunch and snacks. Stephany will contact everyone with the details. |
| **ANNOUNCEMENTS:** | None at this time. |
| **VIRTUAL CREDIT CARD REVIEW:** | February: Kay; March: Pam; April: Pat; May: Kay; June: Pat |
| **NEXT SCHEDULED MEETING:** | March 21st at 3:30 pm virtual meeting. |
| **ADJOURNMENT:** | The meeting was adjourned at 6:05 pm |