**Kids and Company of Linn County**

**Board Meeting Minutes**

**January 16, 2020**

**CALL TO ORDER**: The meeting was called to order at 3:36 pm

**ROLL CALL**:

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

*Staff present:* Stephany Koehne, Pam Peck, Laura Palma, Julie Lovell,

**Agenda Approval:** Jennifer motioned to approve; Don seconded; Motion carried.

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

Minutes: no questions or comments

Finance Report: Unchanged at $462.34

Committees: Julie reported that the scholarship applications are live on website now. Julie reminded the committee that they will be meeting soon.

Agenda Additions: Thank you for Eric Pommier, Auditor discussion

**Public Comment:** none present

**Board Training:**

**Integrated Pest Management –** Pam Peckshared the current policy with the board and the details of dealing with pests in accordance with Oregon State regulations. Pam shared an important change to the policy is how the final decision is made before pesticide or herbicide is applied and how the parents are notified about the use of pesticide or herbicide. Discussion ensued.

**ERSEA Training-** Laura Palma shared the methods used to accurately assess the information shared by the families to meet selection criteria. Laura also shared the trainings that family advocates receive before dealing with families, unless timing prevents, and the application process in general. Discussion ensued. HG Jones, an outside firm, just recently provided an in-depth training over ERSEA for our Family Advocates.

**HEAD START REPORTS:**

Program Financial Report: Stephany shared the inaugural CACFP report. Stephany also shared that the December 2019 (not final #1) Financial Reports are not yet ready for approval, mostly due to a software glitch between the payroll processor and our accounting software.

Monthly Program Report:

OPK Monthly report: completely enrolled, wait list, health outcomes and other statistics were reviewed. Laura shared that we experienced 77.5% attendance, primarily due to child illness. Julie shared that the centers experienced a great month for family involvement at all of the centers, a highlight being very good attendance at the Family Nights. Pam shared that we still have open bus driver positions and an Operations Supervisor position still open since last February. Stephany shared the Fall Outcomes for children meeting or exceeding expectations. Discussion ensued over the variations and strong overall scores.

Executive Director’s Report:

Correspondence: Stephany reviewed the correspondence below:

ACF.PI. Grant Consolidation – change of scope grant

10CH0222 – Bus Disposition – We will be sharing the two buses valued under $5000 with Family Building Blocks.

ACF Grant 10CH0222 – Equipment (SF-428), Real Property (SF-429), Financial 9SF425) – we received the requirements for report submissions on each segment.

10CH011323-01-00 Notice of Award – We received a total approved budget of $2,039,369.00 for the year of 2020. This is only a partial award, as happens when an official FY20 Federal budget has not been passed at the time of the NOA issuance.

Federal Updates: Stephany shared the details of the FY 2020 Federal Budget, signed into law on December 20.

State Updates: Stephany shared that the additional funding for OPK is multi-faceted in what will be available but the state is still developing processes for the application.

Interviews for Fiscal Coordinator: Stephany updated the board on the status of the applicants that interviewed.

Assistant Director: The decision was made to seek an Assistant Director rather than a Program Director after discussion.

**OLD BUSINESS:**

Auditor Discussion: The pros and cons of retaining the same audit firm or putting out for bid ensued. The question regarding the terms of last year’s contract obligating us to three years if Aldrich is asked to return, and will be researched by Stephany.

Don motioned that Aldrich be invited to return for one year, providing the previous contract does not obligate us to keep them for the next three years if this offer is made. Jennifer seconded. Motion passes.

**NEW BUSINESS:**

**Integrated Pest Management Plan (IPM Plan):** Pam shared the IPM Plan with the Board. Angie motion that the IPM Plan be accepted as written, Jeff seconded. Motion passes.

**Selection Criteria:** Laura shared that there are no changes to the Selection Criteria as they found that it was very reflective of the current Community Assessment. Jennifer moved to approve the Selection Criteria as presented. Jeff seconded. Motion passes.

**SF 425 Review:** Stephany explained that this report was not yet ready for board presentation as allocations were still being refined.

**SF 429 Review:** Stephany presented the Real Property Status Reports for each of the properties that have Federal interest.

**Eric Pommier Thank You:** The Board expressed their sincere appreciation for the dedication, enthusiasm, and excellent effort that Eric Pommier provided during the six years we enjoyed his service**.**

**Officer Elections**: Don motioned that the slate remain the same as the previous year. Jennifer seconded. Motion passes unanimously.

Board President: Pat Smith

Vice President: Jeff Kershaw

Secretary/Treasurer: Kay Smith

**ANNOUNCEMENTS:** none

**Credit Card Review: Angie volunteered review the credit card logs in February.**

**Next Meeting:** February 20, 2020: 3:30p-5:30p

**ADJOURNMENT**: The meeting was adjourned at 5:30 pm.