**Kids and Company of Linn County**

**Board Meeting Minutes**

**November 17, 2022**

**CALL TO ORDER**: The meeting was called to order at 3:31 p.m.

**ROLL CALL**:

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

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

*Board members absent*:

**Public Comment:** none

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

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

1. Board Minutes – October 2022 minutes were reviewed.
2. Policy Council Minutes – October 2022 minutes were reviewed.
3. Kids & Company Financial Report: Stephany shared the balance of $1,002.34.
4. Committee Updates – none at this time
5. Agenda Additions– none at this time

**HEAD START REPORTS:**

Monthly Program Report:

1. Facilities: Jess Bowlin shared the October Maintenance Request dashboard. There were a number of unannounced licensing inspection visits and the facilities visited were found to be in compliance.
2. Health & Nutrition: no report this month.
3. Family Services/ERSEA: Christopher Spence gave the ERSEA update, answering Board members questions.
4. Human Resource: Lori Arnold shared the HR Summary highlighting that 6 new employees were onboarded, but we still have 9 pending at CBR. We are now 87% staffed. Lori answered a few questions regarding injuries and illness statistics.
5. Education: Chrystee Houser shared with the Board that the educational assessments are on track. The outcomes baseline report has been generated, which she shared. This will help the teachers support the children as the children progress.
6. PFCE: Julie Lovell reported that the 91.75 in-kind hours were donated in October during the site-to-site competition, which was a tremendous success!

Executive Director’s Report/Correspondence (verbal): Stephany Koehne shared that Angie Passmore resigned her Board position to take the Operations Coordinator position with Kidco. We received partial funding because a Federal Budget has not yet been ratified. The State is implementing quality control assessments but unfortunately chose the same week the Federal Assessors will be in the classrooms. Stephany requested a change of week. The agreement with YMCA is progressing and under YMCA legal review. Staffing is still a need, specifically 4 lead teachers.

Kidco 0-5 Program Financial Reports:

Kerri presented the October 2022 Financial Reports. Kerri asked the Board if there were any changes in the reporting details they would like modify. Discussion ensued.

*Action Item*: Kay moved to approve the October 2022 Financial Reports, Jennifer seconded the motion. Motion passes.

Kerri reviewed the October General Journal entries for the board.

*Action Item*: Jennifer moved to approve the September General Journal entries, Kay seconded the motion. Motion passes.

Credit Card Review Docu-sign form: Kay Smith reviewed the Sept/Oct credit card statements.

*Action Item*: Don moved to approve the October credit card review, Terri seconded the motion. Motion passes.

**OLD BUSINESS:** None at this time

**NEW BUSINESS:**

*Fiscal Training: Fiscal Basics via The Academy: Module 1 and 2*: The Board completed Module 1. The remaining modules will be completed at the December Board meeting.

*Focus Area Review Prep and Board availability*: Stephany shared the FA2 Protocols that the Board will need to answer for the Focus Area Review. Pat and Kay Smith will represent the Board for the interview on December 7th at noon. They will review the questions.

**ANNOUNCEMENTS:**

**Credit Card Review:** December 2022 – Terri volunteered.

**Next Scheduled Meeting:** The next scheduled meeting will be December 15, 2022, at 3:30 pm.

**ADJOURNMENT**: The meeting was adjourned at 5:31 pm