**Kids and Company of Linn County**

**Board Meeting Minutes**

**December 19, 2019**

**CALL TO ORDER**: The meeting was called to order at 3:35 p.m.

**ROLL CALL**:

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

*Absent*:

*Staff present:* Stephany Koehne, Eric Pommier, Lori Arnold, Madeleine Sprague

**Guest: Trevor Dierickx from CFO NOW**

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

**Consolidated Action Items:** Jennifer moved to approve the consolidated action items, Angie seconded. Motion passes.

Minutes: no questions or comments

Finance Report: Unchanged at $462.34

Committees: no active committees

Agenda Additions: none

**Training:** ERSEA – Tabled due to staff illness

**HEAD START REPORTS:**

Monthly Program Report:

Health: Madeleine reported that of the 38 past due physicals, 9 already have scheduled appointments.

Dental is completely up to date.

Education has 3 past due exams, and 2 ASQs past due, which is an acceptable percentage.

Facilities has 4 vacancies for bus drivers, which is impacting attendance for some families.

PFCE: 343.75 hours of in-kind hours donated to us during November. Family nights experienced nearly 25% attendance by families. Programs Attendance: Head Start 77% and EHS 81%, which was primarily due to health reasons and parent choice. As norovirus is prevalent in the communities at this time, this in not unexpected.

Human Resources: have not yet had a successful applicant for the bus driving openings. The focus has been on filling the Fiscal Coordinator position and having some interest, but a qualified applicant has not been secured. There was one more SAIF claim but it was very minor.

Executive Director Report/Correspondence: Stephany reported on the Federal Correspondence (IM) that impact Capital Leases and how they are accounted for.

Stephany shared that we were informed we have one of the lowest employee turnover rate for Head Starts.

CACFP Review: We will be now required to present fund accounting for CACFP with each month’s financial report. We will no longer be able to use personal Safeway membership cards for cost reduction for company purchases. Stephany further explained the details of the other findings, most of which were based on minutia. There were many strengths that were recognized and the reviewer stated we are an outstanding program. Stephany commended Madeleine Sprague for the excellent program she has developed and implemented.

Stephany shared the changes in language for Oregon Pre-K that will be effective January 1, 2020. The largest impact will be in the salary guidelines and the teacher pay increase will compress the wage scale organization wide.

Program Financial Report: Trevor presented November 2019 Financial Statements. Don motioned to approve the November 2019 Financial Statements, Jeff seconded. Motion passes.

**OLD BUSINESS:**

**Audit Findings: CAP update –** Stephany shared the CAP Information that will be presented to the payment management system.

**ISP: Finance: Drawdown** **Requests:** Stephany described the process that will be implemented and how it will impact the staff. Jeff motioned to approve the ISP: Finance: Drawdown Requests, Angie seconded. Motion passes.

**ISP: Finance: Bank Reconciliation:** Stephany explained the process change this will support. Don moved to approve the ISP: Finance: Bank Reconciliation, Jennifer seconded. Motion passes.

**NEW BUSINESS:**

Selection Criteria - tabled

**Public Comment:** none at this time

**ANNOUNCEMENTS:** none at this time

**Credit Card Review: Pat Smith – December; Angie Passmore - January**

**Next Meeting:** January 16th, 2020, 3:30 pm

**ADJOURNMENT**: Adjourned at 5:02 pm

Respectfully submitted,

Kay Smith

Secretary/Treasurer