**Kids and Company of Linn County**

**Board Meeting Minutes**

**February 17, 2022**

**CALL TO ORDER**: The meeting was called to order at 3:32 p.m.

**ROLL CALL**:

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

*Staff present:* Stephany Koehne, Lori Arnold, Pam Peck, Madeleine Sprague, Kerri Godinez, Julie Lovell, Chrystee Houser, Christopher Spence,

*Board members absent*: Angie Passmore,

**Public Comment:** none

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

**Consolidated Action:** Don motioned to approve the Consolidated Action items. Jeff seconded. Motion passes

1. Board Minutes – January 2022
2. Policy Council Minutes – January 2022 minutes were reviewed.
3. Kids & Company Financial Report: Stephany shared the balance of $1,002.34.
4. Committee Updates –
	1. ERSEA Committee: Will be meeting before mid-March – Pat Smith, Jeff Kershaw and Don Andrews volunteered depending upon date of meeting.
	2. Scholarship Committee: Julie reminded the Board that the application deadline is April 1st. We have not received any applications yet.
5. Agenda Additions– Review of a Board Application.

**HEAD START REPORTS:**

Monthly Program Report:

1. Facilities: Pam Peck reported that the Adams site construction deadline was moved up necessitating leaving that site and we will be moved to the Bessy Coleman Grade School over spring break. New security lights are up at the Riverside site and cameras will follow shortly. Catalytic converters continue as an ongoing issue.
2. Health & Nutrition: Madeleine Sprague shared that with the move to virtual classrooms, screenings have not been numerous. The good news is that the children are receiving their well child checks from their physicians. The CACFP for December is $10,516.00
3. Family Services/ERSEA: Christopher Spence reported on ERSEA data for January 2022, which reflects lower enrollment and attendance due to the ongoing pandemic and necessary school closures for the same reason. The question was asked why so many families applying were over-income. Stephany answered that the increase of Oregon minimum wage is the primary reason impacting the over-income status of applicants.
4. Human Resource: Lori Arnold shared a new report reflecting the New Hire and Termination, COVID Exclusions, and Injury activity metrics for the Program Year.
5. Education: Chrystee Houser reported on the progress of visits and observations, both virtual and in-person.
6. PFCE: Julie Lovell shared the Parent Meeting Attendance and volunteer hours given for January. She told the Board about a new collaborative project that will be offered to families from the Lebanon Center based around nutrition and fitness.

Executive Director’s Report/Correspondence (verbal): Stephany Koehne shared her report covering the IM/PIs that were received, which were shared via email with the Board. We are still awaiting all FY 22 Federal funds to be transferred into PMS account. The State of Oregon is awarding an increase of funding retroactive to July to be used at our discretion. The planned lifting of the mask mandate by the State could cause issues as the Head Start Performance Standard requires mask wearing. The parents will be notified that this is a Head Start requirement and not under our control. We will be participating in a joint recruitment billboard and advertising with the Early Learning Hub for Preschool Promise and Head Start in order to maximize our enrollment.

Kidco 0-5 Program Financial Reports: Kerri Godinez presented the January 2022 Kidco Financial Report, covering the issues found in historical data related to AFLAC benefits. The adjusting entries for 2021 have not been entered yet.

*Action Item*: Don moved to approved the adjusting general journal entries presented to prepare for fiscal year end, Jennifer seconded the motion. Motion passes.

Credit Card Review Docusign form:

Stephany informed the Board that Angie was unable to complete the review due to a family emergency.

**OLD BUSINESS:**

*403B Audit/Correspondence Update:* We have not received correspondence from the IRS regarding the previously submitted audits. The auditors are nearly ready to close the most recent year and present to the board.

**NEW BUSINESS:**

*ERSEA Training:* The Board reviewed a video covering the required annual ERSEA training.

 *COVID Funding/Stay Incentive Part 2:* Due to the increase of local entry level wages and the higher standards of COVID protocol, the Board was asked to consider an incentive payment for staff that have remained with us. Kidco is not able to raise hourly wages or reduce protocols. There is $224K available that can be used for this purpose. Our last incentive cost $132K. The Board proposed that we give an incentive equal to the previous incentive payment for the employees that have been employed through the April 10th pay date. Stephany will finalize the proposal and the Board will respond by email vote.

 *Review of a Board Application:* We received an application from a Corvallis resident to join the Board. The Board gave approval to invite the prospective applicant to the next Board meeting.

**ANNOUNCEMENTS:** none at this time

**Virtual Credit Card Review:** December/January – Don volunteered; February – Don volunteered; March – Don volunteered.

**Next Scheduled Meeting:** March 17, 2022 3:30-5:00 pm via Zoom

**ADJOURNMENT**: The meeting was adjourned at 5:21 pm