**Kids and Company of Linn County**

**Board Meeting Minutes**

**April 15, 2021**

**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, Kerri Godinez, Chrystee Houser, Lori Arnold, Pam Peck, Madeleine Sprague, Laura Palma

*Board members absent*: Angie Passmore

*Guest:* Remy

**Public Comment:** none

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

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

1. Board Minutes –March 2021
2. Policy Council Minutes – April 2021
3. Kids & Company Financial Report: Stephany Koehne reported the bank statement had not been received from Wells Fargo. Pat & Kay will visit Wells Fargo to clear up the situation.
4. Committee Updates –
   1. Planning Committee: April 16: 8:15-10:15 am & April 23: 10:30-2:30pm (Virtual) Pat, Jeff and Don will be the Board representatives.
5. Agenda Additions– none today

**HEAD START REPORTS:**

Monthly Program Report:

1. Facilities: Pam Peck completed the pest report that Don requested. It was very informative.
2. Health & Nutrition: Madeleine Sprague updated the Board on the completion rates for exams. Drive up dental exam events are continuing to be developed for virtual families, but appear to be effective so far.
3. PFCE: Laura reported that enrollment and attendance was very similar to last month. Updates on reenrollment visits was give.
4. Human Resource: Lori Arnold reported that there has been a 0% turnover for March, as well as 0 accidents or incidents. Our internal safety inspections showed marked improvement in any areas needing attention. The transition to the new retirement program is going very well. Lori shared that the response to the staff survey regarding KidCo’s response to COVID-19, with the overall rating being that the staff was confident in how they are safe and feel good about being at work.
5. Education: Chrystee Houser shared the successes in transitioning Pre-K staff to infant toddler certified EHS staff (for the increased EHS state slots), including the variety of training being completed.

Executive Director’s Report/Correspondence (verbal): Stephany Koehne shared that the funding for the COVID-19 grant funds was assigned to operations. The federal review will be conducted May17-May21 and will be audio only. The letter from ACF regarding last year’s audit was received and reviewed. The 403(B) audit should be completed soon.

Kidco 0-5 Program Financial Reports:

Kerri shared the Final December 2020 Financial Repor. Don moved to approve the December 2020 Kidco Financial Report, Jeff seconded. Motion passes

Kerri presented the March 2021 Kidco Financial Report.

Kay moved to approve the March 2021 Kidco Financial Report, Jennifer seconded. Motion passes.

**OLD BUSINESS: N/A**

**NEW BUSINESS:**

2021 COLA Grant: Stephany presented the application details, the grant narrative, and the budget.

Jeff moved to approve the 2021 COLA Grant application; Don seconded. Motion passes.

**ANNOUNCEMENTS:** none at this time

**Virtual Credit Card Review:** April: Pat Smith; May: Pat Smith

**Next Scheduled Meeting:** May 20, 2021 3:30-5:00 pm via Zoom

**ADJOURNMENT**: The meeting was adjourned at 4:58 pm