**Kids and Company of Linn County**

**Board Meeting Minutes**

**August 19, 2021**

**CALL TO ORDER**: The meeting was called to order at 3:37 p.m.

**ROLL CALL**:

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

*Staff present:* Stephany Koehne, Kerri Allison, Chrystee Houser, Lori Arnold, Pam Peck, Laura Palma, Madeleine Sprague

*Board members absent*: Angie Passmore

**Public Comment:** none

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

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

1. Board Minutes – June 2021
2. Policy Council Minutes – June 2021 minutes were reviewed.
3. Kids & Company Financial Report: Bank statement has not been received since June.
4. Committee Updates – none at this time
5. Agenda Additions– Review the 990, Hazard Pay Incentive Award for previous year.

**HEAD START REPORTS:**

Monthly Program Report:

1. Facilities: Pam Peck informed the board that the trees that had fallen at Riverside have been removed. The neighbor whose trees damaged our fence told Pam that their insurance would not be covering our damages. Pam will be following up to try to get contact information with the neighbor’s insurance company. Meetings with Corvallis School District to view our assigned classrooms are in progress.
2. Health & Nutrition: Madeleine Sprague shared that the health information is being gathered for the children already enrolled. Staff health challenges are being developed for the year. May 2021 and June 2021 CACFP funds have been received.
3. Family Services/ERSEA: Laura Palma reported that there is roughly 40% enrollment at this time. 150 new applications have been received and the interviews are in process.
4. Human Resource: Lori Arnold updated the Board that there are 17 open positions to be filled. Some positions will start 10/4/21. HR procedures and protocols are being updated to address changes from the pandemic issues. Onboarding is slow due to delays with the Registry.
5. Education: Chrystee Houser shared the virtual services plan in case it is required to provide services in that manner.
6. PFCE: Laura Palma shared for Julie Lovell that recruiting is being done by attending relevant community events, using social media, and placing yard signs in the community.

Executive Director’s Report/Correspondence (verbal): Stephany Koehne shared the correspondence received through the summer. We will be resuming in class models as soon as possible – hopefully by January at the latest. Per today’s ODE release, our staff working in public school locations will be required to be vaccinated.

Kidco 0-5 Program Financial Reports: Kerri updated the team that there is only one employee in the Finance Office at this time. She also reported on communication issues between the retirement service provider and the payroll processing provider.

Kerri presented the June 2021 Kidco Financial Report –

*Action Item:* Don moved to approve the June 2021 Kidco Financial Report, Jennifer seconded. Motion passes.

Kerri presented the July 2021 Kidco Financial Report –

*Action Item:* Jennifer moved to approve the July 2021 Kidco Financial Report, Don seconded. Motion passes.

Credit Card Review Docusign form:

Stephany presented the Docusign CC approval completed by Pat Smith confirming the credit card review for June was completed.

*Action Item:* Don moved to accept the June 2021 docu-sign review forms, Jennifer seconded. Motion passes.

**OLD BUSINESS:**

*403B Audit/Correspondence:* 2016 audit is complete, but Aldrich is wanting to present all audits at once. 2017 and 2018 are in process. Bids are being sought for future audits.

**NEW BUSINESS:**

*Grant Application Components:*

*Comprehensive Plan*

*Self-Assessment*

*Site/Service Workbook*

*All Agency Budget for FY21-22*

*Action Item:* Jennifer moved to accept the Grant Application Components, Don seconded. Motion passes.

*Hazard Pay Incentive Policy & Procedure:*

*Action Item:* Don moved to accept the Hazard Pay IncentivePolicy & Procedure (ISP.Finance.Hazard Incentive), Jennifer seconded. Motion passes.

*Hazard Pay Incentive Award:* Jennifermotioned to award $1200 of Hazard Pay Incentive Award to qualifying employees who were employed from October 2020 through September 2021. Don seconded. Motion passes.

*2020 IRS 990:* The Board reviewed the 2020 IRS 990. Kay Smith requested her last name be updated from Whittington.

*Action Item:* Donmoved to accept the 2020 IRS 990 with requested change, Jennifer seconded. Motion passes.

**ANNOUNCEMENTS:** none at this time

**Virtual Credit Card Review:** July: Don Andrews

**Next Scheduled Meeting:** September 16th, 2021 3:30-5:00 pm via Zoom

**ADJOURNMENT**: The meeting was adjourned at 5:37 pm