**Kids and Company of Linn County**

**Board Meeting Minutes**

**September 16, 2021**

**CALL TO ORDER**: The meeting was called to order at 3:30 p.m.

**ROLL CALL**:

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

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

*Board members absent*:

**Public Comment:** none

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

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

1. Board Minutes – August 2021
2. Policy Council Minutes – August 2021 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–

**HEAD START REPORTS:**

Monthly Program Report:

1. Facilities: Pam Peck reported to the Board that our insurance agent stated that if a tree falls, it is not the tree owner’s responsibility to make good damage to the neighbors’ property. Therefore, we will pay to fix our own fence. Three of our buses had catalytic converters stolen. Appropriate actions were taken, but recovery is unlikely.
2. Health & Nutrition: no report at this time.
3. Family Services/ERSEA: Laura Palma reported that with the delayed start that there are no attendance records yet.
4. Human Resource: Lori Arnold updated the Board that there are still positions open but experiencing a very low turnover rate. There are 22 open positions and hired 4 people in the last 30 days. Lori further explained the complications that we are facing in this pandemic environment.
5. Education: Chrystee Houser shared that the staff are prepared to teach virtually if needed.
6. PFCE: Julie Lovell reported recruitment signs are available for display if anyone is interested. Virtual open houses are scheduled and will be recorded so families can see what will be available.

Executive Director’s Report/Correspondence (verbal): Stephany Koehne shared that we received notification that all staff will be required to be vaccinated against COVID-19 by the January 2022 deadline. Opening was delayed by two weeks due to staff exposure to virus. The actual opening will be when appropriate considering the virus illness rates.

Kidco 0-5 Program Financial Reports: Kerri presented the August 2021 Kidco Financial Report, answering questions as they arose.

*Action Item:* Jennifer moved to approve the August 2021 Kidco Financial Report, Angie seconded the motion. Motion passes.

*Action Item*: Jennifer moved to approved the general journal entry of $1,393.44 to correct for a manual check and FFCRA credits in payroll, Don seconded the motion. Motion passes.

Credit Card Review Docusign form:

Stephany presented the Docusign CC approval completed by Don Andrews confirming the credit card review for July was completed.

*Action Item:* Angie moved to accept the July 2021 docu-sign review forms, Kay seconded. Motion passes.

**OLD BUSINESS:**

*403B Audit/Correspondence Update:* The audits are complete through to 2019 and we are up to date. The Internal Revenue Service has fined us because the 5500 was filed late by the service provider – Retirement Direct, which was unknown to us, $94,500.00. Stephany has started the penalty abatement process.

**NEW BUSINESS:**

*Grant Application Components:*

 *Review HSES uploads to include:*

 *Grant Narrative*

 *Cost Allocation Plan (all other components approved in August)*

 *CACFP Participation*

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

 *ISP: Policy Council Member Selection:* Julie Lovell reviewed the ISP: Policy Council Member Selection with the Board – there are no changes from last year.

*Action Item:* Don moved to approve the Policy Council Member Selection ISP, Jennifer seconded. Motion passes.

 *Church at West Hills:* adjacent to the church is a tree farm that many of the homeless people are using at this time. The transients are approaching our staff, and could possibly approach parents when services start. We are looking to move to a different church as soon as feasible.

**ANNOUNCEMENTS:** none at this time

**Virtual Credit Card Review:** October: Don volunteered

**Next Scheduled Meeting:** November 18, 2021 3:30-5:00 pm via Zoom

**ADJOURNMENT**: The meeting was adjourned at 5:01 pm