**Kids and Company of Linn County**

**Board Meeting Minutes**

**August 22, 2018**

**CALL TO ORDER**: The meeting was called to order at 3:35 pm

**ROLL CALL**:

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

*Absent*: Don Andrews

*Staff present:* Stephany Koehne, Hillary Campbell, Kimberly Clark

**Agenda Approval:** Jennifer moved to approve the agenda, Jeff seconded. Motion passes

**Consolidated Action Items:** Jeff moved to accept the Consolidated Action Items, Angie seconded. Motion passes

Minutes: No changes

Finance Report: Unchanged at $462.34

Committees: no business

Scholarship Committee: no business

Agenda Additions: see New Business

**Public Comment:** none at this time

**2017 Audit report:** Glen Kearns and Corrie from Accuity, LLC, shared the report on the 2017 Audit. There were two findings, but Corrie stated that the issues were not complex to address but became findings due to the higher dollar amounts. All issues from the previous year were fixed and the audit went well. Glenn reviewed the audited financial statements and stated that they had an unmodified opinion. Glen indicated that the statements reflect a stable financial position, in align with historical trends. Corrie shared that there will be a change to the audited financial statements required by the IRS for the next report, but that it will be not a significant change for us. The Finance Committee is to review the 990 and it will be sent in by Corrie once it is approved.

Jennifer moved to approve the 2017 Audit report, Jeff seconded. Motion passes unanimously.

**HEAD START REPORTS:**

Program Financial Report: Hillary started her report with June 2018, explaining that this month looks different as the only classrooms functioning are the duration classrooms, which shifts where the expenses are reflected. June 2018 was the final month of the first year of the biennium for the OPK grant and was spent out entirely. Jennifer moved to approve the June 2018 Financial and Jeff seconded. Motion passes.

Hillary shared the July 2018 Financial statements, explaining the timing differences regarding the payroll step increase, COLA increase and the funding NOA being received. Most of the significant differences were related to the fact only duration classrooms were open. Jennifer moved to approve the July 2018 Financial statements and Angie seconded. Motion passes.

Executive Director’s Report: Stephany shared her report, beginning with the OHS review and was happy to state that they had no findings in any area. We have received our CLASS review and funding letter for the year.

She also shared the highlights from the Region X Director’s meeting and the difficulties Region X is facing in terms of staffing.  
Stephany reviewed the current status of the leases for the coming year and provided a spreadsheet on all lease details. The changes with the 300 Market St lease were discussed in detail.

**OLD BUSINESS:**

Lebanon Facility Funding: We are changing the collateral for the construction loan so we can move forward with the loan process. The loan terms remain the same as previously presented and agreed to; with the exception that the Sunnyside facility (44829 Quartzville Dr, Foster OR 97345) will become the collateral and the pre-payment penalty was removed. Jeff motioned to approve the change of collateral to the Sunnyside facility as per the new term sheet presented. Angie seconded the motion. All those in favor, 3 in favor, all those opposing, 0 opposing, all those abstaining, 1 (Jennifer Meltzer as a stated conflict of interest). Motion passes.

An agreement with Modern Building was arrived at to begin monthly payments to delay the presentation of a lien on the building which would have adversely affected the loan process.

**NEW BUSINESS:**

OPK Grant Deliverables: FY19 Budget – tabled.

Self-Assessment: Stephany shared the PY 2017-2018 Self-Assessment Report and Plan from the data and surveys accumulated throughout the year. She explained the Plan Summary for the goals for the coming year. Kay motion to accept the PY 2017-2018 Self-Assessment Plan and Jennifer seconded. Motion passes.

Kidco Head Start Program School Readiness Goals PY 2018-2019: Stephany explained how the readiness guidelines and goals are now aligned with the ELOF and Oregon standards and how this will be assessed with TS Gold. Angie moved to accept the 2018-2019 PY School Readiness Goals and Jeff seconded. Motion passes.

Credit Card Change: We have added KeyBank as a credit card provider.

Board Resignation: Mary McKay has presented her resignation to President Pat Smith.

Closed Session began at 5:20pm and ended at 5:29pm, upon which the meeting moved back into an open forum.

**ANNOUNCEMENTS:** none at this time

**Credit Card Review:** Jennifer Meltzer volunteered for September

Next Meeting: September 19th at 3:30 pm

**ADJOURNMENT**: The meeting was adjourned at 5:30 pm