**Kids and Company of Linn County**

**Board Meeting Minutes**

**October 24, 2019**

**CALL TO ORDER**: The meeting was called to order at 3:31 pm

**ROLL CALL**:

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

*Staff present:* Eric Pommier, Trevor Diereckx (NOWCFO)

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

**Consolidated Action Items:** Angie motioned to approve the consolidated action items, Jennifer seconded. Motion passes.

Minutes: No questions or comments

Finance Report: Kids & Co account unchanged at $462.34

Committees:

Agenda Additions: The PIR review has been tabled.

**Public Comment:** no public present at the meeting

**HEAD START REPORTS:**

Program Financial Report: Eric and Trevor presented the financial statements from July 2019 to September 2019. Discussion of the current financial status ensued.

The board agreed by consensus, providing it meets the guidance, that only the statement page for each credit card with the board members’ signature approving the expenditures needs to be in the financial packet.

Don moved to approve the July 2019 through September 2019 Financial Statements, Jeff seconded. Motion passes.

Consolidated Executive Director’s & Program Report: Eric shared the results of the Single Audit. We will need to present our resolutions on the CAP by December 31, 2019.

State Updates: Eric explained that things are moving very fast within the State system. Stephany and Eric are both on State committees that are using a significant amount of time.

Program Updates: We are fully enrolled at this time except for one vacancy in EHS.

The Health related statistics are doing very well but slightly hindered due to staff illness.

We also have 13 staff positions vacant program wide.

CAPs: NOWCFO is continuing to work on process improvement but the priority has been meeting the 990 and CT-12 deadline, and changing the payroll processing system. Progress should speed up now those items are nearly complete.

**ACTION ITEM:** Jennifer moved to direct the Finance Office to follow policy according to CEFA immediately; and to transition to accrual accounting with supporting policies by 11/21/2019 with confirmation by the Finance Office during the 11/21/2019 Board Meeting, in order to address the Audit Findings 2018-002 and 2018-003. Don seconded. Motion passes unanimously.

**OLD BUSINESS:**

**Federal Grant Package:** Eric shared the Narrative Summary, answering questions as needed. Eric presented the Comprehensive Plan for the Board’s review and answered questions related to the five year plan.

Jennifer moved to approve the Five Year Federal Grant Package. Don seconded. Motion passes.

CACFP Participation: Angie moved to approve the CACFP Participation, Jeff seconded. Motion passes.

**NEW BUSINESS:**

**Review PIR: Tabled**

**Review/Advise on Procedure for PC Member Selection:** Eric shared that the current policy is working well with the only challenge being the education of the new policy council members. The Board advises that the policy remain unchanged other than updating the date.

**Board Development** –

Planning Committee: Jeff Kershaw, Don Andrews, Pat Smith

Finance Committee: Kay Whittington, Jennifer Meltzer

Scholarship Committee: Angie Passmore, Jeff Kershaw, Don Andrews

Joint Resolution: Pat Smith, Don Andrews

**Board Meeting Schedule:** The monthly meetings will remain on the third Thursdays unless moved due to circumstances.

**Plans – Training**: Angie and Jennifer will attend the training on Nov 9 offered by Aldrich CPA

**Plans – Recruitment**: Tabled

**Lowes’ Heroes** – Pat requested a thank you card to be given to Lowe’s for the work on the Joy Street playground. He also suggested that the drone video be utilized on our web page.

**ANNOUNCEMENTS: None**

**Credit Card Review: Angie volunteered review the credit card logs in November**

**Next Meeting:** November 21, 2019, 3:30p-5:30p

**ADJOURNMENT**: The meeting was adjourned at 6:10 pm.