**Kids and Company of Linn County**

**Board Meeting Minutes**

**September 15th, 2022**

**CALL TO ORDER**: The meeting was called to order at 3:31 p.m.

**ROLL CALL**:

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

*Staff present:* Stephany Koehne, Kerri Godinez, Jess Bowlin, Lori Arnold, Chrystee Houser, Madeleine Sprague, Julie Lovell, Christopher Spence,

*Board members absent*:

**Public Comment:** none

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

**Consolidated Action:** Kay moved to approve the Consolidated Action items. Terri seconded. Motion passes

1. Board Minutes – August 2022 minutes were reviewed.
2. Policy Council Minutes – August 2022 minutes were reviewed.
3. Kids & Company Financial Report: Stephany shared the balance of $1,002.34.
4. Committee Updates – Executive Directors annual evaluation tabled to next month to comply with closed session state regulations.
5. Agenda Additions– none at this time

**HEAD START REPORTS:**

Monthly Program Report:

1. Facilities: Jess Bowlin shared that the Facilities team is continuing to address needs found getting classrooms back in action.
2. Health & Nutrition: Madeleine Sprague shared the initial health report regarding medical home and health insurance coverage. Nearly 100% of children have both and families in need of assistance or data are identified.
3. Family Services/ERSEA: Christopher Spence reported on the enrollment and attendance statistics.
4. Human Resource: Lori Arnold informed the board that the bulk of time of Human Resource time has been spent in recruitment. She shared the breakdown of open positions.
5. Education: Chrystee reported on classroom cancellations and the reasons for it. She also shared the recently developed checklist for teacher development which allows a window on the extensive training our staff receive.
6. PFCE: Julie Lovell shared that we are now using Instagram in addition to facebook to inform the public about our programs.

Executive Director’s Report/Correspondence (verbal): Stephany covered the correspondence received confirming that our grant was closed out for Year 2. We also received an update on the COVID mask and vaccine mandates and implementation of guidance which referred to CDC guidelines and community spread. Stephany reported on how other Oregon Head Starts were impacted by the recent funding of Preschool Promise slots. The YMCA partnership is still moving forward, the lease being the critical component.

Kidco 0-5 Program Financial Reports:

Kerri presented the August 2022 Financial Reports.

*Action Item*: Terri moved to approve the August 2022 Financial Reports, Angie seconded the motion. Motion passes.

Kerri presented the August 2022 Adjusting Journal Entries.

*Action Item*: Don moved to approve the August 2022 Adjusting Journal Entries, Jennifer seconded the motion. Motion passes.

Credit Card Review Docu-sign form: Angie is reviewing the September credit card statements.

*Action Item*: Tabled until review is complete.

**OLD BUSINESS:**

 *None at this time*

**NEW BUSINESS:**

*ISP: GV-002 Election of PC Representatives:* Julie Lovell reviewed the ISP with the Board which had no changes in this Program Year. No questions were presented.

*Action Item*: Don moved to approve the ISP: GV-002 Election of PC Representatives, Jennifer seconded the motion. Motion passes.

*FY2023 Federal Grant Application Packet:* Stephany presented the grant application for the Board to review. Questions were asked and discussion ensued.

*Action Item:* Terri moved to approve the FY2023 Federal Grant Application Packet as presented, Angie seconded the motion. Motion passes.

**ANNOUNCEMENTS:**

**Credit Card Review:** October– Angie volunteered.

**Next Scheduled Meeting:** The next scheduled meeting will be October 20th at 3:30 pm.

**ADJOURNMENT**: The meeting was adjourned at 5:05 pm