**Kids and Company of Linn County**

**Board Meeting Minutes**

**Date**

**CALL TO ORDER**: The meeting was called to order at 3:26 pm

**ROLL CALL**:

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

*Absent*: Jennifer Meltzer

*Staff present:* Stephany Koehne, Eric Pommier, Lori Arnold, Madeleine Sprague, Julie Lovell

**Agenda Approval:**  Jeff motioned to approve; Don seconded; Motion carried.

**Consolidated Action Items:** Don motioned to approve; Jeff seconded. Motion passes.

Minutes: No changes

Finance Report: Kids & Co account unchanged at $462.34

Committees:

Scholarship Committee- Don, Jeff, Angie and Julie will meet once adequate applications are in. Julie will contact the committee members once the deadline is passed.

Finance Committee – The committee recommends to interview two auditing firms, Aldrich and Grove-Mueller, but are not inviting Accuity at this time. The Accounting Policy is under review and will need a few revisions to be brought into alignment with the new FASB memorandum related to donations.

The Board approves the recommendation to interview the two auditing firms.

Agenda Additions: None

**Public Comment:** none at this time

**HEAD START REPORTS:**

Monthly Program Report: Coordinators and Directors discussed data from February. Reports were heard from HR, Health, PFCE, and Education. We are at full enrollment again, which is excellent. Eric noted that the absence rate was back to average, but disappointing after January’s high point. Madi noted that some centers are doing far better than others and went on to describe the factors impacting the past due exams. Education events are doing well so far, with the primary issue being recording rather than events not being done. Julie updated us on the Family Nights and Volunteer activities. Lori updated us on the staff resignations and movements from February.

Executive Director’s Report:

Correspondence: General Disaster Recovery memo – ACF-IM-HS-19-01 will allow greater flexibility regarding enrollment impacted by disasters.

Request for change of scheduled meeting: due to a board member’s change of work scheduling, by consensus the board has agree to move the regularly scheduled monthly meeting to the third Thursday at 3:30 pm.

Stephany shared our FY 2018 CLASS Scores and the good news that we did not fall in the lowest 10%. The not-so-good news was that we weren’t as high as we would hope.

We did not receive the CSD Partnership grant, primarily due to an incorrect perception of a lower rate of poverty and equity in the Corvallis area.

In interest of efficiency, all insurance policies are going to be moved to Rhodes-Warden Agency, where we have had the longest relationship.

The process of transitioning our banking to Key Bank is continuing and should be completed soon.

Board Training: Stephany requested to plan for some Board Training with Cascade Employers, which was approved by consensus.

Program Financial Report: The Financial reports were presented by Hillary. December 2018 Not Final #3 has a few more allocation reviews. Hillary shared the February 2019 Financial Report. Angie motioned to approve the February 2019 Financial report, Jeff seconded. Motion passes.

**OLD BUSINESS:**

Audit Update and Fiscal Policies:Discussed in committee reports

**NEW BUSINESS:**

Office of Head Start PC webinar: Dr. Bergeron’s VLOG to the Policy Council was shared with the Board.

OPK Phase I Grant: ***Tabled*** due to documents not being received from State yet.

**ANNOUNCEMENTS:** none at this time

**Credit Card Review: March: Jeff and April: Pat.**

**Next Meeting:** April 18th at 3:30 pm

**ADJOURNMENT**: The meeting was adjourned at 4:55 pm