**Kids and Company of Linn County**

**Board Meeting Minutes**

**December 16, 2021**

**CALL TO ORDER**: The meeting was called to order at 3:36 p.m.

**ROLL CALL**:

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

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

*Board members absent*: Jennifer Meltzer,

**Public Comment:** none

**Agenda approval:**Jeff moved to approve the agenda, Kay seconded. Motion passes.

**Consolidated Action:** Jeff motioned to approve the Consolidated Action items. Kay seconded. Motion passes

1. Board Minutes –November 2021
2. Policy Council Minutes – November 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– Policy update added – new State/Federal Holiday

**HEAD START REPORTS:**

Monthly Program Report:

1. Facilities: Pam Peck reported visits from 3 different licensers have been occurring unannounced in person this month. Mt View and Adams are now in person instruction. Lincoln School site has received its temporary license. 35th Street center is still in process. NO ‘out of compliances’ have been noted.
2. Health & Nutrition: Madeleine Sprague shared screenings are continuing, but the highlight is that they are preparing families for the vaccination exclusion date. 18 children could be excluded if they aren’t updated with their vaccinations. Family education is in the works.
3. Family Services/ERSEA: none at this time
4. Human Resource: Lori Arnold reported we are at a 2% turnover rate. The employees that exited our employment had outside factors. No accidents have been recorded. Recruitment is in high gear at this time to fill staffing shortages.
5. Education: Chrystee Houser reported that they are working hard on getting screenings done and acceptance visits done. Home visits will follow.
6. PFCE: Julie Lovell shared the graph on Parent Meeting Attendance and the topics for November. A highlight is that we have 7 Foster Grandparents recording videos to be shared with classes.

Executive Director’s Report/Correspondence (verbal): Stephany Koehne shared with the Board the response to the new Vaccination and Masking Mandate. Our Federal Grant was awarded and released for Fiscal Year 2022 and we have received the funding. Our goal is to have the fully funded enrollment when we open classes in January. We are nearly fully enrolled. All employees received wellness resources and a stress reduction video for the first phase of the Employee Wellness program.

Kidco 0-5 Program Financial Reports: Kerri presented the November 2021 Kidco Financial Report, answering questions as they arose. We did receive additional CACFP funding of approximately $44K.

*Action Item:* Jeff moved to approve the November 2021 Kidco Financial Report, Don seconded the motion. Motion passes.

Credit Card Review Docusign form:

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

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

**OLD BUSINESS:**

*403B Audit/Correspondence Update:* We have not received any notices from the IRS. The current 2020 Audit is in process at this time.

**NEW BUSINESS:**

*Mandated Vaccine Policy:* Lori shared the Vaccination and Masking Policy and Procedure that will be effective 1-31-2022, which has been written into the Performance Standards. This was developed with legal assistance and mirrors what is in the Performance Standards. This covers ADA accommodations and exemption requests. Discussion of the details of the Policy ensued.

*Action Item:* Don moved to accept the Mandated Vaccine and Masking Policy, Angie seconded. Motion passes.

*Mandated Vaccine and Masking Policy Exemption Request Approval Procedure:* Lori presented the procedure for the Exemption Request Committee, which includes the criteria and structure of the committee. The Board discussed the related definitions and the sources for those definitions, verifying authenticity of the healthcare provider documents,

*Action Item:* Don moved to accept the Mandated Vaccine and Masking Policy Exemption Request Approval Procedure, Angie seconded. Motion passes.

*Annual Fiscal Policies Review:* No major changes to the Fiscal Policies were made this year.

*Action Item:* Kay moved to accept the Fiscal Policies, Don seconded. Motion passes.

*New State/Federal Holiday:* Per the State of Oregon and the Federal Government, Juneteenth is now added as a paid holiday.

*Action Item:*  Don moved to approve the addition of Juneteenth as a paid holiday, Kay seconded. Motion passes.

**ANNOUNCEMENTS:** none at this time

**Virtual Credit Card Review:** January: Don volunteered; February: Angie volunteered.

**Next Scheduled Meeting:** January 20, 2022 3:30-5:00 pm via Zoom

**ADJOURNMENT**: The meeting was adjourned at 4:51 pm