**Kids and Company of Linn County**

**Board Meeting Minutes**

**December 15, 2022**

**CALL TO ORDER**: The meeting was called to order at 3:33 p.m.

**ROLL CALL**:

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

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

*Board members absent*: Terri Fackrell

**Public Comment:** none

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

**Consolidated Action:** Don moved to approve the Consolidated Action items. Jennifer seconded. Motion passes

1. Board Minutes – November 2022 minutes were reviewed.
2. Policy Council Minutes – November 2022 minutes were reviewed.
3. Kids & Company Financial Report: Stephany shared the balance of $1,002.34.
4. Committee Updates – reminder – Planning Committee 12/16/2022 at 1:30 pm
5. Agenda Additions– none at this time

**HEAD START REPORTS:**

Monthly Program Report:

1. Facilities: Angie Passmore presented the Facilities Dash Board. The Licensure visit for Lincoln Elementary was postponed.
2. Health & Nutrition: Madeleine Sprague was not present to report.
3. Family Services/ERSEA: Christopher Spence shared the ERSEA Dashboard, reviewing current attendance and wait list data. He shared the initial dashboard for IDEA enrollment and attendance.
4. Human Resource: Lori Arnold reported on the staff turnover, open positions, and safety data.
5. Education: Chrystee Houser presented the data on the education requirements and developmental screenings. She also presented the fall data on outcomes related to widely held expectations.
6. PFCE: Julie Lovell reported on the Policy Council Membership representatives. We had 40 volunteers giving over 80 hours of service. Our Foster Grandparents gave 113 hours.

Executive Director’s Report/Correspondence (verbal): Stephany Koehne shared that there was not any correspondence, federal updates or state updates. A conversation was held with the director of CBR, who explained the delay in CBR’s processing time. Stephany reported that some of our classrooms have been closed due to heating issues, which are being worked on. Stephany updated the Board on the Focus Area 2 review visit.

Kidco 0-5 Program Financial Reports:

Kerri presented the November 2022 Financial Reports. Kerri

*Action Item*: Don moved to approve the November 2022 Financial Reports, Jennifer seconded the motion. Motion passes.

Kerri reviewed the November General Journal entries for the board.

*Action Item*: Kay moved to approve the November General Journal entries, Jennifer seconded the motion. Motion passes.

Credit Card Review Docu-sign form: Terri Fackrell reviewed the Oct/Nov credit card statements.

*Action Item*: Don moved to approve the November credit card review, Kay seconded the motion. Motion passes.

**OLD BUSINESS:**

*Fiscal Training: Fiscal Basics via The Academy: Module 2 to 3*: The Board participated in the Fiscal Training completing the course successfully.

**NEW BUSINESS:**

*Fiscal Policy Manual Overview:* The Fiscal Committee will review and report at the next Board Meeting.

*Retention Incentive Policy*: Stephany explained the modification needed in the policy that would be make it more current with the community trends occurring in terms of employee incentive amounts. Stephany recommended the board approve a second employee retention incentive for FY 22, in the amount of $1600.

*Action Item*: Jennifer moved to approve the change to the Retention Incentive policy as presented, and approve the $1600 disbursement. Don seconded the motion. Motion passes.

**ANNOUNCEMENTS:**

**Credit Card Review:** January 2023 – Don volunteered. We thanked Terri for covering the review in December.

**Next Scheduled Meeting:** The next scheduled meeting will be January 19, 2023, at 3:30 pm.

**ADJOURNMENT**: The meeting was adjourned at 5:42 pm