**Kids and Company of Linn County**

**Board Meeting Minutes**

**April 18, 2019**

**CALL TO ORDER**: The meeting was called to order at 3:30 pm

**ROLL CALL**:

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

*Absent*: Angie Passmore, Don Andrews

*Staff present:* Stephany Koehne, Hillary Campbell, Julie Lovell, Lori Arnold, Laura Palma

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

**Consolidated Action Items:** Jeff moved to accept the consolidated action items, Jennifer seconded. Motion passes**.**

Previous Minutes

Finance Report: Unchanged at $462.34

Committees: Scholarship- Julie Lovell reported that 5 applications were received, and the review meeting is set for April 24th.

Agenda Additions: SH EHS Facility Update

**Public Comment:** none

**HEAD START REPORTS:**

Program Financial Report: Hillary shared the final December 2018, with the result that each federal grant has been spent out completely. Jennifer moved to approve the final December 2018 Financial report, Jeff seconded. Motion passes.

Hillary reported that the March 2018 Head Start Financials showed only a major variance with the travel expenses. Staff is using the company vehicles instead of personal vehicles, which benefits Head Start in a variety of ways.

Jennifer moved to approve the March 2018 Financial report, Jeff seconded. Motion passes.

Monthly Program Report: Attendance was at 80.12%, second highest in a four year period, and we are fully enrolled. Lori Arnold reported that two staff resigned, and two ECE supervisors will be resigning in August. No accidents or incidents this month. The additional trainings recommended by the safety committee regarding behavioral issues is being implemented and very well received. Julie Lovell reported that while the March attendance for Family and Community Nights was lower, she has hopes for the events planned in April to pull a greater attendance. Stephany shared on Pam’s behalf that we have passed all licensing inspections to date.

Executive Director’s Report: Stephany reported we will get to apply for our 5 year grant without competition. This was not a given due to our incident earlier this year. We have received our COLA grant and will be dispersed appropriately.

We will be posting the new Federal Interest form on the Joy Street facility once the form has been completed and notarized as required.

State funding for the next biennium is still unknown. Stephany is expecting to be flat-funded for next year.

The Health Insurance bids have come in and the best choice appears to be Samaritan Health Plans, with a significant savings.

**OLD BUSINESS:**

**Auditor Selection**: Jennifer moved that we approve offering Aldrich, CPAs & Advisors, LLP, the contract for the coming year as our auditor, with the continuance depending on performance for the following two year. Jeff seconded. Motion passes.

**NEW BUSINESS:**

**OPK Phase I Grant:** We will be requesting 217 slots for the 2018-2019 OHSPK Funded Part Day slots, which Jennifer motioned to approve. Jeff seconded. Motion passes.

**Personnel Hiring Procedures**: Lori Arnold reviewed the following policies and answered questions. The policies under review were:

*Code of Conduct*:

 *Recruitment and Selection of Staff:*

 *Respectful Workplace Policy*:

 *Corrective Action – Suspension/Termination*:

Jennifer moved to approve the Human Resources Personnel Policies and Procedures listed above contingent upon the approval of Policy Council. Jeff seconded. Motion passes.

Sweet Home Early Head Start Facility: We have been asked to leave the Sweet Home School District modular that has been used by the Sweet Home Early Head Start for the next program year. The program is recommending that the center-based services be relocated to the Lebanon Joy Street center and the home based services will continue without change.

Jennifer moved to approve the recommendation to move the center-based services of Sweet Home to Lebanon and Jeff seconded. Motion passes.

**ANNOUNCEMENTS:** none at this time

**Credit Card Review:** Jeff volunteered for the May review

**Next Meeting:** May 23, 2019: 3:30pm-5:30pm. **NOTE: This is a change from the 3rd Thursday to the 4th Thursday.**

**ADJOURNMENT**: The meeting was adjourned at 5:03 pm