

OCDC Board Minutes For May Meeting

Date: 5/26/22 **Minutes Taken By:** Scott Louis

Members Present: Rosa Jaeger, Jessica Filler, Tami Hogie-Lorenzen, Scott Louis, Lorrie Esmay, Darren Larson

Staff Present: Sue Glodt, Pat Hoffman, Kim Leiferman, Karla Baus, Betty Hanson

Call to Order at: 12:04 pm **Quorum established:** 12:04 pm

1. **Approval of Agenda:** Jessica motions to approve agenda with the additions of Irwin Building Lease and Recommendations for Hire to New Business. Lorrie 2nds. Motion carries.
2. **Announcements/Information:**
 - a. ACF-IM-HS-22-03-SNAP- Sue shared that SNAP can now be used to determine eligibility.
 - b. Correction to ACF-IM-HS-21-01- Kim shared information regarding which COVID flexibilities were still available.
3. **Consent Agenda approved –** Jessica motions to approve consent agenda. Tami 2nds. Motion carries.
 - a. Minutes
 - b. EHS Monthly Reports
 - c. HS Monthly Reports
 - d. Meals and Snacks
 - e. Financials
 - f. Credit Card Statement
4. **Policy Council Report- Katie-** Katie not in attendance. Same agenda that Board is reviewing today minus Quarterly Fiscal Reports and Irwin Building Lease.
5. **Old Business-** None
6. **New Business-**
 - a. ERSEA Policy: Sue reviewed the changes that were made due to SNAP memorandum recently received. Lorrie motions to approve changes to ERSEA policy. Tami 2nds. Motion carries.
 - b. Resignations: Esperanza Perez - Jessica motion to accept, Tami 2nds. Motion carries.; Terrie Hestdalen - Lorrie motions to accept, Jessica 2nds. Motion carries.; Cindy Malsam - Jessica motions to accept, Tami 2nds. Motion carries.; Peggie Eckert - Tami motions to accept, Lorrie 2nds. Motion carries.
 - c. Family Service Specialist Job Description: Sue reviewed job description which combined duties of FSS-ERSEA and FSS-FPA positions. Jessica motions to approve the combined position and job description, Tami 2nds. Motion carries.
 - d. Quarterly Federal Fiscal Reports: Kim reviewed fiscal reports and highlighted data for discussion. Lorrie motions to accept reports. Jessica 2nds. Motion carries.

- e. Annual Board Self-Reflection (attendance, quorum, preparation, strategic focus vs. micromanagement): Board held discussion and found that performance so far has been positive.
- f. Irwin Building Lease: Sue updated Board on Irwin building being purchased by owner of CommTech. Kim and Sue met with new owner, Chris Anderson. Sue reviewed current lease with Board and rental space details. Hoping for updated lease to review and vote on at June Board meeting.
- g. Recommendations for Hire: Sue shared information regarding recommendations for hire for three open teacher assistant positions- KeyShawna Lott- Jessica motions to approve hire, Lorrie 2nds. Motion carries.; LaRanda Bruns- Tami motions to approve hire. Jessica 2nds. Motion carries.; Bernice Ponca- Jessica motions to approve hire. Tami 2nds. Motion carries.

7. Training-

- a. Human Resources: Karla reviewed duties and daily responsibilities regarding Human Resources and Fiscal Assistant with Board.
- b. Coaching: Betty shared and reviewed coaching handouts with Board as well as how she works with education staff in her role as coach.

Meeting adjourned- Jessica motions to adjourn at 1:09 pm. Tami 2nds. Motion carries.

Next Meeting- Thursday, June 30, 2022 @ OCDC; Lunch- 11:30am/ Mtg- Noon