

OCDC Board Minutes For November Meeting

Date: 11/18/2021 **Minutes Taken By:** Scott Louis

Members Present: Jessica Filler, Barb Biber, Scott Louis, Samson Boutchee, Darren Larson (via phone), Beth Giddings, Lorrie Esmay (via phone), Katie Big Eagle, Kelly Hansen

Staff Present: Sue Glodt, Kim Leiferman, Pat Hoffman, Cindy Malsam

Call to Order at: Noon **Quorum established:** Noon

1. **Approval of Agenda:** Sue adding "Early Learning Day at Capital" to "Announcements". Adding "Vaccine Mandates" to "Old Business". Barb motions to approve agenda with changes. Samson 2nds. Motion carries.
2. **Announcements/Information:**
 - a. Early Learning Day at the Capital- Sue handed out information and invited anyone that can attend.
3. **Consent Agenda approved –** Beth motions to approve Consent Agenda. Barb 2nds. Motion carries.
 - a. Minutes
 - b. EHS Monthly Report
 - c. HS Monthly Report
 - d. Meals and Snacks
 - e. Financials
 - f. Credit Card Statement
4. **Policy Council Report- Katie-** Katie reported had discussion on vendors for Camera Systems. Grant apps coming up. Mostly the same as Board agenda. Good discussion.
5. **Old Business-**
 - a. **Camera System-** Kim presented bids from Locked and Loaded \$9,878.90, Comtech \$11,661, and Wind Circle \$18,278. Kim checked out references for Locked and Loaded vendor and reported back. Confirmed that program needs are being met. Good references for PC and Board. PC approved. Beth motions to approve bid from Locked and Loaded. Kelly 2nds. Motion carries.
 - b. **Grant Preparation-** Sue reported changes to grant application. Reviewed and discussed changes to current program operation.
 - c. **Vaccine Mandates-** Board is waiting for written guidance from OHS to create OCDC policy and procedure. Dolly said we could see update possibly by 12/1/21.
6. **New Business-**
 - a. **Self-Assessment Process- 1st Mtg. Jan. 14th @ 8:45am-** Sue reported the date and invited any Board members that could attend. Will send email invite to both Board and PC.
 - b. **Job Description- Coach-** Sue reviewed description with Board. Darren noticed the Coach as a "contract employee". Recommends change to "regular employee". Got job descriptions for other program coaches. Adjusted chart and wage scale. Samson motions to approve job description. Kelly 2nds. Motion carries.

- c. **Organizational Chart-** Board reviewed chart included in packets. Kelly motions to approve chart with changes. Beth 2nds. Motion carries.
 - d. **Wage Scale-** Board reviewed wage scale. Sue also reviewed where coach position lands in scale. Samson motions to approve wage scale. Barb 2nds. Motion carries.
 - e. **Recommendation for Hire: Coach- Betty Hanson- Effective Jan. 1, 2022-** Sue reviewed that she has been doing the job for the past 4 years as a contract employee. Beth motion to approve recommendation to hire as regular employee. Kelly 2nds. Motion carries.
 - f. **Playground Items for Capitol and Irwin Centers-** Kim reviewed recommended changes to current playgrounds. Handed out pictures of items. Beth motions to approve recommendations for purchase of playground items. Lorrie 2nds. Motion carries.
 - g. **Federal Quarterly Fiscal Reports-** Kim reviewed handout in Board packets. Reviewed each section. Beth motions to accept reports. Kelly 2nds. Motion carries.
7. **Training-**
- a. **ERSEA- Cindy Malsam-** Cindy reviewed duties and what her position covers in the program.
 - b. **Family & Community Engagement- Cindy Malsam** Cindy also reviewed how everything is going in this role with the Board.

8. **Meeting adjourned-** Samson motions to adjourn at 12:49. Beth 2nds. Motion carries.

Next Meeting- Thursday, Dec. 16, 2021 @ OCDC. Lunch 11:30am, Business Meeting @ 12:00pm.