

OCDC Board Minutes For March Board Meeting

Date: 3/30/2023 **Minutes Taken By:** Scott Louis

Members Present: Rosa Yaeger, Tami Hogie-Lorenzen, Scott Louis, Alicia Sevier, Darren Larson, Kelly Hansen, David Colberg via phone

Staff Present: Sue Glodt, Pat Hoffman, Kim Leiferman, Michelle Broers, Tina Boxley

Call to Order at: 12:01 pm **Quorum established:** 12:01 pm

1. **Approval of Agenda:** Kelly motions to approve with additions of COLA and Quality Improvement Applications under New Business. Tami 2nds. Motion carries.
2. **Announcements/Information:**
 - a. ACF-PI-HS-23-02- Sue reviewed memo included in Board packet. Reviewed information regarding COLA and Quality Improvement funds.
 - b. Sue shared Kathleen's notes and thoughts from her site visit.
3. **Consent Agenda approved** – Tami motions to approve Consent Agenda, Kelly 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-** Alicia reports on items discussed at the Policy Council meeting. Agenda items were same as Board. Tina and Michelle had training regarding the health and safety area.
5. **Old Business-** None
6. **New Business-**
 - a. **Self-Assessment Summary and Action Plan-** Sue reviewed report and plan included in Board packets. Kelly motions to approve self-assessment summary and action plan. Darren 2nds. Motion carries.
 - b. **Child Outcomes and Curriculum Committee Minutes-** Pat reviewed handouts in Board packets. Also reviewed attendance data and how attendance impacts child outcomes. Tami motions to accept child outcome reports and curriculum meeting minutes. Kelly 2nds Motion carries.
 - c. **Job Description Updates-** Sue reviewed the job descriptions that were recommended to be updated and covered recommended changes. Home visitor,

Nutrition Specialist, and Teacher job descriptions will be updated. Tami motions to approve recommended changes. David 2nds. Motion carries.

d. COLA Application- Kelly motions to approve COLA application. Tami 2nds. Motion carries.

e. Quality Improvement- Darren motions to approve Quality Improvement application. Tami 2nds. Motions carries.

7. Training-

a. Health Services and Safety Practices- Michelle Broers and Tina Boxley- Shared duties and what their goals are. Coverage of responsibilities. How they help families to prepare for kindergarten. How they help families in need of health and dental services get assistance. Also shared additional duties throughout center and home-based services.

8. Meeting adjourned- Tami motions to adjourn. Kelly 2nds. Motion carries.

Next Meeting- Thurs, April 27, 2023 @ OCDC; Lunch- 11:30am, Bus. Mtg- Noon