

# OCDC Board Minutes For May 2023 Meeting

**Date:** 5/25/2023

**Minutes Taken By:** Scott Louis

**Members Present:** Rosa Jaeger, Jessica Filler, Scott Louis, Darren Larson (via phone), Alicia Sevier (via phone), David Colberg (via phone), Beth Giddings (via phone)

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

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

1. **Approval of Agenda:** Add "Painting Project", and "Janice Booth to Resignations" under New Business. Jessica motions to approve agenda with additions. Beth 2nds. Motion carries.
2. **Announcements/Information:** None
3. **Consent Agenda:** Jessica motions to approve Consent Agenda. Beth 2nds. Motions 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 reviewed meeting. The Policy Council's agenda was similar to Board agenda. Healthy Kids Day outcome was good.
5. **Old Business:** None
6. **New Business:**
  - a. **Personnel and Procedures Policy Manual** - Sue shared the recommended changes with Board. Jessica motions to approve recommended changes. Alicia 2nds. Motion carries.
  - b. **Community Assessment Updates** - Sue reviewed the updated Community Assessment included in Board packets. Jessica motions to accept Community Assessment updates. Beth 2nds. Motions carries.
  - c. **Bush Grant Application** - Sue reviewed application included in packets. Funds for innovative programs. Due May 31<sup>st</sup>. Jessica motions to approve application. David 2nds. Motion carries.
  - d. **Resignations- Sandy Blair, Justin Doolittle, Janice Booth** - Sue went over Sandy (cook), Justin (custodian), Janice Booth (aide) resignations. Jessica motions to accept resignation of Sandy Blair. Beth 2nds. Motion carries. Alicia motions to accept resignation of Justin Doolittle. David 2nds. Motion carries. Jessica motions to accept resignation of Janice Booth. Alicia 2nds. Motion carries.
  - e. **Quarterly Federal Fiscal Reports** - Kim reviewed the reports included in Board packets. Shared information and highlighted funds used. Jessica motions to accept reports. Beth 2nds. Motion carries.

- f. **Board Member Resignation- Barb Biwer** - Beth motions to accept resignation. Alicia 2nds. Motion carries.
- g. **Open Board Positions** - Sue shared that we will have 2 positions open with Barb's resignation and Beth's resignation coming up. Rosa reached out to Fern Barnett to see if she was interested in the Early Childhood position on the board. Fern will attend the meeting in June. Beth's resignation will be on June meeting agenda.
- h. **Painting Project** - Kim reported that the inside of the main building on Capitol needs to be painted. All classrooms, offices, and halls. \$17,901 is bid from SISU Painting - Tony Maunu. Jessica motions to approve bid. Beth 2nds. Motion carries.
- i. **Board Self-Reflection** - Attendance, quorum, preparation, strategic focus vs. micromanagement are areas to reflect on. It was recommended that we move this item to next month's agenda when we have more Board members in attendance. Jessica shared thoughts since she won't be at next month's meeting.

## 7. Training-

- a. **Human Resources** - Karla shared her normal duties and responsibilities and services provided regarding human resources.
- b. **Coaching** - Betty shared handouts with the Board, reviewed her qualifications and goals, and explained different coaching methods.

Meeting adjourned - Jessica motions to adjourn @ 12:45. Beth 2nds. Motion carries.

Next Meeting- Thurs, June 29, 2023 @ OCDC. Lunch- 11:30am - Business Meeting at Noon