

OCDC Board Minutes For August Meeting

Date: 8/29/2024 **Minutes Taken By:** Scott Louis

Members Present: Rosa Yaeger, Jessica Filler, Tami Hogie-Lorenzen (via phone), Scott Louis, Samson Boutchee, Alicia Sevier, Darren Larson, Kelly Hansen, Stephanie Cronin

Guests: Keegan Savary, accountant with Wohlenberg, Ritzman & Co. (joined via zoom)

Staff Present: Pat Hoffman, Kim Leiferman

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

1. **Approval of Agenda:** Jessica motions to approve agenda with change of deletion of Recommendation for Hire Teacher Assistant under New Business. Alicia 2nds. Motion carries.
2. **Announcements/Information:** None
3. **Consent Agenda approved** – Jessica motions to approve Consent Agenda. Kelly 2nds. Motion carries.
 - a. Minutes
 - b. EHS Monthly Reports
 - c. Meals and Snacks
 - d. Financials
 - e. Credit Card Statement
4. **Policy Council Report- Alicia-** Pat shared that the agenda was the same as Board.
5. **Old Business-** None
6. **New Business-**
 - a. **Audit Report-** Kim introduced auditor, Keegan Savary, who joined us remotely. Reviewed report that was included in Board packets. Final result is no findings. Jessica motions to accept report as presented. Samson 2nds. Motion carries.
 - b. **Annual Report-** Pat reviewed report shared in Board Packet. Shared assessments and CLASS scores. Kelly motions to approve Annual Report. Samson 2nds. Motion carries.
 - c. **Quarterly Monitoring Reports-** Pat reviewed reports. Highlighted enrollment data. Jessica motions to approve reports. Alicia 2nds. Motion carries.
 - d. **Quarterly Federal Fiscal Reports-** Kim reviewed reports sent in Board packets. Shared info and highlighted data. Darren motions to approve reports. Kelly 2nds. Motion carries.
 - e. **Recommendation for Hire- Fiscal Administrator-** Megan Linn- Pat and Kim shared info from past employment when she was with center before. Interview went well. She knows program and will get caught up on new processes. Will need to get her approved for account access. Samson motions to approve fiscal hire recommendation of Megan Linn. Jessica 2nds. Motion carries.
 - f. **Payroll and Account Login account permissions for new Fiscal Administrator-**Darren motions to give Megan Linn full access on all accounts for online banking and full ACH access to ACH payroll. Kelly 2nds. Motion carries.
7. **Meeting adjourned-** Samson motions to adjourn at 12:30 pm. Jessica 2nds. Motions carries.

Next Meeting- Thurs, Sept. 26, 2024 @ OCDC. Lunch: 11:30 am, Business Mtg: Noon