Helping Families Grow Healthy Children.

B.J. JORDAN CHILD CARE PROGRAMS, INC. - dba BEANSTALK
MEETING OF THE BOARD
Held on January 9, 2026 at 1455 Response Road, Suite 260, Sacramento, CA 95815
MINUTES

Board Members Present:
Craig Osborn, Board President via Zoom
Tammy Aronson, Board Vice President
Major Rogers, Secretary/Treasurer
Cathy Sapunor, Board Member via Zoom

Farooq Azhar - Executive Director
Paula Burchett - Program Director
Qari (Zeb) Aurangzeb – Fiscal Director
Karen Hamman – Program Manager
Mary Neilsen – HR Manager

The board currently consists of four members. With all four members in attendance, a quorum was established.

Craig Osborn called the meeting to order at 8:05 am.

A. PUBLIC COMMENT PERIOD: Craig asked if there was anyone from the public who wanted to make a statement to the Board regarding any issue. No one wished to address the board.

B. EXECUTIVE DIRECTOR'S REPORT: Farooq provided an update on the federal funding guidance received from the CDSS. He announced a transition to HUBBE, a consolidated software solution designed to streamline DRDPs, attendance, waitlist management, and enrollment. The target go-live date for the new system is March 1st. Additionally, Farooq confirmed that both the CCTR continued funding application and the annual audit were successfully submitted in December. Finally, he addressed the current challenges surrounding provider insurance, noting it has become a significant industry topic.

C. FISCAL DIRECTOR'S REPORT: Zeb presented the year-to-date Financial Activity as of November 30, 2025.

D. HR MANAGER'S REPORT: Mary discussed staffing changes and the current positions for which we are recruiting.

E. PROGRAM DIRECTORS' REPORT: Paula shared the current enrollment in centers and homes. She then addressed the topic of staff training.

F. PROGRAM MANAGER'S REPORT: Karen provided a summary of last month's program activities and highlighted the staff's ongoing efforts to support children exhibiting challenging behaviors.

G. BOARD COMMITTEE REPORTS:

1. **Audit Committee:** None
2. **Board Development:** None
3. **Personnel Legal:** None

H. ACTION ITEMS:

1. **Approval of Cost of Living Adjustment (COLA) across the board, effective 1/1/2026:** After some discussion, Craig moved to approve a 5% Cost of Living Adjustment (COLA) for all Beanstalk employees effective January 1, 2026. Cathy seconded, and the motion was passed.

2. **Approval of November 25, 2025, Issue-Based Strategic Planning Meeting Minutes:** Cathy moved to approve the November 25, 2025, Issue-Based Strategic Planning Meeting Minutes as submitted. Tammy seconded, and the motion was passed.

3. **Approval of December 9, 2025 Board Meeting Minutes:** Major moved to approve the December 9, 2025 Minutes as submitted. Tammy seconded, and the motion was passed.

J. OLD BUSINESS: None

K. NEW BUSINESS: None

The next scheduled Board Meeting is February 6, 2026.

The meeting adjourned at 8:47 am. Craig left the meeting after the Cost of Living Adjustment was approved. Tammy conducted the rest of the meeting in Craig's absence. Out of four board members, three were present for all votes/actions taken at this meeting.

Board Signature Craig S. Osborn 3/6/26

Submitted by Mary Neilsen – HR Manager