

Willard Community Center Board of Directors Meeting Agenda
December 16, 2020
12:00 pm at the Willard Community Center
YOU HAVE BEEN INVITED TO JOIN A Microsoft Team Meeting
“We help area residents grow, connect and contribute to our community.”

AGENDA

1. Consent Agenda – Ms. Knudson
Minutes from November 18, 2020
Financials for October 2020
2. EIDL Loan Update – Mr. Pflanz and Ms. Hein
3. Child Care Update – Ms. Sarah Reinke
4. Updates on Fund Raiser and Grants – Ms. Hein and Ms. Soderling
5. Strategic Plan – Ms. Knudson
Goal Updates – Administrative Capacity/ Resources –
Leadership Succession Planning –
Governance –
Finance –
Mission -

December 16, 2020 Willard Community Center Board of Director's Meeting Minutes

Board members in attendance: Kassy Knudson, Justin Pflanz, Michele Lueders, Joey Mumaugh, Johanna Hannemann, and Irene Delozier.

Members absent from the meeting: Emily Phelps.

Others in attendance: Renee Hein, Sarah Reinke, and Janelle Soderling

Ms. Knudson called the meeting to order at 12:06 pm. She called for a motion to approve the consent agenda. Mr. Pflanz made the motion to approve the consent agenda and Ms. Lueders seconded the motion. Motion carried.

EIDL Update - Mr. Pflanz gave an update on our Emergency Injury Disaster Loan. He reported that not a whole lot has changed, however, we send it in and they reject it for some little thing. Ms. Hein is going to get some technical help with this. We are solvent until May. Ms. Knudson stated that we are looking much better than before. It would be nice not to need the loan but it is good to have as a backup.

Ms. Delozier joined the meeting at 12:10 pm.

Child Care Update – Ms. Reinke reported that our child care numbers remain the same. We had 60 kids sign up for the winter break and had an average attendance of 35 every day.

We held our first virtual Preschool Program on 12-15-20. We used Facebook live so families could watch. It went very well. Mr. Pflanz asked if we had to get consent from the parents to do that. Ms. Reinke had parents fill out google forms asking for consent. Ms. Soderling reported that TMCO had donated stuffed animals to Mourning Hope and they had extra so they donated what they could not use to us. We had enough to give every preschooler a stuffed bear or reindeer after the program.

Grant Updates- Ms. Soderling reported that we are still waiting on the \$12,000 from Cares Act Funding. We have turned in the reports/forms for \$3,000 for each site.

We received and spent \$5,877 from Ameritas for 8 air purifiers, filters and a sprayer for outdoor equipment. We have spent the \$2,000 from James Stuart Foundation for playground equipment. We are trying to spend the \$5,500 from Viking Foundation by the end of the year but some of the equipment that we wanted is not available now and we are awaiting approval for purchases from LPS and Health Department. Ms. Soderling asked the board if we could hold off purchasing till the first of the year. Ms. Knudson said that was fine as long as there were no requirements of the grant. Ms. Delozier stated that Ms. Hein and the auditor would just have to track and earmark the money as designated funds.

January is going to be a big month for grants. Jo Pflanz is busy researching grant possibilities. Ms. Reinke reported that she has not yet heard from Wal-Mart about the \$1,250 grant she wrote. We have also not heard back yet on the Keno Prevention Fund grant. Ms. Delozier commented that with the Casino expansion there might be more grants available like that. There could also be more Cares Act funding coming too. She will let us know if she hears anything about that.

We received \$10,000 from Woods Charitable Fund emergency interim grant.

We received an additional \$4,800 from child care subsidy funding, \$1,200 for each program for having Title XX subsidy programs at Roper, Lakeview, Preschool and Pre-K.

Strategic Plan Update – Ms. Knudson stated that we will be discussing the strategic plan goals every month. She would like board members to add their names to a tactic. Ms. Delozier liked the idea of having it on the agenda just to keep it up to date. Ms. Knudson sent out the most recent updated Strategic Plan.

Mr. Mumaugh commented that Mackenzie Scott (Amazon CEO's ex wife) gave out \$4 million in donations and asked if we had seen a grant through her. Mr. Mumaugh also commented that with our new administration there will be more help to day cares to help them become more important in the community. Extra funding will be available to meet standards and to bring a lost art back to focus. Taking care of kids was brought to the forefront with the onset of Covid.

Administrative - Ms. Knudson stated that we needed to define a grant metric and have a target in grant dollars or a grant success rate. Ms. Delozier would like to see us focus on our deficit and how we target that. Ms. Hein has a good handle on the cash flow. The finance committee needs to sit down and do a 3-year projection. Ms. Hein can show the grants we got this year and what we can apply for next year. We need to identify operations vs. supplies. We need to cover salaries. Ms. Delozier is willing to take this on and let us know the target. She would like to have a calendar for the year of what to apply for and when. Ms. Hein said that right now it is on a google spreadsheet. The ladies will work on this.

Technology – Ms. Reinke and Mr. Pflanz will be working on this piece and looking for grants to cover expense.

Support Staff – We struggle year every year about this. We had budgeted a wage increase and program service fee increase. Ms. Knudson, Mr. Pflanz, Ms. Hein, Ms. Reinke, and Ms. Soderling met last week to discuss the possibility of giving a cost of living increase to staff and that this would be the most impactful. If we offer a 3% increase it would cost us \$10,000. Ms. Knudson made the motion to approve a 3% increase to staff who have been with Willard for at least one year. Staff making \$9.00 an hour will go up to \$9.27. Ms. Delozier commented that some places pay \$10.00 an hour and still struggle to hire staff. If we are allowed to get more Cares Act Funding we need to ask for funding to pay for retention of staff and increased costs. Ms. Delozier said that other agencies have increased wages at the bottom and through the ranks but it is costly and we will need a grant. Ms. Knudson stated that we should do the 3% now and the next step is to find a grant that will allow us to increase the starting wages for staff. In addition to the increase we have 4 staff members that have been here over three years without an increase in salary that would be appreciative of 16 hours of PTO. Ms. Delozier agreed that this is a valued benefit. Ms. Knudson stated that this would be a one-time award, this year only for those staff members. Mr. Mumaugh suggested that we vote on this again in a year. Ms. Knudson amended her first motion to accept the 3% increase and one time allowance of 16 hours of PTO for the individuals who have been at Willard for the last 3 years. Ms. Delozier seconded the motion. Motion carried.

Succession Planning - Ms. Knudson suggested that we take off Succession Planning discussion for this meeting.

Governance – Discussion was held about a Board member roster that listed board member's expertise and talents. This would be good to have on the website and can be used as a guideline for Willard needs. Ms. Soderling and Ms. Love will be working on this and the website. Ms. Knudson will also help.

Finance – Mr. Pflanz will take on the challenge of looking for more funding and report each month.

Mission – We need to focus on securing additional revenue sources and should be looking at our aging demographics. Ms. Delozier stated that it is hard to start new programs right now with the uncertainty of Covid. Everything would have to be virtual. This is not the right time but this needs to be mentioned as a plan for the next 3-5 years on our strategic plan. Ms. Delozier has reached out to Aging Partners and could not get a hold of anyone. She will continue to work on this.

Budget - Ms. Hein and Ms. Soderling are working on the first draft of the 2021 budget. We will need to make some assumptions about next year and plan for our current situation through the Spring semester. Assuming that the vaccine gets distributed to everyone we could be in a better situation. Ms. Delozier suggested we get the budget out so that we can vote on it in January. Ms. Hein will send it out to the finance committee by the week of Jan. 11th. Ms. Delozier suggested that we move our next meeting to January 27th to allow more time to review and make changes.

Donor Letter – Ms. Soderling reported that with the seed money from the LeBaron's for the letter campaign we have now raised \$14,750.

Ms. Reinke asked the board when the payroll increases should begin. The payroll increase will begin on December 23rd since it is the first payroll of 2021 and January 1st is on that payroll. All agreed and will include the PTO hours. Next week Willard will only be open Dec. 21st and 22nd so Ms. Reinke asked if anyone would be available to sign the payroll. Mr. Pflanz and Mr. Mumaugh stated they would be available.

Meeting adjourned at 12:55 pm. by Ms. Knudson.

Next meeting will be January 27 at noon via Zoom.