

Willard Community Center Board of Directors Meeting Agenda

May 20th, 2020

12:00 pm at the Willard Community Center

YOU WILL BE INVITED TO JOIN A ZOOM MEETING.

“We help area residents grow, connect and contribute to our community.”

AGENDA

1. Consent Agenda – Ms. Knudson
Minutes from April 15, 2020
Financials for February and March 2020
Director’s Report for May
2. Child Care Update – Issues to discuss: Credit payments to families, Part time care and Scholarships for the Summer.
3. Fund Raising – Art Auction – Ms. Reinke
4. Golf Tournament Planning – Ms. Reinke and Ms. Soderling
5. Grants and Letters of Intent – Ms. Hein and Ms. Soderling

Willard Community Center Board of Directors Meeting Minutes for May 20, 2020

Members in attendance through the Zoom meeting : Kassy Knudson, Justin Pflanz, Joey Mumaugh, Carolyn Kortmeyer, Johanna Hannemann, and Emily Phelps.

Members not in attendance: Irene Delozier, Michele Lueders, Brett Richert and Will Toliver.

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

Ms. Knudson called the meeting to order at 12:03 pm. Ms. Soderling revised the Directors report to reflect that the van window had not been vandalized again. Instead it was determined that the glass was faulty. It was replaced for free. Ms. Knudson called for a motion to approve the consent agenda. Mr. Pflanz made the motion to approve and Ms. Phelps seconded. Motion carried.

Child Care Updates – Ms. Reinke reported that we have \$19,303 in child care credits to families on their accounts since they had paid in advance for March. So far we have paid out \$2,560.40 to reimburse families that either moved out of our area, children aged out of the program or were not going to return to our program. We also had some families give their credit back to Willard as a donation which totaled \$1,040.50. Ms. Knudson expressed concern about the amount of money credited to accounts and if they would all want a reimbursement or how it will look on the books for August when the families need the credit for Before and After School Care again. Ms. Reinke will keep track of this on a spreadsheet.

We keep increasing the number of children enrolled in child care. Last week we were up to 49. Enrollment for the Summer Program is currently at 90 here at Willard and 10 at Pre-K. We can enroll 105 here at Willard to meet the requirement of 15 per classroom. Of those children 70% are on Title XX but for all day care the payment is \$115.00 a week compared to full pay rate of \$150. The Governor also passed a temporary bill that we can bill Title XX kids for any normal day the kids miss. This will help increase the amount we get for reimbursement.

Ms. Reinke reported that some families had requested a scholarship for the Summer Program and asked the board if we are able to offer any assistance. Ms. Knudson suggested that if we can't get a grant for this we will not be able to offer any assistance at this time. Mr. Pflanz agreed but said if we have open spots and parents can pay a portion for their child care that income would help. We currently have three children that need the scholarship. Ms. Phelps agreed and said that parents would need to pay a portion or pay a discounted rate so that we would get some income if we are not at full capacity. It was also determined that the children would have to be registered as needing full time care.

Ms. Reinke and Ms. Love toured Hope Community Church in hopes of possibly expanding our program to another location if our enrollment goes above the 15 children per classroom limit. They have six rooms that we could use for the summer. We understood that school age child care programs could expand with a temporary license to meet the demands of care for essential workers. However, our licensing specialist informed us that we would have to go through the whole licensing process in order to expand and it would take 6-8 weeks. It was decided to not expand now when we are not at capacity.

Ms. Knudson stated that she wants to get a handle on the balances that families have on their child care accounts. Ms. Reinke said that she had not turned anyone over for collections for a while. Some families with large amounts on their accounts have been making small payments and other families are

going to be turned over to collections this week. Mr. Mumaugh stated that accounts should never go over \$1,500.00. The board, however, was encouraged about the increasing enrollment numbers.

Art Auction Fund Raiser – The Willard children and staff made art pieces and they were sold on auction on our web page. This fund raiser was held on May 15th and brought in \$1,080.00. Most of the art was purchased by employees, board members and family/community members. Mr. Pflanz thought that this was a great idea and asked if we did it on a regular basis if we thought we would get a bigger audience. Ms. Kortmeyer was able to get frames and other art supplies from Michaels which was a huge benefit. An employee of Michaels used to be in child care at Willard.

Golf Tournament Update – Ms. Soderling explained some options for the golf tournament. If social distancing is still a requirement by Sept. 20th then we could have half of the golfers start at 8:00 am and half start at noon. Another option would be to have golfers come to the course anytime in the month of Sept. and say that they are golfing for Willard Community Center. They would have to pick a tee time ahead of time and we would meet them at the course with their registration and gift bags. We would have to have the raffle prizes on line for people to bid on. It was discussed that getting sponsors and prizes might be difficult this year due to companies still not open. We will send out another save the date card.

Grant and Letter of Intent Update – Ms. Soderling reported that Ms. Reinke had filled out a grant for the Buffet Foundation for \$1,000. Letters of intent have gone to Hampton Foundation, Peed Family Foundation, Bettenhausen Family Foundation, and Hoegemeyer Family Foundation. Ms. Jo Pflanz is working on a LOI for the James Stuart Family Foundation.

Mr. Mumaugh and Mr. Pflanz left the zoom meeting at 12:45. More discussion has held about grants. Ms Knudson adjourned the meeting at 12:50 pm.

The next Willard Board meeting will be held on June 17th at noon.

Willard Community Center's Director's Report for May 20, 2020

1. We are maintaining and keeping our doors open for child care at Willard and the Pre-K House. We currently have about 40 children for a total at both sites. It has been a challenge having the children do their school work on their chromebooks and participate in classroom zoom meetings but the staff are planning fun educational enrichment projects to keep the children busy all day. Keeping the children separate by age groups and 6 feet apart is very difficult. Some rooms only have 3 or 4 children. We take their temperature when they arrive, at noon and again when they leave. The staff are constantly sanitizing and cleaning everything the kids touch. The new regulation has increased to 15 children per classroom so for the Summer we should be able to take 120 children, 105 at Willard and 15 at Pre-K. As of now there will be no swimming or field trips this summer. We are going to have to get creative.
2. The United Way Review Team Zoom Meetings for Preschool/Pre-K and Lakeview CLC went well. The meeting was very short. They asked a couple of questions and we commented and it all took about 10 minutes. I hope we got our message across that we need their funding.
3. A Willard Van was vandalized again. The same van and the same window. Nothing could be seen on our security camera but we did another police report. This is getting frustrating. The police suggested that we park on the south side of the building. They have had a lot of vehicles vandalized in our area and the police are trying to do more observations at night. We have a blind spot that the security cameras can't detect. It is on the west side of the building between the Preschool Playground fence and the building, including the low roof. Kids are climbing up on the building and throwing the rocks that are on the roof at the vans.