

Willard Community Center Board of Directors Meeting Agenda

November 18, 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 October 28, 2020
Financials for September 2020
Directors Report for November 2020
2. EIDL Loan Update – Mr. Pflanz and Ms. Hein
3. Child Care Update – Covid Plan and Additional Non School Days added to LPS Calendar and Holiday Appreciation - Ms. Sarah Reinke
4. Updates on Grants and Letters of Intent – Ms. Hein and Ms. Soderling

November 18, 2020 Willard Community Center Board of Director's Meeting Minutes

Board members in attendance: Kassy Knudson, Justin Pflanz, Michele Lueders, Johanna Hannemann, Emily Phelps, and Will Toliver.

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

Ms. Knudson called the meeting to order at 12:05 pm. She called for a motion to approve the consent agenda. Mr. Pflanz made the motion to approve the consent agenda and Ms. Phelps seconded the motion. Motion carried.

EIDL Update - Ms. Knudson asked Mr. Pflanz to give an update on our Emergency Injury Disaster Loan. He reported that we are just waiting to hear back from them. We have had to resend information a second time.

Mr. Pflanz also commented that he was pleased that Ms. Hein's financial projection shows us as being solvent through Spring. Ms. Knudson praised everyone for working on grants to keep us solvent.

Child Care Update – Ms. Reinke informed the board that LPS has added more non-school days to the schedule to give teachers more planning time. They will add November 23rd and 24th to the Thanksgiving Break. It is likely that LPS will be adding additional non-school days in December. We had 50 children sign up for the Break and only had an average attendance of 35. The lower numbers help with the staffing but not with revenue. When the UNL staff leave for Thanksgiving break they will be gone until late January. This could leave us short for the next month or so.

Ms. Reinke reported on a situation at another Before and After School child care agency that had Covid related issues so they had to close because they were not going to meet licensing ratio and had to determine what to do and how to inform parents ASAP. Ms. Knudson suggested composing a letter stating that as we return from the holidays if we are short of staff due to Covid this is what we will have to do. Suggestions were shared about utilizing high school students and LPS teachers. Ms. Reinke will talk to the principals of Roper and Lakeview for suggestions also. Parents would be notified through email and social media in an emergency situation.

Parents have also been asking Ms. Reinke if they can get a discount if they have to quarantine. The board decided that the only discount allowed would be if Willard has to close. Mr. Pflanz stated that at his daycare the only people that get refunded are the children effected by covid and if their pod of children has to close to quarantine.

This is the first year that we have started charging an additional \$23.00 a day per child fee for the non-school days. Our enrollment on the non-school days has dropped. Some parents have requested a pro-rated amount if they are already paying the monthly fee. This November there will be 6 non-school days. For families with 2 children that would be $\$23. \times 2 \times 6 \text{ days} = \276 plus the monthly fee of \$304 per child. That amounts to \$884 for one month for 2 kids. The board suggested that we tell families that it takes more staff hours and other expenses for the non-school days. If the parents don't have the means to pay that amount they can write a letter to the board.

Ms. Reinke asked if Willard would be able to give each staff member \$25.00 as a show of Staff Appreciation for the Holidays like we have done in the past. The board approved the expense.

Ms. Knudson asked Ms. Hein to do a breakdown of how much it would cost to do a 3% salary increase across the board as of Jan. 1st. This also would be a show of appreciation. Staff must have worked here one year in order to qualify for the increase. Mr. Pflanz stated that the board will look at Ms. Hein's numbers and then make a decision. Ms. Reinke will send a list of staff members that have been here one year or more so that she can determine the amount of the salary increase.

Ms. Knudson asked if we are still having groups come into Willard for their meetings. Ms. Soderling reported that all groups have cancelled meetings until we are out of the red on the health dial.

Payroll Protection Program Update - Ms. Knudson asked for an update on the Payroll Protection Program loan. Ms. Hein said that Ms. Delozier had told her not to start the paperwork on the loan until we have our new president in office. For the loan forgiveness the FTE numbers are up and down and we were supposed to get it back up to what we were pre-Covid to have the loan forgiven. Mr. Pflanz said we don't need to wait and to go ahead and submit the application for full forgiveness. We will need to do the full form instead of a short form. Mr. Pflanz has already received his loan forgiveness approval. He said there is no need to wait until the new administration comes in. Ms. Delozier was thinking that there may be a change to the short form to allow loans up to \$150,000 instead of \$50,000 to do the short form. Ms. Hein has contacted our Union Bank and Trust Representative and will hopefully hear back soon.

Grant Updates- Ms. Soderling reported that to date we have received \$2,000 from James Stuart Foundation and \$5,500 from Viking Foundation to purchase outdoor play equipment for Preschool and Pre-K sites. We need to have that money spent and off of the books by the end of the year.

We are still waiting on the Reopening Grants for Roper and Lakeview CLC. Should hear at the end of November or December. Also waiting to hear decision on Ameritas Grant.

Ms. Soderling has completed the closing report to Woods Charitable for the general operating grant that was received in June. We are working on the application for an Interim Grant for \$10,000 from Woods. There are some difficult questions that need a response from the board. Ms. Soderling asked Ms. Knudson if she could help with this.

We have applied to the Keno Prevention Fund and DHHS Charitable Non-Profit grants. Ms. Reinke has applied for a grant from WalMart. Other grants Ms. Jo Pflanz is researching are Humanities, Aspergren, US Bank, Moeller, Dolezal, Sowers Club, Strive to Thrive and Rotary Club.

Strategic Plan Update - Ms. Knudson discussed the Strategic Plan. Our next meeting will be December 3rd. She hopes that after this meeting we will have clear action items for next quarter. We will be discussing high level objectives, homework items and tactical items.

Ms. Knudson adjourned the meeting at 12:50 pm.

The next Willard board meeting will be held on December 16th at noon.

Director's Report for November 18, 2020 Board of Directors Meeting.

1. Due to Covid 19 Willard was again not a polling site for the general election for voters in this area. Our polling location has been moved to Roper Elementary School for now. This is a safer location for us and the voters.
2. Since Lincoln has moved to the red on the Health Dial we have talked with each group that was utilizing our building and again decided to cancel everything, except our Preschool and Child Care Programs. No more Bingo, Zumba, Girl Scouts, Cub or Boy Scouts and Swordfighters. All are on hold till further notice.
3. Through Cause Collective we were matched with two Doane College students. One is looking at our Employee Handbook and another student will be looking at our staff retention and recruitment procedures to see if they could provide us with some assistance, ideas and resources. We have talked with both of them and they will be writing up a report for their class and for us to see if we can make any updates or changes or ideas on how to do it better. I will let you know the findings of their reports.
4. I will be meeting on November 17th with Megan McGuffey and staff from Community Crops and Josh Sterns from Boy Scouts about getting started on our community garden to be built on the west side of Willard. Josh will be helping with this to earn his Eagle Scout Award. Community Crops received funding from Community Health Endowment to build the garden space in 2021. In our letter of support for this project we have agreed to provide the land for this new garden site for a minimum of five years, with the hopes of it becoming a permanent fixture of our organization. We will also serve on the newly formed Garden Committee that will serve this garden and provide connections and expertise to partners on our campus (such as Mourning Hope, Parks & Recreation, our childcare and afterschool program participants, and scout troops affiliated with our building). I will keep you informed about this exciting partnership as we get closer to Spring.
5. Willard will also be meeting November 19th with Heather Nielsen, Medical Director and staff from Lutheran Family Services of Nebraska and Mourning Hope. In our letter of support for them for the Community Health Endowment Grant we said that we could provide our facility for services to include ESL classes, parenting skills, yoga, self-care, wellness, and nutrition programs. Use of our building would include a stipend for rental space.