



September 14, 2017
8 a.m. Central Time
USB Auto bank

Presiding officer: Erin Huntimer **Type of meeting:** Board meeting

Note taker: Sonya Hansana

Executive board members: Erin Huntimer, Dale Johnson, Kent Neustel, Darrold Bertsch, Kayla Olson, Keith Gendreau, Brad Zimmerman, Christie Obenauer, Ken Miller

Staff: Dana Santini, program director

Handouts: E-mailed prior

MINUTES

Order

Meeting was called to order at 8:06 by Christie O. Erin Huntimer was absent. Minutes of the previous meeting were presented. Miller moved, Zimmerman second to approve minutes as presented, motion carried. No additions to the agenda. Bertsch moved and Olson second to set the agenda, motion carried.

Program Directors Report

Operations, staffing etc.: There are 48 children enrolled. We have been paying OT because short staffed. There was a lot of staff turnover. Afternoons have been filling up. Without the donations, we were able to cover all the expenses this month.

We would still like to find someone to do the cleaning. Would be nice to find a cleaning service that could do this. We would like to hire two HS students in the afternoon, and they would help with cleaning for now.

The staff is amazing and doing great, all are full time at this point, no part time workers. Would like two afternoon workers and at least 1 for the mornings, but not every morning. May need to do some changes in how we staff the rooms, might need to change a few things around. Dana would like to find a room to convert to an office space in the future, depends on the cost and area available.

Snow removal this winter, Christie will check with Western Steel again and see if they will help with that. Also we need to find someone to shovel, they didn't shovel last year, just cleared the driveway. Would be nice to find someone that could do this before the center opens in the morning. The tunnel area still needs to be cleared out too because that is our fire exit.

Financial Report- Reviewed a bid for heating and air conditioning from M&A for \$6200.00. Need to move forward on this before the weather turns too cold. Olson moved and Zimmerman second to move forward on the bid from M&A Heating. Motion passed.

Playground gravel installation: It has been completed. Volunteers completed this. Dana will write a letter to the insurance company because they wanted us to secure all our shelving and they are not budging on this. Mike Just of Stroup Insurance suggested that we just write a letter and explain why we have the shelves the way we do. She has checked with other centers, and they don't have this trouble. All the other things have been completed that they asked us to do.

Taxes: We paid the payroll taxes, but the third quarter payroll puts us over a certain dollar amount and the form states that we need to be paying payroll taxes monthly; it is getting more complicated. Dana would like a tax person to review the form. Christie will talk to Stacy Cahoon at Widmer Roel and see if they would be able to help us and do them locally and at what cost. Christie will email Dana with what she finds out.

Software is working fine for the accounting. Dana will do some tweaking of the reports and separate things more into details. Dana will try to rerun the budget in the next few months and see how it will look for next year, and will try to get a clearer picture of how we are spending our money.

Question about depreciation expense and how it calculates. Renovations are listed on there, but not the expense for depreciation. Questioned about showing YTD numbers, as well as monthly expenses, the software will allow for this. Dana will do that for the next meeting.

The board discussed tuition and fees.

Conflict of Interest Policy: Reviewed policy sent by Huntimer in advance of the meeting. Recommended the following changes:

- In the second paragraph, make the word “asset” plural;
- In the fourth paragraph (the “Disclosure” paragraph), add “or memorialized in meeting minutes” after the words “in writing” in the first sentence. The intent of that addition was simply to note that not all conflicts are going to be disclosed in writing. Sometimes they come up in the course of a meeting, and are disclosed verbally. In those circumstances, we just wanted to acknowledge that those conflicts would be noted and memorialized through minutes of a meeting.
- In the second paragraph under the section “Energy Capital Cooperative Child Care Conflict of Interest Statement,” the word “in” seems to be in a larger font.

Decided to adopt the policy with the change. Bertsch moved, Olson second, motion passed. Should have it completed and ready for the Oct. meeting.

Communication Plan

Reviewed the plan that was sent by Huntimer ahead of the meeting, Dana explained that they visited about this and get Dana more training and turning over of duties, eventually. Pretty straight forward plan, just going in a little more detail. It is more like a performance plan, and goals. Just acknowledged that this was reviewed and will be continued to be looked at as needed.

Encouraged everyone to continue to share the story of this organization where ever possible.

Next meeting date will be Oct. 12th, at 8:00 am CT at the Union State Bank autobank.

Meeting adjourned.