



November 9, 2017
8 a.m. Central Time
USB Auto bank

Presiding officer:	<u>Erin Huntimer-Christie Obenauer</u>	Type of meeting:	<u>Board meeting</u>
Note taker:	<u>Sonya Hansana</u>		
Executive board members:	<u>Erin Huntimer, Dale Johnson, Kent Neustel, Darrold Bertsch, Kayla Olson, Keith Gendreau Brad Zimmerman, Christie Obernauer Ken Miller, Laura Dronen</u>		
Staff:	<u>Dana Santini, program director via conference call</u>		
Handouts:	<u>E-mailed prior</u>		

Meeting was called to order at 8:05 a.m. CT.

Christie didn't get the minutes out to everyone prior to the meeting so she presented them at the meeting. KM moved and KN second to approve the minutes. MC

Order

Christie led the meeting in Erin's absence.

Program Director's Report

Dana was not able to attend as she had sick employees and had to fill in at the center. Connected with her via conference call.

- **Operations, staffing:** She was not able to hire the new employee even with the staff discount. Have hired two more afternoon part time high school workers. This helps with the cleaning and afternoons. Still need full time staff. Having trouble finding workers. Possibly won't be able to take on more enrollments if we don't have more staff. Need to be creative in how to attract possible staff. Some ideas:
 - Reach out to the churches in the area.
 - Send out a letter to contact some retired teachers.
 - Put information in welcome packets, possibly the Chamber.
 - Contact area MOPS groups.
 - Consider discount for part time employees.
 - Consider offering "first child free" to tempt possible new employment.

Discussion followed regarding how to offer a discount and what type of discount. We need to try to be competitive wages with the CNA's in the area and other employers, and may need to increase the hourly wage. Discussion followed about the possible ways to attract new staff. Dana will work out a projection with the possible increase in wages and discount. No employees are using the Center for daycare at this time.

It's time to put some numbers together to see what it would cost for an assistant director. We need check into the childcare discount given to Dana upon hiring. Christie will check with Erin about this. There maybe someone in the present staff that would be able to step into the assistant

director position. Enrollment point is getting to be the point that we may need an assistant director to help out, to cover when Dana needs to be out at meetings and doing other director duties.

- **Financial Report-** We deposited more than we spent last month by more \$1000. With the projections, we can decide if offering a discount would be financially a good idea or not. Dana was able to electronically file the taxes for last month. She will work with Stacy (at Widmer Roel) to create a few other reports for the board. We need the information about the mortgage on the building. The furnace has not been paid for yet, not received the bill yet.
- **Enrollment-** is 53, 4 more starting on Dec. 13th, and 2 more after Christmas break and a couple infants possibly in the future.
- **Snow Removal-** Western Steel Builders will continue to do this for the winter. Someone at the Center has been doing the daily small snow removal at this time.
- **Cenex/propane gas update** – Dana reported that we would have to move the fence to add an additional tank. We will be on the auto-fill cycle so we don't run out. This will help so that we don't need to have an additional tank. Furnace is working.
- **Upstairs Carpet-** The carpet is very bad, there are a lot of spills and stains. We need to think about removing and going with a hard flooring of some sort. It would be easier to keep clean. We could use the additional money coming from pledges, not operating expense money, to possibly replace the flooring. It would probably be a big project, removing the walls as well, this would be a summer project. We will just need to have the carpets cleaned for now. We will check into the different types of flooring to be used in the future.
- **Front door-** They are having trouble getting it latched at night. It isn't lining up properly, might need to replace the handles. Christie will check with Matt Clarys and see what he can do.

Looking ahead- The front area where there was a water problem: Brad looked and this and suggested changing the rug to a more breathable one so that condensation doesn't occur. He said he hasn't heard anything more about it. Regarding signage, there will be a design for the front face of the building in the future as well as putting one in the front brick sign frame.

Adjournment- next meeting date- Dec. 14th at 8:00 a.m. CT.

Meeting adjourned at 8:58 a.m. CT.