



December 14, 2017
8 a.m. Central Time
USB Autobank

Presiding officer:	<u>Erin Huntimer</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 Obenauer Ken Miller</u>		
Staff:	<u>Dana Santini, program director</u>		
Handouts:	<u>E-mailed prior</u>		

Order

Meeting called to order at 8:03

Minutes were approved. Dale had a few follow-up questions from the last month's action items. He wondered if some of the items were completed. The door has not been fixed. Might need to get a new door.

Agenda

Added Facility Cleanliness. Addition to the agenda was approved.

Staffing

Dana was on vacation, so Erin reported on the things she knew about.

The board discussed staffing levels, and the need to ensure Dana has the recruitment and retention tools available to increase staffing to a more comfortable level. They are staffed very tight right now. While they're maintaining ratios, the possibility remains that children would need to be sent home if staff call in sick or are otherwise absent. Increased wages and discounted care for employees should help with recruitment. Also, a couple high school students have been hired.

The board discussed the steps necessary for Dana to hire an assistant. She has mentioned that she has good internal candidates. The board discussed wages, salary vs. hourly, and job description. Erin will start the discussion with Dana and bring a recommendation back for the January meeting.

Enrollment

Enrollment is now is close to 60 with a few starting at the beginning of the year.

Facility Cleanliness

It may be time to consider having a cleaning service to do a deep cleaning once a week. Other businesses have a hard time finding someone to do this, so it may be a challenge. It may be worth putting out a request for proposals to see what comes back.

The flooring will need to be replaced in the center sometime in the near future, as it is worn and stained. Dana has put foam pads in the infant room to help with cleaning. Basin Headquarters has a lot of extra old carpet squares that could be used and when soiled, just tossed and replaced. Dale discussed some hard surface options he's aware of and will do some research regarding costs.

Keith also offered the Knife River Care Center infection control specialist, Erin Sorenson, to share her expertise with Dana and the staff.

Christmas

Santa is coming to the center. Randy Zimmerman from DGC will be doing that for them. ☺
Employer partners have donated “swag” for staff Christmas gifts.

Fire alarm update

In the wake of some false alarms, DGC staff identified issues and got the system working properly. Some additions will need to be made to the system. There will be a cost but small, board approved this.

Looking ahead

Erin will check with Dana about possibly doing a conference call regarding the financials from the last month. She will also work with Dana about the assistant director position. Christie will follow up on the financials regarding Widmer Roel. The board will discuss 2019 budget at the January meeting. Snow removal was discussed.

The board will wait with discussion on Dana’s annual review and salary adjustment; Erin will work on a process proposal.

Donation

Basin Electric donated five surplus iPads to the center for use in each classroom. The center’s software has an app that can be used for daily reports.

Adjournment- 8:43

Next meeting: Jan. 11th, 2018