

## ECCCC Daycare Board Meeting

12/13/18

Present: Erin, Christie, Dale, Darrold, Brad, Kayla and Ken

Guest: Dana

Minutes: Dale moved to approve. Brad seconded. Approved.

Agenda: Christie moved to approve. Dale seconded. Approved.

- Erin noted that she updated our website and facebook page to note that the board annually sign the Conflict of Interest statement. All Board members have re-executed the Conflict of Interest Statement for the year.
- 74 kids enrolled. With no real changes in sight. Infants coming full-time in the future. We are full in Preschool II. Infant room has a little bit of wiggle room. School age room is full.
- Financials: October and November were both good months. October was about break-even. November showed a small profit of about \$7,000. YTD, we are showing revenue of \$460,800, and a net loss of (\$19,400). No trouble with collections. Four families pay by check, and the rest of the families pay automatically. Credit Card and ACH fees are about \$300/month, but that is the cost of having immediate cash collected. There is still a question in the financial statements about how to reflect the employee discount that is offered. Stacy (Cahoon of Widmer Roel) and Dana will be working on that again. The food program reimbursements are getting larger (income stream). This is improving because the information we report is getting more accurate with the application that we utilize to capture that information. It was noted that net food expense is now very close to what we budgeted (projected). Dana noted that she is going to need to replace iPads. Christie offered to provide one newer one that the Bank is currently not using. It was noted that heating costs have been very reasonable. Ken moved to approve the financials. Brad seconded. Approved.
- Staffing: Dana let an employee go this week, for violating employee policy, and Employee Handbook Standards. Dana called Kolie Kadrmas to let her know what was happening.
- Dana reported about being asked to speak to parent counseling entity, regarding a custody suit. Dale posed the question about, legally, how to represent Dana. Written statements? Reviewed by legal counsel. Erin is going to consult with Basin's legal counsel to pose that question.
- 9:26am: Darrold exited the meeting to attend another meeting for the Clinic.
- Update on child who we thought we were going to have to let go. Child behavior is improving, so things are going well.
- Any other challenging situations: Our staffing? The staff member that Dana let go had been not fitting well into the organization. So, the subsequent termination was probably the best for the organization as a whole.

- Background checks: Department of Human Services has passed a change that allows a newly hired staff member to work, under supervision, before their background checks come back. This issue was getting much more media attention, because it has been a state-wide issue. With lack of people to fill jobs across that state, there aren't enough people to fill the daycare jobs the way it is. When people that have been offered a job find out it could take 4-6 weeks to get their background check back, they simply decline the offer and find another opportunity. Question about whether or not there needs to be legislative changes. Erin will pose the question about whether or not there is some legislative changes necessary to make a permanent fix to this process.
- Steeple: Brad is going to take a lift to the church and see if he can get the steeple down.
- Signage: Erin's graphic artists are through the annual meeting, and are now ready to work on this project. Coteau was going to cut a metal sign. Graphic artists are working on. Metal sign above the entry. We need to follow on the monument sign.
- Holiday Christmas gifts: Gift baskets for the staff. Christie made a motion to give Dana the latitude to spend up to \$50 on gift cards for each staff member, plus a holiday gift basket. Kayla seconded. Approved. Board members are gathering additional woofie-noofies to include in the baskets.
- Beulah Space: Dana and Erin reviewed the nursing home basement space. They think it might actually work. Sprinkler systems are in place, which might negate the need to put in additional windows. KRCC sent Dana and Erin the floorplan and square footage. There is about 60,000 square feet of space. We would have to do some renovations to the space. It could hold 42 kids. That doesn't include the front space. If that is included, it could add an additional 15 kids. We need to check bathroom space. We could potentially need to add more bathrooms in order to accommodate it operating as a daycare. Would there be space on the grounds for a playground? Yes, there would be. There is a big paved space that could be used for riding bike, and sidewalk chalk. There would be a walk to get to playground space on the property. This is most definitely the best option in Beulah. Opportunities for many synergies, activities, housekeeping, food service, etc. Should we have a fire marshal take a peek at the space? Would Kolie be able to answer those questions? No. So, we should pose the question to State Fire Marshal, and Fire Department Chief for a follow-up. Send letter to the KRCC Board about our interest in exploring this. Christie to write the letter to send to the KRCC Board. She will have the ECCCC Board review before it is sent.
- Rate discussion: Should we review and compare? Brad posed the question, and discussion ensued. We agreed we should leave this topic on the table. Discussion was had.
- Copy machine: They could use a desktop printer to use. Roughrider's operation round-up to apply for that. Christie and Erin will follow up on asking that. We want to buy "this type of printer and x number of cartridges." Ask for this in their Operation Round-Up. Erin will follow up on the grant application.
- Door: Inside door needs to be adjusted. Greg Boyer will get it adjusted.
- Volunteers: Is there a need? Dana said they could use it. Older population may have people who are interested in volunteering to do things like rock babies. How do we put

this information out there? Referral system development? There's an opportunity to create synergies here.

- Flooring: There is hardwood underneath. Eventually we could potentially have that refurbished. We are going to need to do something with the carpet now. Discussion was had about potentially getting that done this spring.
- Christmas Eve: No children. So, we were going to be open, but will be closed since there are no kids to take care of.

Adjourned at 10:13am. Brad, Ken. Approved.

Next meeting: January 10<sup>th</sup> at 9am.