

Willard Community Center
October Board Meeting to be held on
November 21, 2019
Meeting to be held at 12:00 pm at WILLARD COMMUNITY CENTER.
“We help area residents grow, connect and contribute to our community.”

AGENDA

1. Consent Agenda – Ms. Knudson
Minutes from October 23, 2019
Financials for September 2019
Director’s Report
2. Finance Committee Report – Mr. Pflanz
3. Update on the Step Up to Quality Child Care Accreditation – Ms. Love
4. Child Care Program Updates – Ms. Reinke
5. Grant, Fund Development and Marketing Updates – Ms. Knudson and Ms. Soderling
6. Board member recruitment – Ms. Knudson

Next meeting December

Willard Community Center Board Meeting from November 25, 2019

Members in attendance: Kassy Knudson, Justin Pflanz, Joey Mumaugh, Johanna Hannemann, Carolyn Kortmeyer, and Emily Phelps

Members not in attendance: Joel Beckwith, Irene Delozier, Michele Lueders, Brett Richert, Will Tolliver, and Lyle Wheeler.

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

Ms. Knudson called the meeting to order at 12:00 pm. She called for a motion to approve the consent agenda. Mr. Pflanz accepted the motion. Ms. Phelps seconded the motion. Motion carried.

Finance Committee – Mr. Pflanz reported that the Adult Program is still in the red. The Lakeview CLC is in the black because of grants. He stated that we need to annually raise tuition by a percentage to obtain program sustainability, employee wage increases, and other costs in case we don't get grants. The programs actually are looking good it is just the building that is bringing us down. We need to really work at getting it better utilized. The ground floor is the only one that is used all the time. We are currently working with CHE to propose a Letter of Intent for a grant for possibly \$150,000. We are close on the grant match with Lincoln Littles and other grants that are over \$80,000. We would have till July to raise the rest. We are currently paying \$20,000 in interest on our loans. LCF has a mission loan and Ms. Knudson has submitted everything to them. Mr. Mumaugh has requested that we leave enough money in the Capital Campaign account just in case we get into an emergency situation and need the funds.

Nate Wolf has been hired to do the After School Transportation Program from Roper. He is starting registrations for that program now. This program will hopefully fill up quickly and help to bring in more income.

Ms. Knudson stated that program revenue and expense projections for the 2020 budget have started and those projections will be presented to the board in December.

Step Up To Quality – Ms. Reinke reported that to complete all five steps of the accreditation it takes a long time to accomplish. Next step could take up to a year. We have an evaluation that will be done in December to help reach Step 3. The rate that Title XX pays out increases after we complete Step 3.

Enrollment numbers are looking better. We are full at Pre-K with 20 and Preschool has 15.

The fingerprinting process for staff is going well. There has just been a one-week delay for the report. There was discussion about having employees pay back this fee if they don't stay with us for 60 to 90 days. How long would we want to make that timeline and how difficult would it be to collect this fee? Ms. Kortmeyer commented that it would only be fair that they pay this back because they can take this certification with them to their next job, along with CPR, etc. This is a subject that we would want to discuss with Irene Delozier to see if making the staff pay it back is acceptable and what the time of employment should be before they don't have to pay it back.

Ms. Knudson reported that Tabitha Love, Assistant Program Director had requested a pay raise. Currently her salary is \$31,000 annually but she would like \$37,200. The Department of Labor salary for

exempt employees has increased to \$35,568 or they will need to be paid overtime. Teachers are not considered for this requirement.

Discussion was held about salaries for other employees and it was mentioned that Gina Benne's salary is also low. She is the Coordinator for the Lakeview Community Learning Center.

Preschool and Pre-K full time teacher's salaries should be reviewed also. Lori Siebel at CHE won't fund debt but will fund operating expenses. Discussion was held about the possibility of requesting grant funding from CHE to be able to pay more in salaries for full time employees which would bring salaries in line with industry standards. Mr. Pflanz reminded the board that we need to increase program service fees every year. It might take us 5 years but we will get sustainable. It was also suggested to ask other employees to do more to take some job responsibilities off Sarah's and Janelle's plates.

Mr. Mumaugh would like to see a spreadsheet from Renee and let the board come up with raise ideas. Part time employees have to have worked one year before raises imply. Employee increases will be reviewed by the board.

Mr. Pflanz commented that it makes sense to move Tabitha's salary up now since we have to move her up anyway to meet qualification of salaried employees for Dept. of Labor. Her review cycle will be at the time she gets the increase which will be December 1st. She will receive a formal written letter that she is not eligible for any additional wage increase that might be applicable in 2020 for other employees.

Ms. Hannemann was able to get twelve I Pads donated to Willard from West Gate Bank. We will be able to use these for Title XX parent sign in and also will look at program staff signing in on them. They could be wall mounted and staff could log in with a fingerprint and report hours worked.

Mr. Pflanz addressed the shortfall in the Adult Program again and asked about the meeting that Ms. Soderling and Mr. Mumaugh had with the Bingo players. Rental fee for them would have to be \$461.00 a month. The Bingo group feels that they are contributing all they can right now until they increase their number of players. They are actively recruiting members. A tiered rental fee was discussed. Mr. Pflanz will go to the bingo players again to discuss more.

It was mentioned that we should invite our City Council representative to our next meeting. We would like her to know that we are interested in starting a City Senior Center. We need to let her know that Willard is here and we need her help in recruiting more people to come to utilize our space.

Ms. Knudson adjourned our meeting at 1:10 pm. The next meeting will be held on Dec. 18th.