

Willard Community Center Board of Directors Meeting Minutes for March 18, 2020

Members in attendance at this meeting: Kassy Knudson, Carolyn Kortmeyer, Brett Richert and Will Tolliver.

Members in attendance through the Zoom Meeting: Emily Phelps, Justin Pflanz, Johanna Hannemann, and Joey Mumaugh. Irene Delozier was on a conference call with everyone.

Ms. Knudson called the meeting to order at 12:03 pm. She called for a motion to approve the consent agenda. Ms. Kortmeyer made the motion to approve and Ms. Phelps seconded. Motion carried.

The main topic of this meeting was around the Covid -19 Pandemic and how Willard was going to operate during this time. Discussion was had about what it would take to re-open our child care at Willard. Willard was open for LPS Spring Break but we decided to close the next week due to the lack of staff that would be available to work. LPS has closed and UNL has closed and told students to move home. Many businesses have closed and some parents are able to work from home. It was determined that we would close for a second week to clean and disinfect the building and make plans to see if we could open our doors. We would have to do enrollment on a first come, first serve basis and priority would be given to essential workers. Firemen, Police, healthcare workers, etc. We will send out a google form to do a survey to see what the need is. If people don't respond we will make personal phone calls.

In order to operate child care we will need to set parameters. The board held a group discussion to determine how we could operate during this time. The following bullet points were considered top priority.

- Make plans for communication with parents and staff.
- Controls will be in place – take temperatures of children and staff, keep building clean, keep children separated by grade.
- Make sure it is known what we will be doing for educational enrichment, working with LPS, and activities.
- Make everyone aware of the requirements needed to close the Center – Outbreak, numbers of children enrolled goes down, or if the Health Department shuts us down.
- Make a plan to handle anyone having flu like symptoms – They are to leave the building ASAP, do a deep cleaning, check temperatures, etc.
- Staff will not be allowed to come to work if they have traveled out of the county or State or to any hot spots such as Florida or Colorado.
- Due to the virus Workers Compensation will pay them if they get sick at work. If they contract it from somewhere else, then they need to stay at home and we could get payroll expenses reimbursed by the IRS but we must keep good records of this. If they choose to travel, then we will not pay them if they get sick. If they have no choice but to travel, then we would pay them.
- Governor Ricketts said to tell employees to apply for unemployment now.
- Many other scenarios were discussed and the consensus was to be flexible and try to stay open as long as possible.

After discussing all of these parameters it was determined that we would open up for child care on March 30th. Staff will do a survey to families to see who needs care and determine who will be approved

for child care. A clear plan of how we will be caring for kids and how we will be communicating to parents will be put into place.

As of now there have been no cases of Covid – 19 in Lancaster County. If that happens we will be open until we are told that we can't be open by the Governor or the Health Department.

The meeting was adjourned at 12:45 pm.

The next Willard Board Meeting is scheduled for April 15th and it will be our Annual Meeting.

Directors Report for March 18, 2020 Board Meeting

1. Allo Communications came to Willard on February 25th to do a walk through to start the internet and phone transition over from Spectrum to Allo. Willard was one of 77 Lincoln/Lancaster County non-profits that will receive free internet for the next 10 years for free. They hope to have us all moved over to Allo by March 17th.
2. One of our Boy Scouts from Troop 55, Josh Sterns, is interested in working with Willard and Community Crops to help plan the Community Garden as his Eagle Scout project. Josh and his Dad, Dan Sterns, and I met with Community Crops to see what his role and expectations will be to begin this project. Both Community Crops and Willard are excited to have his help. This will get even more scouts and families involved in the garden.
3. The Lincoln Fresh Food Truck comes back for a second season of handing out free food to the community starting on March 3rd. Everyone is thrilled that they are coming back. We have already had phone calls about this.
4. Willard was informed that we were approved to move on to Stage 2 of the Community Health Endowment Grant. Renee Hein and I attend a training on how to write the grant along with the other non-profits that were approved. We will request funding for a strategic planner and to eliminate debt for the parking lot.
5. The Corona Virus becomes a pandemic across the United States. Willard provides child care throughout Spring Break, as planned, and then closes for one week due to LPS closing for another week to decide how they will handle the crisis. Willard loses staff when UNL closes for the rest of the semester and only does on-line classes. Willard will use the week off to clean and determine if we have enough staff to run the programs.