

Willard Community Center Board of Directors Meeting Agenda  
September 16, 2020  
12:00 pm at the Willard Community Center  
**YOU WILL BE INVITED TO JOIN A ZOOM MEETING.**  
“We help area residents grow, connect and contribute to our community.”

**AGENDA**

1. Consent Agenda – Ms. Knudson  
Minutes from August 19, 2020  
Financials for July 2020  
Directors Report for September 2020
2. EIDL Loan Discussion – Mr. Pflanz and Ms. Hein
3. Child Care Update – Ms. Sarah Reinke
4. Golf Tournament Letter Campaign – Ms. Love and Ms. Soderling
5. Grants and Letters of Intent – Ms. Hein and Ms. Soderling

## **Board Meeting Minutes from September 16, 2020**

Board members in attendance for the Zoom Meeting: Kassy Knudson, Joey Mumaugh, Michelle Lueders, Emily Phelps, Johanna Hannemann, Carolyn Kortmeyer, and Will Toliver.

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

The meeting started at 12:00 pm. Ms. Knudson was running late so Ms. Soderling asked Ms. Reinke to start with the child care updates. Ms. Reinke stated that the numbers of participants are about the same as last month. We have decided to not enroll any more children at this time due to the high number of university students testing positive. We are concerned that with the high number of university students that we employ we could be out of licensing ratio if any more of our staff have to quarantine. Currently Ms. Reinke is working at the CLC every morning and night. Ms. Soderling is working covering at Roper and Ms. Love is covering in the preschool when needed. The university students must get tested every month and are required to wear KN95 masks when first tested until they receive negative tests results. If they have had a direct contact with someone that tests positive then they also have to quarantine for 14 days even if they themselves test negative. UNL will use disciplinary action if they don't follow the policy. Mr. Mumaugh said that we are taking the right steps and are doing a good job. We need to roll with the punches and continue to hire for the staff we need. The safety of our children is our #1 priority and if we feel that we are at capacity with the staff we have then we don't need to cut corners for an extra couple of hundred dollars per month. Ms. Reinke and Ms. Love are trying to hire more staff. We had one person that went through all of the training and then quit before she even started working.

Mr. Tolliver joined the meeting at 12:10 pm and Ms. Knudson joined the meeting at 12:15 pm.

Ms. Knudson shared that if children and staff continue to wear masks we should be OK to add more children to our programs. She also thinks that we are doing a good job of keeping everyone safe.

Ms. Knudson called for a motion to approve the consent agenda. Ms. Phelps approved the motion. Ms. Kortmeyer seconded. Motion carried.

Ms. Hein was asked to report on the EIDL (Economic Injury Disaster Loan). We sent in our application and were denied last week. The Small Business Association loan officer said she was not surprised we were denied since so many applications are coming in. She sent us a form to fill out for reconsideration. We will ask for \$420,000 to cover our loss so far and for short term future needs. The final draft of the letter will be ready to send out soon. They want us to establish our economic loss which wasn't covered in the last application. Ms. Hein put the narrative together and will send it out to the finance committee and when it is finalized she will send it out to the whole board. Mr. Mumaugh thanked Ms. Hein for her effort in putting this all together. Ms. Hein said that Ms. Delozier had also looked at it and thought it looked good.

Golf Tournament Update – We sent out letters saying that we are sorry that we won't be holding the tournament this year because of Covid 19 but we still need their support. The letters went out the end of August. We will be collecting and asking for donations throughout the month of September. We have received \$850 from sponsors and \$175 from golfers. Ms. Soderling will be calling businesses and asking for support. We received a \$25 gift card to HyVee. Ms. Soderling asked if we should continue to reach out to restaurants to ask for gift cards or other non-monetary gifts. Ms. Knudson said that we should and then use them for future fund raisers or for operational expenses. The HyVee card can buy snacks for the kids. Ms. Kortmeyer suggested using the gift cards for employee appreciation. Ms. Hein stated that she still needs to keep track of the donation and how we use them. Ms. Soderling said that she would keep track of them by adding a column on our google sheets that will say how they were used.

Ms. Soderling will also be working on a letter to go out to our donors of the Capital Campaign to ask for support. This will happen after the golf tournament event is over. She will ask Ms. Knudson to assist her with this task.

Grants and Letters of Intent Update – Ms. Delozier wrote and turned in a grant to Community Health Endowment titled Multi-Generational & Multi-Cultural Learning. She requested \$51,025.

Ms. Soderling reported that she had just heard back from Lincoln Community Foundation about their Open Door grant. We had requested \$10,000 but were approved for \$5,000. That will be coming in a couple of weeks. We just submitted a grant to Cooper Foundation for their Rapid Response Fund. We requested \$10,000. The Able Grant is still in consideration. Our request to the Olsson Foundation was denied. We will try the Olsson Family Grant which is different from the Olsson Foundation. We still have some letters of intent that we have not heard about. Ms. Jo Pflanz will be working on grant applications to Ameritas, Viking Foundation, State Farm, Woods and other grants this fall. We will also be looking at grants that helped to fund the capital campaign to see if we can apply again, such as the Daughtery Foundation and others.

New Business – Ms. Soderling brought up the issue of Ms. Reinke's slow computer to the board. Her computer has been working very slowly and she is not able to get her work done while at work due to the computer taking so long to load, etc. She has been taking her work home every night and using her husband's computer. Trevor Reinke decided that she needed a new computer and purchased a new HP for her. Ms. Soderling asked if he could somehow be reimbursed even though this item was not in the budget. Ms. Hein stated that in the grant to CHE that Ms. Delozier wrote a computer was in that budget for \$2,000. We could possibly use that money for Sarah's computer if we receive that grant. We are supposed to know by November if we are awarded and would receive the money in January. Ms. Knudson stated that this is a work related item and asked for any creative ideas to come up with the reimbursement.

Our Zoom meeting time was almost done so Ms. Knudson asked everyone to log off and then log back in again to continue the meeting. Ms. Kortmeyer was not able to rejoin the group at 12:35 pm. Ms. Soderling told the board that we also owe Trevor an additional \$257.00 for the use of his hot spot at the Pre-K house. Mr. Mumaugh and Ms. Knudson both agreed that the finance committee needed to look into getting him paid at least for that amount if not for the whole amount including the computer. Ms. Knudson asked Ms. Hein if she could update our cash flow report and send it out. Ms. Hein said that in November we will start to go negative, -\$9,000, but that doesn't include any grants, etc. We have not yet received the Stabilization, Healthy Places, or Reopening Grants from the Cares Act which would total \$19,000. Open Door Grant \$5,000, Cooper Foundation \$10,000, and CHE \$51,025. Mr. Mumagh suggested that we cut Trevor a check when this grant money comes in. Ms. Knudson will discuss with Ms. Reinke the payment steps.

Ms. Knudson adjourned the meeting at 12:46 pm. Our next meeting will be held on October 21<sup>st</sup> at noon via Zoom.

## Director's Report for September 16, 2020 Meeting

1. We are starting to reopen the building to the public again. I called the Health Department and asked if we could have people in the building during Child Care hours. They said that we could as long as they never crossed paths in the hallways and were on different floors. The groups that meet after hours are fine to meet. The Seniors really wanted to get back to coming to Willard. They have been very isolated and lonely and want to socialize with friends again. We are going to have discussions with them to see if they want to just come and play cards or maybe Liz or I will volunteer to call Bingo for them once a week. There won't be any expenses charged to this group for salaries or supplies.

The Scout groups have asked to come back on Monday and Thursday nights. I have not heard from Swordfighters. We haven't had anyone call about a room rental yet. There will be a new Zumba group starting on Wednesday nights from 5:30 to 6:30. We finally have an exercise group again.

2. I have continued to pick up produce bags for the Senior Citizens every other week from Aging Partners. This has been a big hit with the Seniors. I hand out about 24 bags.
3. I was able to teach a CPR Class for our new staff members this month. I could not rent the CPR manikins from the Nebraska Safety Council because of Covid so I was able to call my instructor that taught me CPR and was able to borrow his manikins for free. I just had to drive to Omaha to pick them up and return them. This was the only way that we could have our staff trained in time for them to meet the training requirements.
4. Sarah and Tabitha are doing all that they can to hire enough staff to work in our child care programs. We are always short staffed this time of year but this year our college staff are calling in almost every day to say that they have had a close contact with someone that has tested positive for Covid 19 and now they have to quarantine for 14 days. They now have to be tested every month in order to work in a child care setting. We have had to fill in a lot of hours every day to keep our child care ratios.