

**Minutes of the Tuesday, May 5, 2020 (Online Zoom Meeting)
West Midland Family Center Board of Directors Meeting**

Board Members: **B. Dollard, B. Alba, M. Metcalf, B. Bowen, J. Buchanan, C. Allemang**

 A. McGinnis, T. Screws, W. Mayton, J. Traschen, G. Wilson

Excused:

Advisors: J. Weiler, T. Misner, C. Coons, **B. Schmidt**, B. Dostal, S. Bowen,

 A. Schmitz, E.J. Herst, J. Lauderbach, **D. Parrillo**

Staff: **G. Dorrien, M. Finney, S. Love, J. Green, M. Sobolewski**

Dollard called the meeting to order at 6:02 P.M. with the entire board reading the Mission Statement.

Dollard called for Public Comments – no public present

Upcoming WMFC Events:

- Most all events are currently cancelled due to the Coronavirus
- Surplus Food Distributions are continuing, staff are working on these events, trying to limit contact with outside volunteers during this time.
 - The food pantries have not been busy, but with these distributions, the stimulus checks and the children still getting meals through the school districts has been helpful.
 - WMFC has planned 10 distributions this year. Now WMFC is preparing for the 15th distribution this year.
 - The process or registering in advance for the food distribution is working out well, it helps make the process more efficient. People picking up the food now have a shorter total wait time.

Staff Report: Mike Sobolewski, Dow COP

Motion to approve the Minutes of the March 3, 2020 Board Meeting

Motion J. Buchanan / 2nd B. Bowen / Approved – Unanimously

Investments – D. Parrillo, Chair

- Reviewed WMFC finances, received recommendations from Azimuth – they did not have any significant recommendations, it was mostly updates on our portfolio and the direction it looks like it is going. The WMFC portfolio is doing better than some others, we have good investments and will continue with steady as we go.

Accounting / Budget Committee –B. Alba, Chair

- WMFC has received a few grants through COVID-19 funds to help with costs.

- We have received a few claims/fees through unemployment for staff that had already left working for us prior to COVID-19 starting and were employed somewhere else that shut-down/laid-off, we are working on getting those fees waived since we are a reimbursing employer. We are not disputing their unemployment, just that the fees falling to WMFC instead of the most recent employer, looking for more clarification on who is responsible and for how much.
- WMFC also received funds through the Payroll Protection Program, this has helped keep all WMFC currently employed staff off of unemployment. Funds just came through this week, we are asking for direction from our auditors on how these funds can be used so we make sure we are doing what is expected.

Dow COP Committee – B. Bowen/G. Dorrien Committee Members

- Did not meet
- Not sure what is going to happen with the program over the summer/fall.
- Concerned about summer trips being cancelled, have already heard from one reservation that they are cancelling.
- Sobolewski will be communicating to the committee updates on events.
- Sobolewski reported during the staff presentation how students can better prepare their essays when applying for scholarships from the WMFC Dow COP Fund at the MAFC.

Facilities Committee – B. Bowen, G. Dorrien Committee Members

- Did not meet
- Looking into having Wi-Fi antennas in the parking lot to help families that do not have access to internet.
- Have not received a reply from the company that may have interest in helping with the solar project, assuming that it is because of the current situation that we are all in with the Coronavirus.
- The kitchen project has had a few discussions, there has been a couple of studies to see what we need to have done – still waiting on more information before we can move forward with anything.

Human Resources Committee – A. McGinnis, Committee Member

- Did not meet
- Due to changing the rules and grant opportunities WMFC has changed the way in which staff are compensated four times in the last two months. Currently no staff are laid-off and we have a two month window where that will not change due to receiving the Payroll Protection program funds (PPP).
- WMFC has added some additional employee policies due to COVID-19 and we have added a daily health survey/screening that each employee completes before they are allowed to work on site. The screening also includes a daily temperature reading at the start of each employee's workday.

Communications Committee – J. Traschen, Chair

- B & B has offered services to help COVID-19 communications.
- We did work on the fire evacuation plan, there will be some changes in the making.
- Family Focus was just mailed out recently, everyone should have received a copy.

Auxiliary Committee – G. Dorrien, Ex. Director

- There has been no Bingo since the COVID-19 pandemic started, we are sure they will be back as soon as we said it is ok to start playing.

Executive Committee – B. Dollard, Chair

- Met electronically (via email per by-laws) to give G. Dorrien authorization to sign for the Payroll Protection Program loan/grant.

Fundraising Sub-Committee – J. Buchanan, Chair

- Did not meet
- Have not fundraised recently, but G. Dorrien is working hard on grants.
 - If anyone has ideas let us know what you think we could do that is different from the normal.

By-Laws – M. Metcalf

- The Board member binders that had the incorrect paragraph in the by-laws that did not list we could vote by electronic means has been corrected – all have been updated.

Nominating Sub-Committee - J. Buchanan

- Reviewed the members that will be ending their terms this year (1st & 2nd). All members that have terms ending are also eligible for either a second term (Ben, Tammy & Brooke) or their first term (Jesse). Please consider serving again and let us know at the September 2020 meeting.

Executive Director's Report - G. Dorrien

- WMFC has submitted a grant request to help cover the costs of the unemployment fee's we are being asked to pay for those employee's that left us before the COVID-19 pandemic started and now are laid-off from their current employer.
- The State of Michigan has decided to put money toward childcare to help cover costs, we have also applied for this grant money, the amount you receive is based on how many children WMFC is serving.

Board member, advisor, and staff comments:

- Thank you to Susan for writing the WMFC articles for the newspaper! (Joy)

Motion to Adjourn B. Bowen / C. Allemang Meeting adjourned at 7:08 pm by Dollard.

The next meeting is scheduled for **Tuesday, September 1, 2020** at 6:00 pm. at the West Midland Family Center. If a special meeting is needed between this meeting and the September meeting we will reach out to the board to schedule one.

Respectfully submitted,
Tammy Screws / Missy Finney