

Minutes of the Tuesday, November 10, 2020 (Online Zoom Meeting)
West Midland Family Center Board of Directors Meeting

Board Members: Present: B. Dollard, M. Metcalf, C. Allemang, A. McGinnis, T. Screws, W. Mayton, G. Wilson, J. Traschen, B. Bowen,

Excused: B. Alba, J. Buchanan

Advisors: Present:

Excused: D. Parrillo, J. Weiler, T. Misner, C. Coons, B. Schmidt, B. Dostal, S. Bowen, A. Schmitz, E.J. Herst, J. Lauderbach,

Staff: Present: G. Dorrien, J. Green, J. Westphal, S. Love

Dollard called the meeting to order at 6:05 P.M. with J. Traschen reading the Mission Statement

Dollard called for Public Comments- no public in attendance

Motion to approve the Minutes of the September 1, 2020 Board Meeting

Motion: C. Allemang / 2nd: B. Bowen / Approved unanimously

Staff Report: Jillian Westphal, Childcare

Greg introduced Jillian. She came as a Rec. Intern to WMFC and has been on staff now since 2012. Greg stated this is one program that has no beginning or end. Jillian stated that she was grateful for her staff, especially Kerianne Allemang, who has helped out a lot during her maternity leave. Childcare has remained open during covid with precautions. It was only closed two days last week for lack of staffing. There have been no child positive cases in the childcare wing and it remains a safe place for staff and kids. Jason noted a huge influx of numbers since Jillian took over. There is a wait list to get in. Jillian shared what a typical day is like for the toddler class. Her wish for the program is to split the infant room into 0-6mo and 6-12mo which would require more full time trained and dedicated staff. Her greatest challenge is staffing since many workers are seasonal around their college schedules. The staff is very good and there are qualified Lead Teachers in each room. Her biggest need is for consistency with families and staff since some kids are there from 6:30am-6:30pm and it is easier on them to have some familiarity.

WMFC Events Update: G. Dorrien, J. Green

- No rentals now & no additional people allowed in the building to get thru covid-19 pandemic
- Greg & task team are working to write a Government mandated policy for working at home
- Surplus food yesterday. Government funding ended in October, but food bank funded one more month of food. This truck had 29,000 lbs. of food.
- Next food truck will be here the last Monday of November. Challenges: 1. To keep prepackaged meats and dairy cold until distribution in warmer weather. 2. Staff that was available to help are now working preschool programs.

- WMFC has provided around 30 food distributions in 2020 as compared to the 12 they had planned. Jason also helped to organize 20 other food distributions throughout the county. A total of 1.2 million pounds of food was given out in 2020 thru these efforts! Thank you Jason!
- Mike from Dow COP is helping Jason out a lot now. Greg mentioned that Mike's salary for this help is not being taken from the Dow COP funds.
- Greg mentioned the possibility of a staff zoom Christmas party

Investments – J. Green, (reporting)

- Up 1 Million this year. Not a huge loss in October at 12,775,000. Expect to have swings, but overall well pleased with Azimuth and are beating index figures.

Accounting / Budget Committee –J. Green (reporting)

- Looking good now because of PPP loan which was stretched over 24 weeks to allows for us to use our expenses to be offset with other grants. Will find out end of this year if PPP is forgivable and to what percent. Hopeful state will come thru with the same funding as last year for preschool programs, but will hold surplus funds of \$100,000 as a cushion. Grants overall are up, but there are 60 less kids in preschool, so that is a \$370,000 hit. Childcare grants have and will continue to help. Very solid numbers overall on our income statement.

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

- See Mike's report. No new students as discussed previously. Mike is missing interactions with students and continues to think outside the box to connect.

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

- Solar project panel meeting this week. Contract is signed. Greg is working with a foundation, though an official announcement of a donor has not been made. Water fountains have been changed over to fill bottles. Custodial staff has been hit with sickness, but center remains clean and there are no major facility concerns at this time. (post meeting edit addition, major Senior kitchen renovation still a need). New filters have also been added to the furnace.

Human Resources Committee – A. McGinnis, Committee Member

- On track to meet within next month. Will provide a report on lump sum salary recommendations for Accounting and Budgeting before December 2020. Did not give raises this year because of uncertainty, but are considering retention of staff as priority and looking into competitive wages.

Communications Committee – J. Traschen, Chair, G. Dorrien, Committee Member

- Have not met. Jesse is feeling better and happy to continue pro bono work for WMFC. The Family Focus is at the printers with new larger photos. Plan to have those sent out just after Thanksgiving followed up closely with annual donor request letters. There are over 1400 names on that mailing list.

Auxiliary Committee – G. Dorrien, Ex. Director

- No bingo. With childcare licensing review, it was determined that WMFC will be a completely smoke free campus. No more designated smoking area. Gene, the previous bingo/auxiliary chair for over 16 years, passed away last month. There is a remembrance in the Family Focus.

Executive Committee – B. Dollard, Chair

- Met virtually to approve Greg to send a request to United Way.

Fundraising Sub-Committee – J. Buchanan, Chair

- Susan wrote letters for Greg to approve. Will be sent after next Family Focus.

By-Laws – M. Metcalf

- Did not meet. Nothing to report.

Nominating Sub-Committee – B. Dollard

- T. Screws will be stepping down after her term this December, we will need to find a replacement. Verify that Brooke will run a 2nd term. Jesse is willing to run for his 1st term.

Executive Director's Report - G. Dorrien

- See report in packet. Will try to stay open, but there is a chance preschool could be shut down temporarily because of covid-19. Childcare was only shut down for 2 days last week. Covid-19 presents 24 hr/day challenges. WMFC topped United Way giving of previous years. Had 65 employees give an average of \$300 each; 11% increase over last year. Will be in the Youth Connections by Legacy Center- see next Board packet article. Greg noted that Jan Hewitt wrote a personal check to WMFC for \$10,000.

Board member, advisor, and staff comments:

- Greg commented that with COVID-19 most everyone struggles and copes with in various ways. Even he has heated discussions with the COVID COMMITTEE which, in the end, drive good decisions with the covid-19 task team at WMFC. Greg also suggested he'll let the team know that they can always talk to a Board Member directly, specifically: Ben (President), Matt (on Dow Covid-19 task teams), or Amy (HR) if (if they need an impartial ear). It was also noted that many public schools are now doing virtual only learning because of quarantine cases.

Motion to Adjourn: M. Metcalf /2nd A. McGinnis. Meeting adjourned at 7:11 pm by Dollard.

The next meeting is scheduled for Tuesday, January 5th at 6:00 pm. at the West Midland Family Center (most likely via Zoom meeting). It was determined that Tuesday meetings same time work well.

Respectfully submitted, Tammy Screws / Missy Finney