**Tuesday, May 19th, 2020, 12:00 pm – 1:00 pm**

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| **Board Members & Staff:**  **P = Present A = Absent E = Excused**   |  |  | | --- | --- | | **Chair:** Pr. Aleese Kenitzer **P** | Nick Burns **P** | | **Vice Chair**: Tasha Wall **P** | Jody Young **P** | | **Treasurer:** Jerri Robison **P** |  | | **Secretary**: Scott Dahlke **P** |  | | Andrew Fangman **P** | Director: Whitney Howell **P** | | Brad Spratt **P** | Staff: Debbie Boos **E** | |  | Minutes completed by Director | | **Meeting:** Board Meeting  **Location:**  Zoom, Virtual Meeting |

1. **Meeting called to order:** The meeting was called to order by Chair Kenitzer at 12:02 with introductions.
2. **Approval of Consent Agenda:** Motion Young Seconded Wall. Unanimously approved.
3. **Executive Committee Report:**
4. Financials – Current Claims – Expenditure Reports & Bank Statement: Robison discussed two line items over 25%. To improve consistency among childcare providers we will be asking one to complete their attendance sheets differently to be consistent. We also received the credit card bill today. Motion by Spratt, Seconded by Dahlke. Unanimously approved.
5. Carry Forward – Howell shared current estimated carry forward at 16%. State is allowing up to 35% for this year only. Young questioned where other areas were at in carry forward. Howell shared she believed they were at higher carryforward because of larger allocations and some stop in services. We have our money to spend it and most of our services haven’t stopped. No additional questions.
6. FY21 Fiscal Agent & Employee of Record– Howell shared no changes need to be made with our agreement. We have a three year agreement with the school district. The only thing different would be our allocation numbers once we get them. The employer of record agreement will need some verbiage changes following a vote to full time director. Current agreement discussed administrative assistant.
7. FY21 Program Awards – Howell shared the programming committee has met. We based our awards on last years allocations and a 10% cut. Award amounts were then shown to the group. Motion by Spratt Seconded by Dahlke. Unanimously approved.
8. FY21 Directors Agreement – Howell shared the FY21 Directors agreement showing an increase in hours to 40 hours a week. Only changes to the agreement are increase in compensation and increase in PTO both because of increase in hours. Motion by Robison Seconded by Wall. Unanimously approved.
9. **Director Update**:
10. Childcare Cleaning Supplies – Howell shared the closet is up and running. Centers were able to make requests and then items were delivered to them. The IWF is working on the careforce behind the workforce campaign. They are providing yard signs. Howell has contacted Kim with AIM and will work on getting those signs into our community if possible.
11. Diaper Bank – Robison and Howell have been able to wrap diapers this last week in order to make this months orders. We have also tried some different packaging for easier wrapping. Our financial committee is working on a community foundation grant in order to place a bulk order through the network.
12. Office Access – Howell has been working from home since March. She has access to the office currently but with prior arrangemtns needing to be made each time. Howell has requested access to the building from the District starting June 1st. As she closes out the year there are items in the office she will need easier access to. June first Boos and Howell will have access but plan to continue to work mostly from home.
13. **Program Update from TMPH Coordinated Intake**: Jamie Walker and Fabiola Orellana gave us an update on how Coordinated intake is running currently as many things have changed in the last year.,
14. **Open Forum**: Community members and board members are welcome to speak to topics not on the agenda. The board cannot take action on topics brought up during this time.
15. **Next Scheduled Meeting:** The next board meeting is on **Tuesday,** **June 16th, 2020**, 12:00 pm -1:00 pm at TBD
16. **Adjournment:** Meeting adjourned at 12:35pm.