



Board Meeting Agenda

8/2/23

6:00 p.m.

Board Members present: Bruce Gaskell, Brittani Gilmore, Dana Clary, Whitney McCauley, Amy Lackey, Matt Peterson, Casey Gormley

Others present: Missy Owen (program director), Kole McCauley, Ben Gilmore, Michele Gaskell

1. Meeting opened at 6:05pm. Ben Gilmore opened with a prayer.
2. Approve minutes of June 5, 2023, board meeting. Brittani made the motion to approve the June 5th minutes, Whitney seconded, motion carried by all.
3. Michele Gaskell gave financial update. Matt asked about receipts for cash payments. Dana suggested that we start doing receipts for cash payments to have a trail of all cash payments from parents. Amy made motion, Dana seconded, motion carried.
4. Brittani resigned as a board member. Whitney McCauley made the motion to accept the motion, Dana seconded, motion carried. Matt made the motion to approve Ben Gilmore to join the board, Dana seconded, motion carried. Matt the motion to create an Executive Board of Ben Gilmore, Whitney McCauley and Bruce Gaskell, Amy seconded the motion, motion carried. Matt made the motion to add Missy Owen and Brittani Gilmore as ex-officio board members without voting rights, Dana seconded, motion carried.
5. Fire hood for stove. (code footprint). – Funds available in tax credit grant checking account, with Childcare Aware Community Partnership grant, if needed. Bank can issue a cashier's check from this account for payment. Amy made a motion to approve the purchase from the tax credit grant checking account, Dana seconded. Motion carried.
6. Staff raises. – No decision at this time. Discussed HCC work study pay being \$8.25/hr and current equivalent position at Doniphan Darlings is \$10.50/hr. Future staff raises will be considered for full-time employees when budget allows.

7. Paid time off for full-time employees, one day per month. – Not discussed
8. Grant status – all grants and what they're designated for – detailed printout, for each board member. – Discussed usage of grant funds and plans with current BOH loans moving forward. Working on restructuring the debt and using the building as collateral. More info to come after the appraisal is received from Ray Shinn.
9. Increase Program Fees. – Discussed fee comparison with Brown and Atchison County data. DD is well below other comparable facilities. Matt asked about additional data from other counties. Childcare Aware has data available. Ben agreed to draft the new rate sheet and provide additional county data to the board for approval. Board discussed importance of notifying parents as early as possible to give them time to prepare for rate increases. Matt asked about notifying parents in the most personal and transparent way possible. Discussed one-on-one meetings. Missy stated that she would discuss with each parent as they come in. Board decided it would be a good idea to have a letter explaining the increase in a transparent way and list ways we are trying to improve expense efficiencies. Ben agreed to draft the letter and email it to the board for approval. Initial discussion is to increase the fee for 0-12 month children to \$190/week, 12-month-2 year olds to \$160/week, 3-5 year olds to \$145/week, after school care to \$70/week during school and \$125/week for full-time/summer.
10. 8:00 – Dana left meeting.
11. Missy updated recent personnel issues with hierarchy disputes. Board discussed possible remedies for future conflict. Matt suggested a "Professional Development" day to provide training, team building and fun activities for the staff. The facility would be closed for childcare, but employees would be paid their regular wage. Ben agreed to come up with 4-5 possible dates to present to the board.
12. Bruce brought to the board's attention that Missy and Destinee had paid for food out of pocket due to DD's compromised checking account and Credit Card issues. Amy made a motion to reimburse both for their expenses, Whitney seconded the motion, motion carried.
13. CACFP parent paperwork was discussed. Parents are likely unaware of the potential reimbursements available to DD if this paperwork is filled out accurately. Board discussed potential options to improve proper document completion by parents to increase reimbursements.
14. 8:54 – Bruce made a motion to adjourn the meeting, Matt seconded, motion carried.