

## Kids' Harbor Board of Directors Meeting Minutes, March 25, 2020

**Members present** – Call to Order at 5:05pm, Executive Director Cara Gerdiman, Julia Hammond, Danna Bryant, Julie Dill, Carrie Judas, Mariah Swinker, Tim Thompson, Dave Shipp, Jessica Bartholomew, Shaun Hill, Yvonda Swartz

**Reading and approval of minutes** – Motion to accept as written made by Julie, second by Maria, all approved.

**Treasurers' Report** – Danna presented the report. Brief discussion about BBQ Bash postponed and monies not coming in from tee shirt sales and pinwheel sales. Motion to accept made by Julie, second by Tim, all approved.

### **Old Business -**

**Employee Handbook** – Tammy finished the Employee Handbook and gave it to Cara to review.

**Strategic Planning** – Cara thanked all those that could attend. All board members should review the notes from Jan, and if anyone has comments please post to the Strategic Session channel to continue discussions. Tim also brought up having more specific measurable goals. Everyone agreed this is a good way to proceed.

**President's Report** – Julia suggested that since Cara had to work during most of her vacation last week, due to the Coronavirus outbreak, that we should give her back her vacation time.

### **New Business –**

**Succession Plan** – We will meet on another date to discuss this plan in detail. We did have a lengthy discussion on the employment backgrounds of several employees and job descriptions.

**Bylaws** – We will meet on another date to discuss this plan in detail.

**New Procedures** – Due to the Coronavirus outbreak new procedures are being implemented at KH. Cara reviewed these for us and it is a day to day process to update them as new information concerning the virus is obtained.

**Executive Director's Report** – Cara presented the ED report, numbers are down at the KH1 office due to schools being closed. All numbers were discussed as presented.

**Mission Moment** – These monthly inserts from employees are much appreciated by the board. Mariah asked if they could be printed and put in a binder for future reference, Cara will make that happen. Julia asked if this month's MM, concerning the Coronavirus outbreak and the affect on the KH office, could be put on the facebook page. Cara will also do that.

**Stand By Time** – Still a work in progress

**COVID 19** – Cara listed all the practices and procedures that she has implemented at the KH offices due to the outbreak. We discussed them as she had written. She is also working on an employee emergency time off policy following the Congressional guidelines and input from EA.

**Child Abuse Prevention Month** – BBQ Bash is postponed, hopefully to June and also Pulaski County Crime Victims' Rights Week Luncheon.

**FOP Dinner** – This even has been cancelled due to Coronavirus outbreak.

**Grants** – Cara is working on two grants due this week. Also looking at the potential of a \$25,000 grant that Community Foundation of the Ozarks is offering.

### **Accomplishments**

**Accreditation** – We continue to work through the paperwork for submission in April and a site visit in October.

**Sewer Leak/Clogged Pipe** – Cara and staff dealt with a major sewer leak in the KH1 building. Four Seasons Plumbing and Serve Pro were called in. Insurance company was notified.

**Upcoming Events** – listed and discussed. Next meeting April 22<sup>nd</sup>, 5:00pm

Meeting adjourned at 6:38pm, Julie made the motion, Dave seconded, all approved.