

Kids' Harbor Board of Directors Meeting Minutes, October 28, 2020

**Call to Order-**

Call to Order at 5:05 pm. Present members include Executive Director Cara Gerdiman, Danna Bryant, Tim Thompson, Jessica Bartholomew, Julia Hammond, Yvonda Schwartz, Shaun Hill, and Mariah Swinker (recorder).

**Review and approval of minutes –**

Motion to accept as written made by Julia, second by Dann, all approved.

**Old Business –**

A. FFCRA:

Travis, from Employer Advantage presented information about the FFCRA and it's exemptions. Travis informed Board of Directors that EA is eligible for a tax credit for payroll funds dispersed related to COVID-19 and will therefore, assist Kids' Harbor in covering the payroll costs. Board of Directors discussed options. Given the new information, a motion was made by Danna to reverse previous board decision, and to approve paid leave for employees who meet the criteria established for the FFCRA. Second motion made by Julia, and motion was approved by all.

B. Reaccreditation:

Site Visit and Paperwork was completed on October 16<sup>th</sup>. Cara reports that the feedback from the review team was overwhelmingly positive. The inconsistent multidisciplinary team attendance could result in a "pending" accreditation status. The final decision will be made in January 2021 by the NCA board. Cara reports that she and the KH leadership team have identified strategies for improvement. Cara explains that will be prepared to provide sign-in documentation demonstrating one hundred percent MDT attendance when she meets with the NCA board in January 2021.

C. Review Grant Funding Status:

- NAP 2020 Grant: A second request for an extension to use the 2020 funds beyond the stated 12/31/20 deadline was submitted, awaiting response.
- Children's Trust Fund: Application due on October 30<sup>th</sup>. If awarded, the grant could be up to four cycles. Live2Give Hope has agreed to partner with KH if the grant is awarded. Several other letters of support were submitted with application.
- COVID Relief Grant: KH was not selected as a recipient.
- CFO Grant: KH was not selected as a recipient.

**Treasurers' Reports –**

Danna presented the treasurer's reports. General funds are lower than normal as additional VOCA funds are anticipated. Cara also informs board that funds need to be moved from the donation fund to the general fund.

September Report- Mariah made motion to approve report as is, Yvonda second; all approved.

October Report- Julia made motion to approve report as is, Yvonda second; all approved.

## **President's Report –**

- Tim would like to begin annual reviews for the Executive Director. Invitations were sent to the board of directors to hold the first review in January 2021.
- Tim reports that committee work will begin shortly. Committee chairs were selected and will organize the first meetings.
  - Internal: Tammy Darnell, Yvonda Schwartz, Julie Dill, Danna Bryant (chair), Jessica Bartholomew, Mariah Swinker
  - External: Shaun Hill (chair), Julia Hammond, David Shipp, Tim Thompson, Carrie Judas

## **New Business –**

### A. Executive Director's Report:

- New format of ED report was discussed. Board members mentioned that it is easy to read, informative, and beneficial to have perspectives from the leadership team.
- The board suggested inviting a team member to present at the beginning of each board meeting. After discussion, it was determined that Cara will invite one leadership team member to present at the beginning of the next several board meetings. The manager/supervisor will be asked to present their portion of the ED report, a team accomplishment, or initiative.

### B. Insurance Renewal:

- Cara received notification that insurance renewal is due by November 4<sup>th</sup>. Board discusses and elected to pass the decision to the executive committee.

## **For Your Calendars –**

- Giving Thanks KH2 Open House (A Virtual Event): November 2020
- Gala of Trees: November 11-21
  - Julia presented information about this event. Kids' Harbor was chosen as a recipient. Julia is working on decorating seven wreaths. The Board also discusses the possibility of committing to decorating a tree.
- 4 Fore 30: December 5-6, 2020
  - Cara is looking for a couple of volunteers for this event.

## **Adjournment-**

Next Executive Board Meeting: November 2<sup>nd</sup> at 5:30 PM

Next Board of Directors Meeting: December 9<sup>th</sup> at 5:00 PM

Meeting adjourned at 6:55 pm. Danna made the motion, second by Jessica, all approved.