

Kids' Harbor Board of Directors Meeting Minutes, September 30, 2020

**Call to Order-**

Call to Order at 5:09 pm. Present members include Executive Director Cara Gerdiman, Danna Bryant, Tim Thompson, Jessica Bartholomew, Julia Hammond Shaun Hill, Julie Dill and Mariah Swinker (recorder).

**Review and approval of minutes –**

Motion to accept as written made by Danna, second by Julie, all approved.

**Old Business –**

Employee Handbook:

- A. Typos were corrected in the final review. In addition, the following proposed changes were presented-
- The confidentiality section was amended to extend confidentiality within the counseling program. To protect victims, additional confidentiality measures were put into place once the criminal justice process has been closed out. Employees and volunteers of KH are mandated reporters. Therefore, any concerns of abuse or a child harming themselves will continue to be reported. After the time of criminal case closure, information will remain within the counseling department.
  - Language clarification was added in the holiday section of the handbook to define the holiday as an eight-hour day.
  - Language clarification was added in the overtime section to explain that non-exempt employees are responsible for tracking their time. Overtime must be approved in advance by the ED and disciplinary action may take place if the policy is not followed.
  - The VOCA Grant requires specific language around the accurate reporting of time. Violations would fall under the penalty of perjury. This verbiage was added to the handbook.
  - Employer Advantage representative Travis has recommended the removal of flex time accrual for exempt employees. The current policy allows for the accrual of up to thirty-two (32) hours.

The proposed changes were discussed. The board recommends that Cara schedule an additional meeting with Tammy Darnell and Employer Advantage regarding flex time. Cara will report their recommendations to the board via Slack. After recommendations have been distributed, Tim will call for an electronic vote for the proposed draft of the Employee Handbook.

B. Review Grant Funding Status:

- NAP 2020 Grant: A response was received explaining that they were unable to address the request at this time asked that an additional extension request be submitted at 30-60 days prior to deadline (12/31/20). Cara plans to submit the second request within the next 1-2 weeks.
- Children's Trust Fund: Received notification that Letter of Intent was accepted. Kids' Harbor was invited to submit an application. The application deadline is 10/31. If awarded, the grant could be up to four cycles.
- COVID Relief Grant: Application was submitted, no additional information available at this time.

C. Kids Helping Kids Recap:

- The board discussed the event. Reviewed successes and struggles associated with hosting the first virtual event. The net proceeds are not yet finalized as donations and expenses continue to be accounted for. Based on Facebook data provided Lake TV, more than 7,800 people were reached by this event.

### **Treasurers' Report –**

Danna presented the treasurer's report. Members were sent the report on the day of the meeting (9/30). Danna asks that board review the sent documents and submit their vote electronically by next week.

### **President's Report –**

- Tim reports that he and Cara have met to discuss the development of the internal and external committees. Tim reports that he plans to nominate a chairperson for both.  
Committees:
- Internal: Tammy Darnell, Yvonda Schwartz, Julie Dill, Danna Bryant, Jessica Bartholomew, Mariah Swinker
- External: Shaun Hill, Julia Hammond, David Shipp, Tim Thompson, Carrie Judas

### **New Business –**

#### A. Executive Director's Report:

- Referrals: Cara presents data from both KH1 and KH2. When compared to previous years, volume is down. However, there has been a noticeable increase in referrals since school has resumed.
- Progress Auction: This has been a wonderful addition to the fundraising activities. Danna reports that tables were taken down last week so as not to compete with KHK Event. However, Jefferies Prime Rib & Lobster have requested to have a table set back up. To date, \$7,002.05 has been raised.
- Staff Transitions: The position for an office manager is posted. Cara and team continue to interview candidates.
- Accreditation Visit: Cara requests that all board members do their best to attend a 12:00 zoom call on October 16<sup>th</sup>. There must be a minimum of three board members present. To show board commitment and support, it would be ideal to have as many in the virtual meeting as possible. A zoom link will be sent closer to the date.
- KH Audit: Evers & Co. completed the site visit portion of the audit on September 24<sup>th</sup>. Cara reports that due to COVID-19, many of the documents were sent to the auditors in advance (per their request). This allowed the site visit to flow smoothly. Cara reports that there were no unexpected or concerning findings. Awaiting the final report and associated documentation from Evers & Co.
- Accomplishments: Kids Helping Kids Event, CTF Grant Invitation, and Audit (additional details noted above).

### **For Your Calendars –**

- Bogeys and Beer event: This event is scheduled for October 6<sup>th</sup> (5:30-8:00). Several volunteers are needed to assist with the silent auction tables.
- Reaccreditation Site Visit: October 16<sup>th</sup>. Board Meeting with reviewers at 12:00 via zoom.
- Giving Thanks KH2 Open House: November 2020
- 4 Fore 30: December 5-6, 2020

**Adjournment-**

Next meeting: October 28, 2020

Meeting adjourned at 6:26 pm. Julia made the motion, second by Danna, all approved.