

# YNP Child Care Center Board Meeting Minutes

Distribution: Board

Date: Monday, January 10, 2022, 6 pm, Zoom

Meeting Link: [meet.google.com/rpr-iwst-yba](https://meet.google.com/rpr-iwst-yba)

## Attendees:

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Board: Harrison Forrester, Laura Ouborg, Garrett Dickman, Emily Hunter, Nicole Tucker, Travis Espinoza

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Staff: Madeleine Morimoto, Sarah Platt, Meredith Dickson, Bec Fouts

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Parent/Members:

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YLT Liaison: Nicole Athearn

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## Agenda

| Time | Topic   | Process      | Lead      |
|------|---|--------------|-----------|
| 6:00 | <b>Call to Order - Identify facilitator</b>   | Assemble     | All       |
| 6:15 | <b>Center Updates</b><br>2021 Overview (some numbers are close estimates since we don't have all statements)<br><a href="https://docs.google.com/document/d/1-Y6BolNljoBXPpECH0ZsIEDHXabQK3_Wzf_GQXMbvn5k/edit?usp=sharing">https://docs.google.com/document/d/1-Y6BolNljoBXPpECH0ZsIEDHXabQK3_Wzf_GQXMbvn5k/edit?usp=sharing</a><br><br>In January we're learning about New Years, snow, arctic animals, and penguins.<br><br>The Valley has been pretty quiet without infants and low numbers. We've had lots of snow fun!<br>EP is hopping. We expect to have 5 babies AND 5 toddlers by the end of March!<br>We got the floors done at both centers over the holiday and they look stellar.<br><br><b>Staffing Updates</b><br>Trinity took a job in Red Rocks and bid us farewell. Christina is mostly working in EP (but helping in the Valley some with the staff shortage). She moved into the Rancheria apartment.<br>We offered a position to a new teacher, Izabel, who can start February 7th, but we really need someone now. We're also planning to hire a second position, but do not currently have any candidates. Madeleine is reaching out for sub possibilities now. | Presentation | Madeleine |
| 6:30 | <b>Fundraising Report/Planning</b> <ul style="list-style-type: none"><li>- Bake sale at "Super Sal's" on 12/16 grossed \$458</li></ul> Thank you to everyone who baked amazing treats!<br><br><b>Upcoming fundraiser ideas</b> <ul style="list-style-type: none"><li>- Low Sierra Music Festival? Sarah Platt to check in with Echo and Eamon</li><li>- Pie fundraising this spring?</li></ul>  |              |           |
| 6:35 | <b>CA Retirement Fund Mandate</b><br>Must be compliant by June 2022<br>Two options: <ol style="list-style-type: none"><li>1. Self-administer for "free"- Enroll all employees in Calsavers (they can opt out). Each pay period deduct their contribution from their paycheck and send a check to Calsavers. This must be done within 5 days of the end of the pay period.</li><li>2. ADP administer- ADP creates an opt-in system. We</li></ol>   |              | Madeleine |

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|            | <p>match 1% of what employees contribute AND pay ADP \$20/ month for the first year and \$40/ month after. Must enroll by January 21st.</p> <p>Reviewed potential cost of services. Board supportive of using ADP program.</p>  |  |           |
|            | <p><b>YLT Liaison Request</b><br/>Nicole has agreed to be our YLT Liaison. Thank you, Nicole!<br/>Anything else needed to formalize her taking on this role? Laura to check bylaws and ask Jill to confirm if anything else is needed.</p>  |  | Laura     |
| 6:50       | <p><b>Financial Report</b><br/>PPP Loan 2 forgiveness application complete and submitted.</p>   |  |           |
|            | <p><b>Any COVID Operations/Updates</b><br/>A staff member took a test on Thursday due to symptoms occurring Tuesday evening. This staff member was not at daycare after Tuesday. Results came back positive on Sunday evening. Close contacts were identified. Another unvaccinated teacher was exposed outside of work (unmasked contact). All staff who were identified as a close contact opted to test and are pending results. The positive staff member is in quarantine and can return to work next week. Two teachers are unable to return until they receive negative test results and two teachers do not feel comfortable returning until they receive negative test results. This leaves us two staff total until test results come in.</p> <p>Parent concerns voiced in phone calls due to the timing being much faster for rapid tests and currently having a long turnaround time for PCR tests.</p> <p>Our policy doesn't state the amount of time for a close contact. Madeleine planning to update policy to reflect CDC recommendation. We are currently sticking with what was in the previous CDC recommendations prior to the 5-day isolation update to be conservative and consistent with all recent communication just sent out. Plan to revisit at the next Board meeting.</p> <p>A reminder about our Covid policy was sent to families last Thursday and again with closure info sent Sunday and Monday.</p> <p>Mask fee– Some families still are not sending masks. We've been going through A LOT of disposable masks because kids lose and break them. We'd like to impose a mask fee, \$1 per mask. A tally will be kept and families would be billed with their tuition. Hopefully this would encourage families to provide enough masks for their kids or would at least balance the cost of masks.</p> |  |           |
| 15 Minutes | <p><b>Title 22 Follow Up</b><br/>Any further updates or draft of goals toward requirements?<br/><a href="https://docs.google.com/document/d/1VU7zztieJU4bcZID1mgs-jlmh7mYPXqXwRixOBiWfd0/edit?usp=sharing">https://docs.google.com/document/d/1VU7zztieJU4bcZID1mgs-jlmh7mYPXqXwRixOBiWfd0/edit?usp=sharing</a></p> <p>It is harder for the Valley Center to physically meet compliance, but EP may be the bigger push to fully license for compliance. We may eventually consider the financial burden that comes up</p>   |  | Madeleine |

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|      | from a facility being unlicensed and retaining qualified staff according to licensing requirements. Lots of appreciation to Madeleine for the hard work she has put into this effort.   |            |       |
| 7:25 | <p><b>First 5 Mariposa Update</b></p> <p>Laura attended the Mariposa First 5 meeting on 12/13 regarding their strategic plan. Plan to set up a meeting with the Director to follow up with how we can work together. Laura can work together with Sarah to set up this meeting while she is acting.</p> |            |       |
|      | <p><b>Maternity Leave Plan for Madeleine</b></p> <p>Short term disability leave starting 1/24 (leaving one week early). Sarah feels ready.</p>  | Discussion |       |
|      | <p><b>Board Positions</b></p> <p>Need to fill the Fundraising Coordinator role. Do we want to have a more targeted recruitment for incoming families? We can think about the parent packet or annual parent meeting. We can put the annual parent meeting on the next meeting's agenda.</p>             |            |       |
| 7:30 | Approval of <a href="#">12/6 minutes</a>  | Vote       | Laura |
|      | <p><b>Adjourned at 7:35 pm</b></p> <p>Next meeting: Monday, February 7th<br/>Emily to help with meeting announcement to families.</p>   |            |       |

## Decisions/Votes

| Decision  | In Favor | Opposed |
|---|----------|---------|
| Motion by Garrett to approve 12/6 minutes. Harrison seconded. | All      |         |
|   |          |         |
|   |          |         |

## Action Items

| Action Item   | Reporting Process | Lead        | Due Date |
|---|-------------------|-------------|----------|
| Laura to check with Jill if anything else needed to confirm Nicole into YLT Liaison role. |                   | Laura/Jill  |          |
| Set up meeting with Mariposa First 5 Director   | 3                 | Laura/Sarah |          |
| Sarah to check with Eamon and Echo about Low Sierra Music Festival ideas/information      |                   | Sarah       |          |
|   |                   |             |          |
|   |                   |             |          |

### Reporting Process:

1. Report back to board at next meeting
2. Report back to board via email
3. No need to report back
4. Other