

Building Families Board Meeting Minutes – Detailed Version

BUILDING FAMILIES BOARD MEETING — DETAILED MINUTES

Date: May 19, 2026

Location: Hybrid (in-person & remote)

1. Call to Order

Chair Dean Kluss called the meeting to order. A quorum was confirmed.

2. Approval of Agenda

Motion: Approve agenda as presented. (M. Carpenter)

Second: G. Rutherford

Vote: Unanimous aye; motion carried.

3. Introductions

No introductions needed; members are well acquainted.

4. Board Vacancies

Two vacancies remain open: Wright County (Scott Jetski moved) and Hamilton County (Jake Peterson stepped down). Former member Sarah Tillman is interested in returning when allowed by her employer.

5. Grant Review Committee

A. RFP Requirement Discussion

The state now requires childcare funds to be competitively bid. Due to changes in the Hamilton County childcare coalition, communication uncertainty, and loss of data access, a formal RFP is necessary.

The RFP will be simplified to avoid overwhelming childcare directors.

Timeline:

- June 22–25: Board approval
- July 1: RFP release
- 4-week response window

Motion: Move forward with RFP process for all childcare funding with July 1 release. (G. Rutherford)

Second: M. Carpenter

Vote: Unanimous aye; motion carried.

6. Fiscal Year 2027 Budget Approval

Key Changes:

- Humboldt County adjustment due to enrollment and state capacity rules.
- Scholarship coordination increased by \$1,500 due to additional documentation requirements.
- Director line item increased by \$2,834 to support a potential 3% raise.
- Quality Improvement and Wage Enhancements increased.
- State eliminated separate staffing categories; director salary now part of Program Discretionary.
- Loss of Decategorization funds may require use of endowment.

Motion: Approve FY27 budget as shared and authorize Board Chair to execute contracts.
(Mike)

Second: G. Rutherford

Vote: Motion carried; one nay (A. Ely) who expressed concern about a lack of financial information.

7. Executive Committee – Pay Raises

Motion: Approve 3% wage increase matching Wright County. (D. Follman)

Second: M. Carpenter

Vote: Unanimous aye; motion carried.

8. Fiscal Agent Update

State mandates may force use of an external fiscal agent. Building Families will submit a waiver to remain its own fiscal agent due to cost and audit concerns with alternatives.

9. Bylaws & Policy Updates

Significant state-mandated changes require updates to bylaws and committee structures. Additional committee meetings will be scheduled. Possible collaboration with other ECI boards discussed.

10. Member Comments

General agreement on increasing communication and collaboration.

11. Adjournment

Motion to adjourn: M. Carpenter

Second: Another member

Vote: Unanimous aye; meeting adjourned.