



Building Families Board Meeting Minutes

Date: October 27, 2025

Time: 3:32 PM

Location: Hybrid (In-person & Online via Owl)

Chair: Dean Kluss

Call to Order

Chair Dean Kluss called the meeting to order at 3:32 PM. Attendance included board members and public health representatives. Jamie Johnston joined during the meeting.

Public Comment

McKinley Bailey confirmed no public comments were received.

Approval of Revised Agenda

Motion by Mike Carpenter to approve the revised agenda (sent at 1:49 PM). Second by Sonya Peyton. Vote: Motion carried unanimously.

Approval of Minutes

August 25th Minutes: Motion by Sonya Peyton, Second by Mike Carpenter. Motion carried unanimously.

September 9th Minutes: Motion by Mike Carpenter, Second by Doug Follman. Motion carried unanimously.

Board Updates

Resignation: Sandy Looney effective November 15. Discussion on Wright County vacancy; Sarah Tillman considered. Motion by Sonya Peyton to elect Jamie Johnston and Mike Carpenter to the Board. Second by April Ely. Motion carried unanimously.

Financial Report

June 30th Financial Statement approved. Motion by Mike Carpenter, Second by Doug Follman. Vote: Motion carried unanimously. Key points: Stimulus funding ended, reducing assets; CAP revenue slightly low due to staffing changes; Parent Connection expenses reduced via grants; Chart of accounts revision planned for new fiscal year.

Childcare Wage Enhancement

Flex account balance: \$89,758.65; Additional \$194,000 available in Enhanced Hamilton County Foundation. Spending rate could reach \$180,000/year; bonus reduced from \$2.85/hr to \$2.50/hr. Discussion on sustainability and donor optics. No formal motion; Doug, Cindy, and McKinley to plan communication strategy.

Humboldt County Update

ARPA funds must be spent by Dec 31 of 2027. Plan to reimburse first-quarter bonuses and consider Christmas bonus. Potential to stretch funds through the year by combining ARPA and \$10,000 budget allocation.

Preschool Scholarships

Two pending applications. Motion by Doug Follman to authorize up to \$1,500 from flex funds if new ECI regulations result in a denial. Second by Sonya Peyton. Vote: Motion carried unanimously.

Employer of Record Update

Wright County auditor raised concerns about negative fund balance and delayed payroll info. McKinley increased fund balance by \$20,000 from flex funds. Discussion on improving communication and efficiency: possible use of ACH payments, electronic signatures, Google Drive for claims. Pam Harklau emphasized need for better communication. April Ely raised concerns about oversight and suggested reviewing processes for efficiency. No formal motion; board and Director agreed to explore process improvements.

Audit

Board agreed to contact SurePoint LLC for annual audit pricing before issuing RFP. If price exceeds budget, McKinley will return to board for guidance.

HHS Realignment

The ECI State board opposed regionalization of ECI Areas without legislative action. Likely no major changes this year; local control remains for now. Regionalization may be revisited in the upcoming Legislative Session.

Next Meeting

Scheduled for December 22, 2025 at 3:30 PM.

Adjournment

Motion by Mike Carpenter to adjourn. Second by April Ely. Vote: Motion carried unanimously. Meeting adjourned at approximately 4:15 PM.