

A REGULAR MEETING  
OF THE HOLLY CITY FAMILY CENTER

May 26, 2020

A regular meeting of the Holly City Family Center (HCFC) Board of Trustees was held on Tuesday, May 26, 2020. The meeting was held virtually via the Go To Meeting platform. The meeting was convened at 5:47 pm.

Karen Chiarello proceeded to call the role at this time. Present were: President Heather Santoro, Trustee Kristina Townsend, Trustee Charles Flickinger, Trustee Jaclyn Haas-Benner, and Executive Director Paul Dice. Trustee Pettit was absent.

President Santoro asked for a motion to approve the April 28, 2020 minutes. Trustee Townsend made a motion and Trustee Flickinger seconded. All present were in favor.

**Financials**

The Holly City Family Center (HCFC) posted \$19,493 is negative net income for April. The HCFC's year-to-date net income for the fiscal year to date (10/1/19-4/30/20) is negative \$37,573.

We applied for, and received, \$65,089 from the Federal Payroll Protection Program (PPP). The PPP is a loan program that originated from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. It provides limited support for payroll and utility expenses. The PPP covers the eight weeks from the loan origination date – which is 5/7/20. Of the total PPP amount, 75% must be used for payroll. In our case, the balance may be used for utilities. They have added internet and phone bills to the eligible list. Hopefully, we can open soon so that we are able to use the money. There is a possibility of extending the 8-week requirement to 16-24 weeks. It is currently in Congress for review.

The PPP is forgivable if we maintain an average monthly number of full-time equivalent employees equal or above the average monthly number of full-time equivalent employees during the previous 1-year period. That is a problem. We cannot reach that employment level with a state mandated closure. If we do not open soon, none of it will be forgiven. The full PPP amount that we use (we can return unused amounts) would then convert to a loan with 1% interest with payments commencing within six months.

Our accountant, Tony Polcari, posed the question about employees not wanting to return to work. If that is the case, we would not have to consider that position for our % requirement. We would just need to document the refusal and notify unemployment.

The small leak that we had in the pool is now sealed. The pool is ready for use when we are allowed to open. We just need to raise the temperature.

We have received and installed our new gym equipment. The members should be very happy with the additions.

We are still not sure if we will be able to run summer camp this year. Currently there are strict limits on the numbers of children we would be able to accommodate. These limits are far less than how many we would enroll without the Coronavirus situation.

In anticipation of opening, we are using the down time to deep clean the facility. We are also adding safety precautions, for example, hand washing stations, plexiglass to separate the members from the administrative staff, installation of touchless faucets, toilets, and lighting.

We have not yet received word on our application to the NJ Department of State for the \$10,000 grant for Shine to continue operations.

**Resolution #12-2020** Resolution Approving the Payment of Bills for the Month of May

Roll Call Vote:

Motion: Trustee Townsend

Second: Trustee Flickinger

Roll Call: Unanimous

President Santoro abstained from check #1041

President Santoro asked if there was any old business. There was not.

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President Santoro asked if there was any public comment. There was not.

At 5:48 pm President Santoro asked for a motion to adjourn the meeting. Trustee Townsend made a motion and Trustee Haas-Benner seconded. All present were in favor.