

Community Action Agency of Siouxland  
Board of Directors Meeting  
April 18, 2019

|                        |                  |                 |                    |
|------------------------|------------------|-----------------|--------------------|
| Board Members Present: | Excused:         | Absent:         | Staff Present:     |
| Tito Parker            | Erica Fuentes    | Kayla Price     | Jean Logan         |
| Tina Young             | Kelly Adams      | Marisa Cummings | LaRae Lyons        |
| Char Hesse             | Sally Hartley    |                 | Rachael Ostermyer  |
| Ann Uhl                | Harlan Salvatori |                 | Christie Beatty    |
| Kevin Grieme           | Norma DeLaO      |                 | Vicky Hollingshead |
| Mark Monson            |                  |                 | Andy Brown         |
| Shelly Sorensen        |                  |                 | Caroline Gomez     |
| Rocky De Witt          |                  |                 |                    |
| Ron Engle              |                  |                 |                    |
| Pastor Sheryl Ashley   |                  |                 |                    |
| David Dawson           |                  |                 |                    |
| Dr. Robert Dunker      |                  |                 |                    |
| Coretta Mitchell       |                  |                 |                    |

Tito Parker, Board Chair, called the meeting to order at 4:30 p.m. Roll call was taken with thirteen members present.

Mark Monson moved and Sheryl Ashley seconded to approve the Board meeting minutes and Personnel & Finance Committee minutes of March 21, 2019. Motion carried.

In addition to Jean's written report, she announced that Vicky Hollingshead, our Fiscal Officer, will be retiring at the end of May. Andy Brown, who is our current Accounting Specialist-Payroll, has been hired as her replacement and will be taking over that position June 1<sup>st</sup>. He will be receiving his Bachelors in Business in May. Jean also asked Board Officers to stay at the end of the meeting to sign a bank card.

A motion was made by Mark Monson, seconded by Rocky De Witt, to approve the Board Treasurer's Report of March, 2019. Motion carried.

Jean attended the Policy Council meeting. They approved the Bylaws revisions, reviewed the Early Head Start expansion timeline, approved the new Selection Criteria and went over the Outcomes. Jean mentioned they have a new Chair and they are a great group.

There was no Old Business.

**New Business:** Personnel & Finance (P&F) met prior to the meeting to review/take action on the agenda items.

**HEAP-19-18 Amend. #1:**

A motion was made in P&F, seconded by Ron Engle, to retroactively approve the Executive Director signing weatherization contract #HEAP-19-18 Amend. #1 adding \$181,623 to the contract for a total of \$537,606. Motion carried.

**Early Head Start Expansion Timeline:**

Jean went over the timeline and mentioned that we met with an architect at WIT on Monday and will meet at CrossPointe later in the week. We will have three classrooms at WIT, two at Isabelle Sloan, one at CrossPointe and one at Jackson (War Eagle). This was an awesome grant and it is the buzz in the

community. Rachael and Christie did a lot of work on the grant and are to be commended for the excellent job!

**Head Start/Early Head Start Selection Criteria:**

Recommended points have been added to the Selection Criteria and highlighted, so moved to approve by P&F, seconded by Dr. Robert Dunker. Motion carried

**Policy Council By-laws:**

Recommended changes to the Policy Council By-laws were included in the board packet for review, so moved to approve by P&F, seconded by David Dawson. Motion carried.

**Early Childhood Job Descriptions:**

The following job descriptions include revisions to include positions in the Early Head Start expansion: Center Manger, Early Childhood Coach, Teacher I, II & III, and Food Aide I, II, so moved to approve by P&F, seconded by Mark Monson. Motion carried.

**Head Start/Early Head Start Outcomes:**

Christie Beatty reviewed the Checkpoint 2 GOLD outcomes, breaking it down into school readiness goals and outcomes by age group and center-based sub-groups. Expectations were also broken down based on attendance.

**Committee Assignments:**

P&F made a motion to approve the committee assignments, seconded by David Dawson. Motion carried. Notification of committee meetings will be emailed to the Board as any member is welcome to attend.

**CSBG Mid-Year Report:**

The CSBG Mid-Year Report was emailed to Board members for their review prior to the board meeting. P&F moved and Mark Monson seconded to approve the CSBG Mid-Year Report. Motion carried.

**Annual Recognition Meeting:**

Our Annual Recognition Meeting will be held on Friday, May 3<sup>rd</sup>, at WIT. Please let Caroline know if you plan to attend.

**Carry-In Agenda:**

**Accounting Specialist-Payroll Job Description:**

A few minor changes are being recommended for the Accounting Specialist-Payroll job description, so moved to approve by P&F, seconded by Tina Young. Motion carried.

**Other New Business:**

Included in the Board packet for information were articles on a "Capital Campaign" and "How Poverty Affects Classroom Engagement".

**Adjournment:**

Rocky De Witt moved to adjourn, seconded by Dr. Robert Dunker. Meeting adjourned at 4:55 p.m.



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Tito Parker, Board Chair