

Community Action Agency of Siouxland  
Board of Directors Meeting  
May 16, 2019

**Board Members Present:**

Tito Parker  
Tina Young  
Erica Fuentes  
Ann Uhl  
Kevin Grieme  
Shelly Sorensen  
Rocky De Witt  
Harlan Salvatori  
Pastor Sheryl Ashley  
David Dawson  
Dr. Robert Dunker

**Excused:**

Char Hesse  
Sally Hartley  
Mark Monson  
Ron Engle  
Norma DeLaO  
Coretta Mitchell

**Absent:**

Kayla Price  
Marisa Cummings

**Staff Present:**

Jean Logan  
Scot Orban  
LaRae Lyons  
Vicky Hollingshead  
Rachael Ostermyer  
Lorrie Stedman  
Caroline Gomez

Tito Parker, Board Chair, called the meeting to order at 4:35 p.m. Roll call was taken with a quorum present.

A motion was made by David Dawson, seconded by Kevin Grieme, to approve the Board meeting minutes and Personnel & Finance Committee minutes of April 18, 2019. Motion carried.

In addition to Jean's written report she discussed the following:

- We accepted an offer for Crossroads. The inspection was done today and if everything goes through, closing should be on June 6<sup>th</sup> or 7<sup>th</sup>. Barb Maxon is our Realtor and has been very helpful through the process.
- We received word that Sioux City School District will be moving their classrooms out of Irving pre-school so we will be talking to them about their plans for the building
- In the Early Head Start expansion grant we included CrossPointe Church as a location for one of the classrooms. We received word today that their Board has decided not to do this so we have started looking around for another location.
- The land behind our Isabelle Sloan building has huge sinkholes creating the water to run off into the property below. Lew Weinberg also has property there and has equipment working on it.

Dr. Robert Dunker moved and Harlan Salvatori seconded to approve the Board Treasurer's Report of April, 2019. Motion carried.

Policy Council does not meet until next Monday so there was no report. However, they are having a Sports Night at the Isabelle Sloan building from 5-7 tonight.

There was no Old Business.

**New Business:** The Personnel & Finance (P&F) Committee met prior to the meeting and discussed/took action on the agenda items.

**Approve Job Descriptions:**

P&F moved and David Dawson seconded to approve the job descriptions for Nutrition Assistant and Health Assistant. Motion carried.

**Affirmative Action/EEO Plan:**

A motion was made by P&F, seconded by Tina Young to approve the Affirmative Action/EEO Plan. Motion carried.

**Community Services Block Grant (CSBG) National Performance Indicators:**

P&F moved and Shelly Sorensen seconded to approve the 2020 CSBG National Performance Indicators which were included in the Board packet. Motion carried.

**Strategic Plan:**

The Strategic Plan Update was reviewed with a recommendation to add "Implementation of Early Head Start Classrooms", so moved by P&F, seconded by Dr. Robert Dunker. Motion carried.

**2020 CSBG Action Plan, Application & Budget:**

P&F moved to approve submission of the 2020 CSBG Action Plan, Application and Budget in the amount of \$296,055, seconded by David Dawson. Jean mentioned that CSBG is federal money and is used to co-fund programs which are listed on the budget page. The amounts for each program can be adjusted as needed. Motion carried.

**Variety Children's Charity:**

A motion was made by P&F, seconded by Rocky De Witt, to approve submission of a grant application to Variety Children's Charity. This is to replace the last set of windows at the Isabelle Sloan building, do some tuck pointing on the chimney and cover the boiler room windows which now have plywood over them. Motion carried.

**2019 Head Start/Early Head Start (HS/EHS) Self-Assessment Procedure:**

Rachael explained that the Self-Assessment is an annual process. Data is collected and teams are formed to review, analyze and make recommendations. A volunteer sign-up sheet will be passed around at the next meeting. Sheryl Ashley moved and Dr. Robert Dunker seconded to approve the Self-Assessment Procedure. Motion carried.

**High Scope Curriculum:**

A motion was made in P&F, seconded by David Dawson, to approve High Scope Curriculum training in the amount of \$750 each for new staff (a total of approximately \$22,500). The cost was included in the EHS Expansion grant. Motion carried.

**Audit Firm:**

With the hiring of a new Fiscal Officer, we are requesting an extension of one year for our current auditor, so moved by P&F, seconded by Harlan Salvatori. Shelly Sorensen explained that currently our policies state that we go out for bids after an auditor has performed our audit for a three-year period, but it is within the guidelines to retain an auditor for five years. Motion carried.

**Awesome Biker Nights:**

Lorrie thanked those who have already signed up to volunteer. There are different shifts available so she passed around the sign-up sheet for any others wanting to help.

**Carry-In:**

**FaDSS-19-18:**

P&F moved and Ann Uhl seconded to retroactively approve the Executive Director signing contract FaDSS-19-18 Amend. #1, extending the contract through September 30, 2019. Motion carried.

**June Meeting:**

Jean will be at the CAPLAW Conference during the time of our June meeting. P&F moved and Harlan Salvatori seconded, to cancel the June meeting and have the Executive Committee take care of any urgent business. If a vote is needed by the full Board on something, this can be done by electronic means. Motion carried.

**Kelly Adams:**

Tito Parker read the resignation of Kelly Adams. She is an elected representative of District 3 for which the Board can appoint a replacement until the term expires in March, 2020. She also acted as the Board Secretary – please contact Tito or Jean if you are interested in filling this position.

**Other New Business:**

Tito Parker asked Vicky to stand. She has served as our Fiscal Officer for 40 years and will be retiring at the end of May.

**Adjournment:**

Harlan Salvatori made a motion to adjourn at 5:16 p.m.

  
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Tito Parker, Board Chair