

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

Board Members Present:

Mark Monson
Erica Fuentes
Ann Uhl
Kevin Grieme
Rocky De Witt
Ron Engle
Harlan Salvatori
Sheryl Ashley
David Dawson
Marisa Cummings
Norma DeLaO

Excused:

Tina Young
Char Hesse
Tito Parker
Sally Hartley
Shelly Sorensen
Coretta Mitchell
Dr. Robert Dunker

Absent:

Kayla Price

Staff Present:

Jean Logan
Scot Orban
Rachael Ostermyer
Andy Brown
Caroline Gomez

Guest:

Rachelle Green

Mark Monson, Vice Chair, called the meeting to order at 4:30 p.m. Roll call was taken with a quorum of eleven members present.

Kevin Grieme moved and Norma DeLaO seconded to appoint Dr. Robert Dunker to fill the vacancy for Board Secretary. Motion carried.

David Dawson made a motion, seconded by Norma DeLaO, to approve the Board meeting minutes and Personnel & Finance Committee minutes of May 16, 2019. Motion carried.

Jean introduced Rachelle Green who is interested in becoming a Board member representing "Welfare" in the Public Official category. This is an appointment by the Board of Supervisors.

Rachael reported that the Policy Council met on Monday evening. They approved the purchase of a new van and the expenditures for classroom furnishings for Early Head Start expansion. We have approximately nine positions left to fill out of twenty.

There was no Old Business.

Under New Business, there was discussion about several items needing retroactive approval. Many contracts need to be signed and returned prior to the board meetings so money can be drawn down. David Dawson mentioned that the Bylaws do allow for electronic voting which might be an option to approve items on a timely basis. This will be researched and a solution brought back to the August meeting.

MEC-19-18:

Sheryl Ashley moved and Norma DeLaO seconded to retroactively approve the Executive Director and Board Chair signing weatherization contract #MEC-19-18 in the amount of \$86,674.00. Motion carried.

BHE-19-18:

A motion was made by David Dawson, seconded by Norma DeLaO, to retroactively approve the Executive Director and Board Chair signing weatherization contract #BHE-19-18 in the amount of \$3,299.00. Motion carried.

HEAP-19-18 Amend. #2:

David Dawson moved and Norma DeLaO seconded to retroactively approve the Executive Director signing weatherization contract #HEAP-19-18 Amend. #2, adding \$9,937.00 for Pollution Occurrence Insurance and Liability Insurance. Motion carried.

FaDSS-20-18:

Norma DeLaO moved and David Dawson seconded to retroactively approve the Board Chair and Executive Director signing contract #FaDSS-20-18 in the amount of \$159,513. Motion carried.

SHIP Contracts:

Kevin Grieme made a motion and Erika Fuentes seconded to retroactively approve the Executive Director and Board Chair signing SHIP contracts for the Child Care Nurse Consultant in the amount of \$81,800 and Home Visitation in the amount of \$43,154. Motion carried.

Food Bank Application:

Norma DeLaO moved and David Dawson seconded to retroactively approve submission of a grant application in the amount of \$1,000 for the George J. Williams Memorial Food Bank for which we were awarded \$800.00. Motion carried.

EHS Expansion:

Norma DeLaO moved and Ann Uhl seconded to accept the cost proposal in the amount of \$163,300 for renovation of three EHS classrooms at WIT. Jean mentioned that this was the lower of the two bids received. Motion carried.

Fiscal Manual:

Norma DeLaO made a motion to approve the Fiscal Manual with proposed changes, seconded by Kevin Grieme. Motion carried.

Cost Allocation Plan:

Rocky De Witt moved and David Dawson seconded to approve the revised Cost Allocation Plan which removed Crossroads as one of our major programs and included an updated Organizational Chart. Motion carried.

Home Visitation Safety Policy #500:

Jean mentioned that we have quite a number of staff who make home visits so wanted to include a Home Visitation Safety Policy in our Personnel Policies, so moved to approve by David Dawson, seconded by Norma DeLaO. Motion carried.

Dress Policy & Appearance #716:

Sheryl Ashley moved and Ann Uhl seconded to approve the updated Dress Policy and Appearance #716. Motion carried.

Bereavement Leave Policy #308:

David Dawson moved and Rocky De Witt seconded to approve the updated Bereavement Leave Policy #308, adding language (may be non-consecutive days). Jean mentioned that occasionally an employee may request non-consecutive days depending on circumstances, i.e. making funeral arrangements and then waiting for family members to arrive. Motion carried.

Risk Assessment Summary:

Jean explained and she and Scot (HR Director), to be in compliance with the Organizational Standards, completed an on-line Risk Assessment and identified three areas to strengthen. A copy of this was shared with Board members.

Mini-Van:

David Dawson moved and Kevin Grieme seconded to approve the purchase of a mini-van for the Early Head Start Expansion program, not to exceed the cost of \$25,000. Motion carried.

Audit:

Last month the board approved extending the services of our current auditor for another year. We received a quote from them in the amount of \$21,250 to perform our 2019 audit, so moved to approve by Sheryl Ashley, seconded by David Dawson. Jean checked with Shelly Sorensen, who is chair of our Audit Committee, and she was okay with this price. Motion carried.

Woodbury County Fair:

This year the Woodbury County Fair is July 31-August 4. A volunteer sign-up sheet was passed around at the beginning of the meeting for any board members who would like to volunteer.

Carry-In:

Early Head Start (EHS) Expansion:

A cost comparison was completed with three price quotes for EHS classroom furnishings and materials. A recommendation was made to purchase from Lakeshore in the amount of \$90,384.66 with free shipping. In addition they will also provide merchandise certificates, unbox and assemble at no charge, and free storage until classrooms are ready, which has an in-kind value of \$31,300.00, so moved by Harlan Salvatori, seconded by Erica Fuentes. Motion carried.

Other New Business:

Big Truck Night is next Thursday, July 25th, from 5:00-6:30 p.m. in the parking lot west of the Tyson Center.

Adjournment:

Norma DeLaO made a motion to adjourn. Meeting adjourned at 5:05 p.m.



Mark Monson, Board Vice Chair