

Community Action Agency of Siouxland
Board of Directors Meeting
May 21, 2020
(Via Zoom)

Board Members Present:

Harlan Salvatori
Tito Parker
Mark Monson
Dr. Robert Dunker
Erica Fuentes
Sally Hartley
Heidi Nelson
Ron Engle
Pastor Sheryl Ashley
David Dawson
Coretta Mitchell

Excused:

Pastor Catie Newman
Ann Uhl
Erica Brown
Shelly Sorensen
Rachelle Green
Norma DeLaO

Absent:

Tina Young
Rocky De Witt
Marissa Cummings

Staff Present:

Jean Logan
Scot Orban
Rachael Ostermyer
Kim Wilson
Caroline Gomez

Harlan Salvatori, Board Chair, called the meeting to order at 4:40 p.m. Roll call was taken with eleven members present via Zoom.

David Dawson moved and Tito Parker seconded to approve the Board meeting minutes and Personnel & Finance Committee minutes of April 16, 2020. Motion carried.

Jean added to her Executive Director's Report that we received the first draft of new building plans. Kim will contact the building committee to set up a meeting with them. The Low-Income Home Energy Assistance Program has been extended through June 30th. Community Action Agency will be featured on the Siouxland Chamber's Rush Hour Connect on May 28th and will be doing a food drive for us the week of June 1st.

A motion was made by David Dawson and seconded by Tito Parker to approve the Board Treasurer's Report of April, 2020. Motion carried.

Rachael reported that the Policy Council was to meet on Monday but they did not have a quorum. Information will be sent out to them for approval.

There was no Old Business.

New Business:

FaDSS-20-18 Amend. #1:

Dr. Robert Dunker moved and David Dawson seconded to retroactively approve the Executive Director signing FaDSS-20-18 Amend. #1 extending the contract through September 30, 2020 and revising line items with no change in the budget. Motion carried.

LIHEAP-20-18 Amend. #4:

A motion was made by Dr. Robert Dunker and seconded by Tito Parker to retroactively approve the Executive Director signing LIHEAP-20-18 Amend. #4 adding \$67,765 to the contract for a total of \$1,753,527. Motion carried.

CSBG-19-18:

David Dawson moved and Tito Parker seconded to approve a request for a 3-month extension through September, 2020 for CSBG-19-18 . Motion carried.

Head Start/Early Head Start (HS/EHS) Policies:

Policies #10.11 thru #10.19 included in the Nutrition Section and Policy #5.7 Phones for Families were included in the board packet for review, so moved to approve by Dr. Robert Dunker, seconded by Tito Parker. Motion carried.

COVID-19 Head Start Summer Program:

Rachael provided a summary of the summer program supplemental application. Mark Monson made a motion and Tito Parker seconded to retroactively approve submission of the COVID-19 Head Start Summer 2020 Program supplemental application in the amount of \$90,700. Motion Carried.

COVID-19 One-Time Supplemental for HS/EHS:

This supplemental grant will include funding for one-time activities or actions to prevent, prepare for, and respond to COVID-19. A summary of items was included in the board packet. David Dawson moved and Tito Parker seconded to retroactively approve submission of the FY20 COVID-19 One-Time Supplemental application for HS/EHS in the amount of \$24,650. Motion carried.

COVID-19 One-Time Supplemental for EHS Expansion:

This supplemental grant will also include one-time activities or actions in response to COVID-19. A summary of this application was reviewed by board members prior to the meeting. A motion was made by Mark Monson and seconded by Dr. Robert Dunker to retroactively approve submission of the FY20 COVID-19 One-Time Supplemental application for EHS Expansion in the amount of \$16,240. Motion carried.

Self-Assessment Procedure:

The HS/EHS Self-Assessment Procedure 2020 includes an explanation and timeline for 2020, so moved to approve by Mark Monson, seconded by Tito Parker. Motion carried.

Committee Assignments:

Officers of the Board are seated on the committees according to the Bylaws. There were no other nominations for the Executive Committee or any changes recommended to the Personnel & Finance Committee; the Planning, Program and Development Committee; the Building Committee; or the Audit Committee. Tito Parker moved and David Dawson seconded to approve the Committee Assignments as presented. Motion carried.

Sherwood Foundation:

As Jean mentioned in her Board report, she was contacted by Olga Guevara, Executive Director of Unity in Action. The Sherwood Foundation recommended that she contact a Community Action Agency. They would like us to be the Fiscal Agent for \$100,000 to provide relief and emergency services to those who are most vulnerable in our tri-state area – those working in meatpacking, immigrants, undocumented individuals, etc. and not eligible for public assistance. Staff at Mary Treglia and Unity in Action would be taking applications which we would track in THO. We would process the checks for rent, utilities, water, groceries - some gift cards for local grocery stores within walking distance of where the families live, etc. Jean has received a letter of intent from the Foundation and will work on developing a MOU with board approval. David Dawson made a motion to enter into an agreement with the Sherwood Foundation, seconded by Sheryl Ashley. Motion carried.

Iowa Workforce Development Board Staff:

The local regional workforce development board will be merged with the Council Bluffs and Carroll regions. They are creating a new position that will report directly to the board and we have been asked if we would be interested in staffing this position; it would involve scheduling board meetings, taking minutes, monitoring the employment and training programs authorized by the board and possibly some emergency grant writing. The salary has not yet been negotiated. After much discussion, Mark Monson moved and David Dawson seconded to allow Jean to further investigate the details of this position and report back to the board for a decision to stop or move ahead. Motion carried.

Telecommuting Policy:

With the COVID-19 pandemic, we don't know how long some staff will be working from home so this policy was created to clarify current practices. Dr. Robert Dunker moved and Mark Monson seconded to approve the Telecommuting Policy. Motion carried.

Siouxland Recovery Fund:

We have agreed to be the lead agency to provide Personal Protective Equipment (PPE) to local non-profits. We are requesting approval to submit a grant to the Siouxland Recovery Fund in the amount of \$7,000 to cover the costs of masks, hand sanitizer and a monetary payment to individuals who have already created masks, so moved to approve by David Dawson, seconded by Tito Parker. Motion carried.

Carry-In:

CSBG-20S-18:

Mark Monson moved and Tito Parker seconded to approve the Executive Director and Board Chair signing the CSBG Supplemental contract #CSBG-20S-18 in the amount of \$413,911. Motion carried.

Adjournment:

Tito Parker made a motion and David Dawson seconded to adjourn. Motion carried with adjournment at 5:27 p.m.



Harlan Salvatori
Board Chair