

Community Action Agency of Siouxland
Board of Directors Meeting (Via Zoom)
August 20, 2020

Board Members Present:

Harlan (Curly) Salvatori
Tito Parker
Sally Hartley
Heidi Nelson
Mark Monson
Shelly Sorensen
Justin Wright
Ron Engle
Pastor Sheryl Ashley
David Dawson
Dr. Robert Dunker
Coretta Mitchell

Excused:

Erika Fuentes
Pastor Catie Newman
Rachelle Green
Erica Brown

Absent:

Tina Young
Norma DeLaO

Staff Present:

Jean Logan
Scot Orban
Rachael Ostermyer
Kim Wilson
Andy Brown
Caroline Gomez

Curly Salvatori, Board Chair, called the meeting to order at 4:31 p.m. Roll call was taken with a quorum present. An email was received from Ruth Ann Uhl resigning from her seat on the board. Justin Wright was welcomed as a Public Official appointed by the Board of Supervisors representing the NE rural area. He met with Jean and is anxious to learn more about our services.

Mark Monson moved and Tito Parker seconded to approve the Board meeting minutes and Personnel & Finance Committee minutes of July 16, 2020. Motion carried.

In addition to Jean's written report she added that there is a LIHEAP amendment #5 on the agenda and there is an amendment #6 as a carry-in. There were no other questions or comments.

Mark Monson made a motion, seconded by Tito Parker, to approve the Board Treasurer's Report of July, 2020. Motion carried.

Rachael mentioned that Policy Council met Monday and approved the Classroom Aide job description, the Return-to-Learn Plan and the Pandemic Policy.

There was no Old Business.

New Business: Items on the agenda were reviewed/action taken by Personnel & Finance.

Emergency Solution Cares Act:

P&F moved and Mark Monson seconded to retroactively approve the Executive Director signing the Emergency Solution Cares Act Agreement with Iowa Finance Authority in the amount of \$29,566. Jean mentioned that this is to help prevent homelessness. Motion carried.

CSBG-20S-18:

A motion was made in P&F and seconded by Dr. Robert Dunker to retroactively approve the Executive Director signing the supplemental grant #CSBG-20S-18 in the amount of \$413,911. Motion carried.

Home Visitation & Child Care Nurse Consultant (CCNC):

P&F moved and Tito Parker seconded to retroactively approve the Executive Director signing the Home Visitation contract in the amount of \$42,779.27 and the CCNC contract in the amount of \$83,888.14, both through SHIP. Motion carried with Sally Hartley and Mark Monson abstaining.

LIHEAP-20-18 Amend. #5:

P&F made a motion and David Dawson seconded to retroactively approve the Executive Director signing LIHEAP-20-18 Amend. #5 adding \$63,764 for the summer deliverable fuel pre-buy. Jean explained we contract with propane vendors during the summer at a set price (99¢-\$1.20). With the pre-buy, if a client needs propane in the winter, they can get it immediately rather than wait until we pay the vendor. Motion carried.

Mid-American COVID-19:

P&F moved and Mark Monson seconded to approve the Executive Director signing a Mid-American COVID-19 agreement with Iowa Community Action Association (ICAA). Jean explained that those affected by COVID-19 and who qualify will receive a one-time credit of \$500 on their bill. Motion carried.

ICAA COVID-19 Iowa Eviction Program:

A motion was made in P&F, seconded by David Dawson, to approve the Executive Director signing Amend. #1 to the ICAA COVID-19 Iowa Eviction Prevention Program partner agreement with Iowa Finance Authority. Jean said this is for rental assistance and people can apply online. Originally the agreement was that each agency receive \$3,000 to help administer the program and that has been reduced to \$1,000. Depending on the number of applications submitted, this amount can change. Motion carried.

CSBG Budget Amendment:

Jean mentioned that this CSBG budget amendment is adding Western Iowa Workforce Development as a co-funded program which was approved by DCAA, so moved by P&F and seconded by Mark Monson. Motion carried.

Return-to-Learn Plan:

P&F moved and Shelly Sorensen seconded to approve the Head Start/Early Head Start Return-to-Learn Plan. Rachael, staff, parents and their health advisory committee put a lot of time and effort to put this plan together. There are three different plans that can be used, depending on conditions of COVID-19. Enrollment will be reduced to keep class sizes smaller. Classes will start September 2nd on-site Monday-Friday. With some of our classrooms being located within the Sioux City schools, Rachael has advised them of our plans for their okay. Motion carried.

Classroom Aide Job Description:

P&F made a motion and Tito Parker seconded to approve the job description for a Classroom Aide. This is a new position and plans are to hire an aide for all 25 classrooms. Motion carried.

Early Childhood Pandemic Policies:

P&F moved and Heidi Nelson seconded to approve the Early Childhood Pandemic Policies. This policy covers the family service procedures. Motion carried.

Agency Bylaws:

All Board members were given a copy of the agency bylaws for review. The Planning Committee also met to review them with no recommended changes.

Board Representatives:

Two applications were submitted for our Native American representative and Erica Brown, who is our Head Start representative, would like to represent District 4 of the Elected group. P&F made a motion to appoint Trisha Etringer as the Native American representative and Erica Brown to District 4, seconded by Sheryl Ashley. Motion carried.

Audit Firm:

Shelly Sorensen reported that several requests for proposals for audit services were sent out. Only two bids were received. The Audit Committee reviewed both, and while they would like to have a local firm, based on the bid, they recommended Hamilton & Associates of Council Bluffs, so moved to approve by Mark Monson, seconded by Tito Parker. Motion carried.

Child & Adult Care Food Program (CACFP):

Mid-Sioux's service area covers five counties. They will be making a decision in the near future as to whether they will continue to administer CACFP for their region. The program is funded through the Department of Education and reimburses day care providers for meals and snacks. If given the opportunity, Jean is asking the Board's permission to apply for Mid-Sioux's service area for CACFP, so moved to approve by P&F, seconded by David Dawson. Motion carried.

Carry-In:

LIHEAP-20-18 Amend. #6:

P&F moved and Mark Monson seconded to approve the Executive Director signing LIHEAP-20-18 Amend. #6, adding \$26,066 to the contract for a total of \$1,843,357.00. Motion carried.

Other New Business:

There was discussion on the General Assistance Program.

Kim announced that she has been with the agency for one year and has truly enjoyed working with board members and staff. The concrete has been removed from the property. Bacon Creek design submitted a first draft for a new building and will work on getting changes made, along with making it a two-story.

Tito Parker thanked everyone for doing a fantastic job and welcomed Justin Wright to the board.

Mark Monson told Rachael to keep up the good work and her staff is doing a great job.

Jean mentioned that our Outreach staff has been bombarded with doing applications for rent, water and utilities. She does not plan to open our doors yet and we will continue to do applications over the phone. We will be upgrading our technology using the CARES money which the board approved.

Electronic Vote on New Phone System:

On August 26, 2020, Jean emailed all board members with information and quotes received for a new phone system for our agency. Norma DeLaO made a motion and Heidi Nelson seconded to accept the quote from NetSys+. Motion carried.


Harlan Salvatori, Board Chair