

Community Action Agency of Siouxland  
Board of Directors Meeting  
November 19, 2020

**Board Members Present:**

Harlan Salvatori  
Tina Young  
Erica Brown  
Tito Parker  
Sally Hartley  
Heidi Nelson  
Mark Monson  
Justin Wright  
Rachelle Green  
Ron Engle  
Pastor Sheryl Ashley  
David Dawson  
Dr. Robert Dunker  
Coretta Mitchell  
Trisha Etringer

**Excused:**

Norma DeLaO  
Erika Fuentes

**Absent:**

Pastor Katie Newman

**Staff Present:**

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

Harlan Salvatori, Board Chair, called the meeting to order at 4:30 p.m. via zoom. Roll call was taken with sixteen members present.

Tito Parker moved and Mark Monson seconded to approve the Board meeting minutes and Personnel & Finance Committee minutes of October 15, 2020. Motion carried.

Jean added to her Executive Director's report that the auditors were here this week. She met with them today and everything went very well. We are serving as IWD's Board support. Two RFP's were sent out and are due today so next month we will know who the service providers are for Western Iowa.

A motion was made by David Dawson and seconded by Sheryl Ashley, to approve the Board Treasurer's Report of October, 2020. Motion carried.

Rachael reported that the Policy Council met quorum this month and approved the Personnel Policies, two grant applications and the five-year goals. Since Erica Brown now represents District 4 on the Board, they will be selecting a new PC representative to fill the Head Start vacancy.

There was no Old Business.

**New Business:** (Personnel & Finance met prior to the meeting to discuss/take action on the Agenda items.

**MEC-20-18:**

P&F moved and Tito Parker seconded to retroactively approve the Executive Director signing MEC-20-18 Amend. #1 adding \$45 to the support line item, for a total contract of \$91,873. Jean mentioned that this was due to a transposition error. Motion carried.

**CACFP Civil Rights:**

A brochure on Civil Rights Requirements in the CACFP was included in the Board materials for review by all members.

**CSBG Extension:**

A motion was made in P&F, seconded by Mark Monson, to approve a request for a three-month extension through March, 2021 of CSBG-20-18. Jean mentioned that the amount of carryover by the end of December would be approximately \$225,000. Motion carried.

**Head Start/Early Head Start Grant Application:**

P&F moved and David Dawson seconded to approve submission of the Head Start/Early Head Start Baseline grant application. Rachael included an Executive Summary and budget in the board material and mentioned that this is Year 2 of our five-year grant. The grant period is from March 1, 2021 through February 28, 2022 in the amount of approximately 3.6 million excluding the non-Federal share. Motion carried.

**Early Head Start Expansion:**

P&F moved and Tito Parker seconded to approve submission of the Early Head Start Expansion grant. An Executive Summary and budget was included in the board material for review. This is Year 3 of the grant which is for the seven Early Head Start classrooms. Rachael mentioned she did not make any changes in the grant and the dollar amount is approximately 3.6 million. Motion carried.

**Early Childhood Five Year Program Goals:**

P&F made a motion and Mark Monson seconded to approve the Early Childhood Five Year Program Goals. Rachael reported that they had a goal planning session in October which Sally Hartley and Erika Fuentes attended. They listed five goals with objectives and action steps for each: (1) Trauma-informed services; (2) High-Quality School Readiness Services; (3) Parent Education & Support; (4) Family Self-Sufficiency; and (5) Electronic Document System. Motion carried.

**Personnel Policies #509 and #719:**

Language was added to these policies to include: "In the event of an emergency closing of the Agency or any Agency site, employees on tele-commute assignments are expected to work their normal scheduled hours as they are unaffected by a site closure.", so moved to approve by P&F, seconded by David Dawson. Motion carried.

**Carry-In:**

**Consolidation of two Head Start/Early Head Start Grants (HS/EHS):**

Per program instruction from the Administration for Children and Families (ACF), agencies may request to consolidate the Head Start/Early Head Start grants, reducing the administrative and financial burden of operating multiple grants. P&F moved and Tina Young seconded to approve a request to consolidate the HS/EHS grants. Motion carried.

**LIHEAP-21-18:**

P&F moved and Dr. Robert Dunker seconded to retroactively approve the Executive Director signing LIHEAP-21-18, Amend. #1 adding \$1,420,254 to the contract. Jean mentioned that our Community Services Department has been really busy helping people with utilities. Iowa Finance Authority also has a program that will help with utilities and water up to \$2,000, and rent up to \$3200 for four months, both ending December 31<sup>st</sup>. Motion carried.

**CSBG-21-18:**

A motion was made in P&F and seconded by Mark Monson, to approve the Executive Director and Board Chair signing CSBG-21-18, anticipating the dollar amount will be approximately \$302,148. Motion carried.

**CSBG Year End Report and NPI's:**

The Agency Resources Report for CSBG year ending September, 2020 and the Individual and Family NPI's was emailed to board members for their review, so moved to approve by P&F, seconded by Dr. Robert Dunker. Motion carried.

**Other New Business:**

Mark Monson commented that with all the programs we administer, not one starts or ends on the same dates. Our Fiscal Dept. is to be commended for the marvelous job they do.

**Adjournment:**

A motion to adjourn was made by Mark Monson and seconded by Tito Parker. Meeting adjourned at 4:56 p.m.

A handwritten signature in blue ink that reads "Harlan Salvatori". The signature is written in a cursive style and is positioned above a horizontal line.

Harlan Salvatori, Board Chair