

Community Action Agency of Siouxland
Board of Directors Meeting
January 21, 2021

Board Members Present:

Harlan Salvatori
Tina Young
Erika Fuentes
Erica Brown
Tito Parker
Sally Hartley
Mark Monson
Shelly Sorensen
Justin Wright
Ron Engle
Pastor Sheryl Ashley
David Dawson
Dr. Robert Dunker
Coretta Mitchell
Pastor Catie Newman

Excused:

Heidi Nelson
Rachelle Green
Trisha Etringen
Norma DeLaO

Absent:

Staff Present:

Jean Logan
Scot Orban
Kim Wilson
Rachael Ostermyer
Andy Brown
Christie Beatty
Michelle Saravia
Caroline Gomez

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

Liz Larson of Hamilton Associates did a presentation of the audit and report to the board, reviewing the assets, expenses, financial statements and Federal awards. LIHEAP was the main program audited this year. The report to the board summarizes certain matters required by the professional standards and responsibilities of the auditor and management. There were no findings or compliance issues. Liz stated that our staff does a very good job and they are always able to answer any questions. Tito Parker moved and Catie Newman seconded to approve the audit for FY2020. Motion carried.

The 990 is basically data entry from the audit and is a non-profit tax return. There were no questions. Dr. Robert Dunker made a motion and Mark Monson seconded to approve Form 990. Motion carried.

David Dawson moved and Mark Monson seconded to approve the board meeting minutes and Personnel & Finance Committee minutes of November 19, 2020. Motion carried.

Jean noted that Item #4 of the agenda will be omitted. She was on a telephone meeting this morning concerning more funding from Iowa Finance Authority to help with rent, utilities and water.

A motion was made by Mark Monson, seconded by Shelly Sorensen, to approve the Board Treasurer's Report of November and December, 2020. Motion carried.

Rachael had nothing to report from the Policy Council – they did not meet in December and the January meeting is next Monday.

There was no Old Business.

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

School Readiness Outcomes Checkpoint 1:

Christie Beatty and Michelle Saravia reported on outcomes in the classrooms and the home visitation program summarizing by age groups in each of our seven school readiness goals. They also reviewed

data from different subgroups: Dual Language Learners, Disabilities, Homeless, LENA Home and the Virtual Learners classroom.

Early Childhood Pandemic Policies:

P&F moved and Mark Monson seconded to approve Policy 12.5 Pandemic At-Home Learning Plan, Policy 12.6 Virtual Home Visitation Services and Policy 12.7 Pandemic Virtual Program Events. Motion carried.

EHS Non-Partnership Expansion Non-Federal Share Budget Revision and Waiver Request:

P&F made a motion and David Dawson seconded to approve a waiver request for our non-federal match of the EHS expansion. This is necessary due to the smaller classroom size and parents not being able to go into the classrooms to volunteer. Motion carried.

CSBG-20S-18 Budget Amendment:

P&F moved and Mark Monson seconded to approve submission of CSBG-20S-18 budget amendment changing amounts in line items, with total budget remaining the same. Motion carried.

HEAP-21-18:

P&F moved and David Dawson seconded to retroactively approve the Board Chair and Executive Director signing HEAP-21-18 in the amount of \$217,940.00. Motion carried.

MEC-21-18:

P&F made a motion and Mark Monson seconded to retroactively approve the Board Chair and Executive Director signing MEC-21-18 in the amount of \$91,910.00. Motion carried.

BHE-21-18:

P&F moved and David Dawson seconded to retroactively approve the Board Chair and Executive Director signing BHE-21-18 in the amount of \$3,299.00. Motion carried.

Iowa Emergency Solutions Grant (ESG):

P&F moved and Sheryl Ashley seconded to retroactively approve the Executive Director signing the 2021 ESG grant in the amount of \$63,584.00. This is in part for Homeless Prevention and Welcome Home. Motion carried.

Iowa Emergency Solutions Grant CARES Act:

P&F moved and Mark Monson seconded to retroactively approve the Executive Director signing the Iowa Emergency Solutions Grant CARES Act in the amount of \$18,915. This is for Welcome Home. Motion carried.

Sioux City Lions Club:

P&F moved and David Dawson seconded to retroactively approve submission of a Sioux City Lions Club Charity Grant in the amount of \$2,482 for sleep sacks. Motion carried.

Women United Brighter Futures Grant:

P&F made a motion and Catie Newman seconded to retroactively approve submission of a Women United Brighter Futures Grant in the amount of \$50,000.00 for Welcome Home. Motion carried.

Junior League Grant:

P&F moved and Shelly Sorensen seconded to retroactively approve submission of a Junior League grant in the amount of \$1,000 to purchase feminine products. Motion carried.

MRHD Grant:

P&F moved and David Dawson seconded to approve submission of a MRHD grant for up to \$15,000 for new windows at our Isabelle Sloan building. Motion carried.

DQ Smiles and Stories Grant:

P&F made a motion, seconded by Mark Monson, to approve submission of a DQ Smiles & Stories grant to purchase children's books. Motion carried.

Policy 401 Wage Structure:

A recommendation is being made to add a "Retention" clause in Policy 401 which states that a salary counter offer within an employee's pay range may be granted to retain that employee....., so moved by P&F, seconded by Tina Young. Motion carried.

Job Descriptions:

Recommended changes are being made (and highlighted) in the following job descriptions: Home Visitor, Community Services Director, Assistant Community Services Director, Accounting/IT Support Specialist, and Accounting Specialist, so moved to approve by P&F, seconded by David Dawson. Motion carried.

CSBG FY2021 NPI's:

P&F moved and Mark Monson seconded to approve submission of the CSGB 2021 NPI initial target reports. Motion carried.

There was no other business.

Adjournment:

A motion was made by Dr. Robert Dunker to adjourn at 5:30 p.m. Motion carried.

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