

Community Action Agency of Siouxland  
Board of Directors Meeting  
April 15, 2021

**Board Members Present:**

Harlan Salvatori  
Mark Monson  
Pastor Catie Newman  
Karen Havlicek  
Sally Hartley  
Heidi Nelson  
Shelly Sorensen  
Justin Wright  
Rachelle Green  
Ron Engle  
David Dawson  
Dr. Robert Dunker  
Coretta Mitchell  
Trisha Etringer  
Norma DeLaO

**Excused:**

Erika Fuentes  
Pastor Sheryl Ashley  
Tito Parker

**Absent:**

Tina Young

**Staff Present:**

Jean Logan  
Scot Orban  
Rachael Ostermyer  
Kim Wilson  
Caroline Gomez

Harlan Salvatori, past Chair, turned the meeting over to Mark Monson, newly elected Chair. The meeting was called to order at 4:31 p.m. with fifteen members answering roll call via Zoom.

The resignation of Erica Brown was announced, so moved to accept by Harlan Salvatori, seconded by Shelly Sorensen. Motion carried.

Karen Havlicek was welcomed as our District 5 Representative. She announced she is happy to be on our board.

Norma DeLaO moved and Rachelle Green seconded to approve the Board meeting minutes and Personnel & Finance Committee minutes of March 18, 2021. Motion carried.

Jean announced that Iowa State Extension will be giving away food boxes next Friday, April 23<sup>rd</sup>, at 10:00 a.m. at the Explorers field. As a partner in this event, our agency can pick up boxes for families we serve and can invite other nonprofits to participate as well. This is open to the public so there will be a separate line for individuals/families and another for agencies. The boxes will include milk, cheese, fruit, etc. They are planning to do this county-wide.

Norma DeLaO made a motion, seconded by Trisha Etringer, to approve the Board Treasurer's Report of March, 2021. Motion carried.

Rachael mentioned that Policy Council does not meet until Monday but the Executive Committee met to approve the 1.35% COLA which was approved by the Board last month.

There was no Old Business.

**New Business: Personnel & Finance (P&F) met prior to the meeting and reviewed/took action on the agency items.**

**HEAP-21-18:**

P&F moved and Norma DeLaO seconded to retroactively approve the Executive Director signing HEAP-21-18 Amend. #1 adding \$382,216.00 to the contract for a total of \$600,136.00. Motion carried.

**CSBG-21-18:**

P&F made a motion and Norma DeLaO seconded to retroactively approve the Executive Director signing CSBG-21-18 Amend. #3 adding \$2,049 to the contract for a total of \$304,197.00. Motion carried.

**DOE-21-18:**

P&F moved and Norma DeLaO seconded to retroactively approve the Executive Director and Board Chair signing weatherization contract #DOE-21-18 in the amount of \$227,413.00. Motion carried.

**Amerigroup Iowa-CHAMP funds:**

A motion was made by P&F, seconded by David Dawson, to retroactively approve the Executive Director signing an agreement with IACAD for Amerigroup Iowa-CHAMP funds in the amount of \$10,000.00. Jean mentioned these funds can be used when someone is facing some type of health issue, i.e. rent, water, sports equipment or registrations for kids, fitness memberships, etc. Motion carried.

**FaDSS:**

P&F moved and Trisha Etringer seconded to approve a request for extension of the FaDSS contract through September, 2021 and to approve the budget revision changing line items. Motion carried.

**Head Start/EHS Supplemental Funds:**

We received an additional \$134,834 in supplemental funds to continue responding to COVID-19. We hired additional classroom aides to help cover during the pandemic and this additional funding will allow us to retain those staff. We did not have to submit an application or a new budget but are asking the board's approval to keep these additional staff, so moved by P&F, seconded by Norma DeLaO. Motion carried.

**CSBG NPI Reports:**

The 6-month Employment National Performance Indicator (NPI) was included in the packet for review; P&F moved and Norma DeLaO seconded to approve. Motion carried.

**COLA:**

Last month the Board approved a 1.35% COLA and we would like to add another 2.15%, making it a total of 3.5%, retroactive to March 1, 2021. The projected increase was shared with the Board. P&F made a motion and Heidi Nelson seconded to add an additional 2.15% COLA, for a total of 3.5%. Carried.

**Salary Chart:**

On our current Pay Chart, Grade 1 has no positions listed; we are proposing to delete that from our chart and renumber the remaining grades. There are also some position changes which are highlighted. P&F moved and Norma DeLaO seconded to approve the changes in the pay chart. Motion carried.

**Job Descriptions:**

Updated job descriptions were included in the board packet with changes in duties and/or pay grade highlighted, so moved to approve by P&F, seconded by Norma DeLaO. Motion carried.

**Committee Assignments:**

Mark Monson, Board Chair, prepared a list of committee assignments with officers seated according to the Bylaws. P&F made a motion and David Dawson seconded to approve the committees as presented. Motion carried.

**Carry-In Agenda:**

**Erica Brown Resignation:**

This agenda item was moved to the beginning of the meeting

**Liberty National Bank Corporate Resolution:**

P&F moved and Norma DeLaO seconded to approve the Liberty National Bank Corporate Resolution authorizing Jean Logan and the Board officers as signatories. Motion carried. (Shelly Sorensen was excused from the meeting prior to this but wished to abstain.)

**HUD Economic Development:**

P&F made a motion and Norma DeLaO seconded to approve submission of an application to HUD Economic Development in the amount of \$1.1 million to put towards a new building. Kim mentioned we were contacted by Rep. Feenstra's office about this funding through the federal government. We also received a number of letters of support to send with the application. Motion carried.

**Other New Business:**

Mark Monson was appointed by the Woodbury County Board of Supervisors to take the place of Jeremy Taylor while he is deployed. A couple whose furnace broke down and were using space heaters to warm a couple of rooms in their home came to the agency for assistance but did not qualify. Mark offered to donate the \$2200 salary he received from the county and upped it to \$2500 to assist this couple with a new furnace. Mark's wife heard about it and wrote an additional check for \$500. The couple's garbage disposal also went bad so Mark and Judy helped with another \$100. Al Joens of KTIV is doing a news story on this so Mark is hoping it will help generate some funding.

Harlan Salvatori mentioned that this week is "Week of the Young Child". Rachael mentioned that because of COVID, we could not invite people into the classroom to read or to have lunch with the children. If there is anyone who would like to read a story, please let her know and she would love to arrange something online.

**Adjournment:**

Harlan Salvatori made a motion to adjourn. Meeting adjourned at 5:03 p.m.

  
Mark Monson, Board Chair