

Community Action Agency of Siouxland  
Board of Directors Meeting  
June 17, 2021

**Board Members Present:**

Mark Monson  
Tina Young  
Erika Fuentes  
Karen Havlicek  
Tito Parker  
Sally Hartley  
Heidi Nelson  
Justin Wright  
Rachelle Green  
Ron Engle  
Harlan Salvatori  
Pastor Sheryl Ashley  
David Dawson  
Dr. Robert Dunker  
Trisha Etringer

**Excused:**

Shelly Sorensen

**Absent:**

Pastor Catie Newman  
Norma DeLaO  
Coretta Mitchell

**Staff Present:**

Jean Logan  
Rachael Ostermyer  
Kim Wilson  
Caroline Gomez

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

Tito Parker moved and Rachelle Green seconded to approve the Board minutes and Personnel & Finance Committee minutes of May 20, 2021. Motion carried.

Jean reported that Heidi Nelson will be leaving the Board as she is moving to Cherokee. We will be asking the Board of Supervisors to appoint Kevin Grieme. Dr. Dunker has also submitted his resignation. He said it's been wonderful being on the board and working with Jean and the Board has been a lot of fun. Our lease for Welcome Home is five years old and we have not been filled to capacity so Jean is considering dropping our apartments down to six. Our disaster contract with DHS/ICAA has been renewed. There has been a lot of frustration with the Iowa Finance Authority Rental Assistance Program. Jean is on the Board for the Hope Center (Sunnybrook). They receive two semi load's each month of various household and business items (furniture, kitchen appliances, office supplies, etc.) with which about 35 organizations are assisted. They are in need of warehouse space. Jean visited with State and it would be allowable to use CSBG funds to help if the Board wants to move forward.

David Dawson made a motion, seconded by Tina Young, to approve the May, 2021 Board Treasurer's report. Motion carried.

Rachael mentioned that the Policy Council will meet on Monday. The Office of Head Start will be conducting a monitoring review next week with one phone call per day per component.

There was no Old Business.

**New Business:** Personnel & Finance(P&F) met prior to the meeting to review/take action on the agenda items.

**LIHEAP-21ARPA-18:**

P&F moved and Tito Parker seconded to approve the Executive Director and Board Chair signing contract LIHEAP-21ARPA-18 in the amount of \$382,663. Motion carried.

**Head Start/Early Head Start Carryover (Grant #07CH011695):**

P&F made a motion and David Dawson seconded to approve the Head Start/Early Head Start Carryover request in the amount of \$229,012. Rachael mentioned that due to COVID, the number of children served was lower last year. The carryover funds will be used for program operations, curriculum materials and supplies for the classrooms. Motion carried.

**Early Head Start Expansion Carryover (Grant #07HP000152):**

P&F moved and Tito Parker seconded to approve the Early Head Start Expansion Carryover request in the amount of \$155,138. Rachael mentioned that again, due to COVID, we have \$140,270 available in carryover funds for program operations. We plan to continue funding the Classroom Aide positions, make additions to our playgrounds, provide teachers with iPads and purchase additional supplies. A total of \$14,868 is anticipated in TTA and our plan is to hire a full-time Early Childhood Coach with a portion of those wages obligated to the training carryover. Motion carried.

**Shared Visions Preschool:**

P&F made a motion, seconded by Tito Parker, to approve submission of the FY22 Shared Visions Preschool Renewal Application in the amount of \$193,920. This is Year 2 of a 5-year grant. Motion carried.

**Shared Visions Parent Support:**

P&F moved and Karen Havlicek seconded to approve submission of the FY22 Shared Visions Parent Support Renewal Application in the amount of \$96,000. Again, this is Year 2 of a 5-year grant. Motion carried.

**2021 Self-Assessment Procedure:**

A motion was made by P&F, seconded by Erika Fuentes, to approve the 2021 Self-Assessment Procedure. Rachael mentioned that this helps the program check the progress on our goals and objectives. In July we will be contacting Board members and Policy Council members to join in on our focus groups. Motion carried.

**Policy Council By-Laws:**

P&F moved and Karen Havlicek seconded to approve the Policy Council By-Laws with changes highlighted. Rachael mentioned that the major changes are in the at large representation and termination of membership. Motion carried.

**Job Description Updates:**

P&F made a motion and David Dawson seconded to approve the updates to the Health Manager and Enrollment Specialist job descriptions. Motion carried.

**FaDSS Capacity:**

For the Board's information, Jean reported that there may be some changes coming in the FaDSS program. There will be a meeting on Friday concerning how the \$1 million will be appropriated which is to start July 1<sup>st</sup>. We do have a waiting list and our slots may increase from 40 to 58 which means we may have to hire an additional employee.

**Other New Business:**

**Capital Campaign:**

Kim gave a report on the progress made. Tito Parker mentioned that we need to reach out to people. Kim is still working with the City to help tear down the old building.

We have a vacancy in District 4. Kim will email members with that information.

Harlan Salvatori mentioned that it has been a privilege and honor to serve on the board with Dr. Dunker over the years.

**Carry-In Agenda:**

**DOE-21-18:**

P&F moved and Tina Young seconded to retroactively approve the Executive Director signing weatherization contract DOE-21-18 Amend. #1 adding \$23,100.00 to the contract for a total of \$250,513.00. Motion carried

**Adjournment:**

Meeting adjourned at 5:15 p.m. with a motion by Tito Parker and second by David Dawson. Motion carried.



Mark Monson, Board Chair