

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

**Board Members Present:**

Mark Monson  
Pastor Catie Newman  
Erika Fuentes  
Karen Havlicek  
Tito Parker  
Sally Hartley  
Shelly Sorensen  
Justin Wright  
Rachelle Green  
Ron Engle  
Pastor Sheryl Ashley  
David Dawson  
Coretta Mitchell  
Norma DeLaO

**Excused:**

Tina Young  
Kevin Grieme  
Harlan Salvatori  
Trisha Etringer

**Staff Present:**

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

Mark Monson, Board Chair, called the meeting to order at 4:30 p.m. via Zoom. He welcomed Kevin Grieme as a Public Official representing Health. Roll call was taken with fourteen members present.

Tito Parker moved and Sheryl Ashley seconded to approve the Board meeting minutes and Personnel & Finance Committee minutes of June 17, 2021. Motion carried.

Jean asked board members to please let her or Caroline know if you will be absent from meetings so we can show you as being excused. An excused absence does not affect the member's seat on the board or the percentage of attendance at each meeting. There were no other comments concerning Jean's board report or the program quarterly reports.

Tito Parker made a motion and Karen Havlicek seconded to approve the Board Treasurer's Report of June, 2021.

Rachael reported that Policy Council did not meet quorum last month. They will be meeting on Monday.

There was no Old Business:

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

**In-person Board Meeting:**

A motion was made by Tito Parker, seconded by Norma DeLaO, to begin a mix of in-person or Zoom meetings in August, leaving it up to each board member. Motion carried.

**LIHEAP-21-18:**

P&F moved and David Dawson seconded to retroactively approve the Executive Director signing LIHEAP-21-18 Amend. #3 adding \$195,678 for ECIP, for a total of \$1,972,631. Jean explained that this is for crisis assistance and the income limits are higher. Motion carried.

**LIHEAP-21-18:**

P&F made a motion and Tito Parker seconded to retroactively approve the Executive Director signing LIHEAP-21-18 Amend. #4 adding \$68,407 for the summer pre-buy, bringing the contract total to #2,041,038. Motion carried.

Jean mentioned that later in the year, there may be new money available to help with utility water assistance. She also said we have window air conditioners available for those who qualify. It is not necessary at this time to have a doctor's note. Please have people call to set up an appointment if they are in need of one.

**Fiscal Manual:**

To comply with the CSBG Organizational Standards, our Fiscal Manual must be reviewed and updated every two years. A copy was given to board members with all updates shown in red. A motion was made by P&F, seconded by Sheryl Ashley, to approve the updated Fiscal Manual. Motion carried.

**Cost Allocation:**

The Cost Allocation Plan was also given to the board for review with updates in red. Jean mentioned that it's purpose is to summarize the allocation of expenses to our programs, grants, etc. P&F moved and Tito Parker seconded to approve the updated Cost Allocation Plan. Motion carried.

**Risk Assessment:**

Jean and Scot completed the Risk Assessment which is about a 4-hour computer program 60-page report. To summarize, they are recommending we develop a volunteer handbook, adopt a Bring Your Own Device Policy, review our cyber liability insurance, and develop a bomb threat policy for our Agency.

**Strategic Plan Progress:**

Kim and the Planning Committee shared with the board updates on our Strategic Plan. She asked that if anyone has recommendations or comments to please let her know. Tito Parker thanked Kim for her work on this.

**Job Descriptions and Addition of 5 Positions:**

Updated job descriptions for CACFP Director, Early Childhood Coach, and Computer Support Specialist and new Job Descriptions for FaDSS Coordinator and Economic Mobility Specialist were included in the packet for review. Jean mentioned a few additional changes were made on the Computer Support Specialist, adding responsible for administration, responsible for data entry of home visitation enrollment, and program app installation. Since our FaDSS caseload is going from 41 to 63, we will be adding a full time FaDSS Specialist and a full time FaDSS Coordinator; we will be adding a full time Outreach position; in Early Childhood, we will be adding another Early Childhood Coach and an Economic Mobility Specialist. Rachael explained this Specialist will be working directly with families in areas of financial management, education and training, employment, career management and other skills that will help them on their way to economic mobility. P&F moved and Erika Fuentes seconded to approve the job descriptions and addition of five positions. Motion carried.

**Early Childhood Health & Safety Policy:**

Policy 9.22 Sick Child was updated with changes in red, so moved to approve by P&F, seconded by Norma DeLaO. Motion carried.

**Woodbury County Fair:**

The Woodbury County Fair runs from August 4<sup>th</sup> – August 8<sup>th</sup>. Please let Kim know if you would like to volunteer in one of the slots available. Kids Day on Thursday is already filled. She will send out an updated sign-up sheet.

**Carry-In:**

**HEAP-21-18:**

P&F moved and Tito Parker seconded to retroactively approve the Executive Director signing HEAP-21-18 Amend. #2 adding \$5,452 for Liability and Pollution Occurrence Insurance. Motion carried.

**Other New Business:**

Discussion on job openings: looking for four licensed teachers at the present time, along with the new positions.

Still need approximately 144 four-year old children for Head Start; also openings in the infant/toddler classrooms.

**Adjournment:**

Meeting adjourned at 5:09 p.m. with a motion by Tito Parker and second by Norma DeLaO. Carried.



Mark Monson, Board Chair