

Community Action Agency of Siouxland  
Board of Directors Meeting  
September 16, 2021

**Board Members Present:**

Mark Monson  
Erika Fuentes  
Pastor Catie Newman  
Karen Havlicek  
Tito Parker  
Justin Wright  
Ron Engle  
Harlan Salvatori  
Pastor Sheryl Ashley  
David Dawson  
Coretta Mitchell  
Trisha Etringer

**Excused:**

Sally Hartley  
Kevin Grieme  
Shelly Sorensen  
Rachelle Green  
Norma DeLaO

**Absent:**

Tina Young

**Staff Present:**

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

Mark Monson, Board Chair, called the meeting to order at 4:30 p.m. Roll call was taken with a quorum of twelve members present via zoom and in person.

David Dawson moved and Karen Havlicek seconded to approve the Board meeting minutes and Personnel & Finance committee minutes of August 19, 2021. Motion carried.

Jean reported that we will be starting a new water program that will be funded with Federal money. The Iowa plan has been approved and it will be effective October 1<sup>st</sup> but we have not yet received a contract and don't know the dollar amount. It will help pay for water and sewage arrearages. Agreements have been sent to the water vendors that serve Woodbury County residents. She also mentioned that Energy Assistance (LIHEAP) letters have gone out to elderly/disabled. Staff has started processing those who are auto eligible (they do not need to apply this year) and appointments will start on October 1<sup>st</sup> for those who need to reapply. November 1<sup>st</sup> is the start date for everyone else. Staff is reviewing the LIHEAP State Plan. Applicants will not need to report FIP income this year and the propane award amount will be a little higher.

Discussion was held as to what other type of assistance is needed if funding would become available.

Sheryl Ashley made a motion and Karen Havlicek seconded to approve the August Board Treasurer's Report. Motion carried.

Rachael reported that Policy Council has not yet met this month. There will be a monitoring review sometime after January, 2022. A few children have been absent with RSV and hand, foot and mouth. We are waiting on a final rule on COVID vaccinations from DHHS.

There was no Old Business.

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

**CSBG Budget Amendment:**

P&F moved and David Dawson seconded to approve the CSBG budget amendment adding \$3,073 to the contract. Motion carried.

**Isabelle Sloan Gym Floor:**

P&F made a motion and Catie Newman seconded to approve installation of a new gym floor at the Isabelle-Sloan building. Jean mentioned that some of the present tile is breaking up. There will be some fill-in work and installation of commercial grade cushion and larger tile. Motion carried.

**2021-2022 Agency-wide budget:**

P&F moved and David Dawson seconded to approve the 2021-2022 agency-wide budget showing revenue and expenses for all programs. Motion carried.

**2021-2022 Program Budgets:**

P&F reviewed detailed budgets for Administrative/Community Services/Building, CACFP, MIECHV, Welcome Home, Food Bank, Housing and LIHEAP, with the full board receiving budget summaries, so moved to approve by P&F, seconded by Karen Havlicek. Motion carried.

**Job Description:**

Recommended updates to the Family Advocacy Supervisor job description were highlighted, so moved to approve by P&F, seconded by Harlan Salvatori. Jean mentioned that additional duties were added, along with supervision of the Economic Mobility Specialist. Motion carried.

**Variety – The Children’s Charity:**

P&F made a motion, seconded by Sheryl Ashley, to approve grant funding in the amount of \$9,545 from Variety-The Children’s Charity to purchase a new vision screener and hearing screener. Motion carried.

**Siouxland Big Give:**

Kim reported that Siouxland Big Give will be held on Tuesday, October 5<sup>th</sup>. The Kind World Foundation will match dollar for dollar. Proceeds raised for our agency will be designated for Welcome Home. Kim will send an email with information.

**2021-22 Enrollment Report:**

Rachael reviewed HS/EHS enrollment. There were still 84 slots to fill at the time of the report; since that time we now have 54. Tito Parker moved and Karen Havlicek seconded to approve the enrollment report. Motion carried.

**2021 Self-Assessment Improvement Plan:**

Rachael reviewed the Head Start/Early Head Start Self-Assessment Report and Recommendations and Improvement Plan for 2021-22, so moved to approve by Harlan Salvatori, seconded by Sheryl Ashley. Rachael thanked Erika, Tito, Rachelle and Sally for sitting in on the Focus groups. Motion carried.

**2020-21 Program Information Reports:**

For information only, Rachael reviewed the PIR with board members for HS/EHS and EHS expansion, giving statistics on program information which includes enrollment and child statistics, program staff and qualifications, and Child and Family Services.

**Crop Walk:**

Jean reported that Crop Walk will be held on Sunday, October 17<sup>th</sup>. A portion of the money raised in Sioux City comes to our agency. We are the half way point for the walk which starts at Grace United Methodist. Board members are welcome to walk or to help out at the agency.

**Carry-In Agenda:**


**CSBG-22-18:**

P&F moved and Sheryl Ashley seconded to approve the Executive Director and Board Chair signing contract CSBG-22-18 effective 10/1/21-12/31/22. Jean mentioned that at this time we have not been given a dollar amount. Motion carried.

There was no other New Business.

**Adjournment:**

Meeting adjourned at 5:00 p.m. with a motion by David Dawson and second by Harlan Salvatori. Carried.

  
Mark Monson, Board Chair