

Community Action Agency of Siouxland  
Board of Directors Meeting  
April 21, 2022

**Board Members Present:**

Tito Parker  
Tina Young  
Pastor Catie Newman  
Karen Havlicek  
Sally Hartley  
Kevin Grieme  
Mark Monson  
Jill Wanderscheid  
Harlan Salvatori  
Pastor Sheryl Ashley  
David Dawson  
Coretta Mitchell  
Trisha Etringer  
Erika Fuentes  
Thomas Hermann (newly appointed)

**Excused:**

Norma DeLaO

**Absent:**

Laura Garcia  
Shelly Sorensen  
Justin Wright  
Rachelle Green

**Staff Present:**

Jean Logan  
Rachael Ostermyer  
Scot Orban  
Kim Wilson

Tito Parker, Board Chair, called the meeting to order at 4:35 p.m. The newly elected board officers are Tito Parker, Chair; Trisha Etringer, Vice Chair; Harlan Salvatori, Treasurer; Laura Garcia, Secretary. Roll call was taken with a quorum present via zoom.

Jill Wanderscheid was welcomed as a Public Official representative appointed by the Board of Supervisors.

Kevin Grieme made a motion, seconded by Harlan Salvatori to appoint Thomas Hermann as the Business Representative in the Private Interest Group. Motion carried.

Karen Havlicek moved and Catie Newman seconded to approve the Board meeting minutes and Personnel and Finance Committee minutes of March 17, 2022. Motion carried.

Jean added to her report that our agency has been providing IWD Board staff support. They would like this to be a full time position which will be discussed at their May 18<sup>th</sup> meeting.

Sheryl Ashley moved and Catie Newman seconded to approve the Board Treasurer's Report of March, 2022. Motion carried.

Rachael reported that Policy Council met on Monday. They approved the Policy Council Bylaws which is also on the board's agenda. They discussed the summer backpack program, school calendar and 5-year goals. She asked the board to please review the 5-year goals which are included in Attachment 5. Rachael mentioned that they have hired seven parents as Classroom Aides.

There was no Old Business.

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

**3% COLA & Base salary of \$14.18:**

P&F moved and David Dawson seconded to approve a 3% COLA retroactive to March 1, 2022 and a starting base salary of \$14.18. Motion carried.

**Extension of temporary assignment:**

P&F made a motion and Karen Havlicek seconded to approve the temporary extension of the Teacher Assistant 2 through the month of May. Motion carried.

**Fiscal & Head Start Teacher Job Descriptions:**

P&F moved and Mark Monson seconded to approve the salary updates to the Fiscal job descriptions retroactive to March 1, 2022 and taking out language (for Preschool Initiative classrooms) in the Teacher job description. Motion carried.

**DOE-22-18:**

P&F made a motion and David Dawson seconded to retroactively approve the Board Chair and Executive Director signing DOE-22-18 in the amount of \$228,366.00. Motion carried.

**LIHEAP-21ARPA-18 Amend. #4**

P&F moved and Tina Young seconded to retroactively approve the Executive Director signing LIHEAP-21ARPA-18 Amend. #4 changing line items – contract remains \$2,377,831.00. Motion carried.

**2022 Policy Council By-Laws:**

Policy Council By-Laws were given to Board members with updates highlighted, so moved to approve by P&F, seconded by Mark Monson. Motion carried.

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

P&F moved and Karen Havlicek seconded to approve submission of a Head Start/Early Head Start Carryover request in the amount of \$317,679 (\$283,216 HST, \$33,846 EHS, \$617 EHS TTA). Motion carried.

**Committee Assignments:**

P&F moved and David Dawson seconded to approve the Committee Assignments of the Board. Motion carried.

**6-month CSBG NPI Reports:**

P&F moved and Karen Havlicek seconded to approve the 6-month NPI Reports. Motion carried.

**Liberty National Bank Corporate Resolution:**

A motion was made by P&F, seconded by Harlan Salvatori, approving the Liberty National Bank Corporate Resolution authorizing Jean Logan and the Board officers as signatories. Motion carried.

**Video Security Cameras for Early Childhood Classrooms:**

(2 bids received – Thompson Electric \$294,783.19 and ECI \$278,335.95)

Jean mentioned that three Request for Proposals were sent out but only two were received. She included the dollar amount for both. Joe did have a chance to review the information included in the proposals and said that one left out some key components and also did not itemize the work. It is our recommendation to award the bid to ECI in the amount of \$278,335.95, which is also the lower bid, so moved to approve by P&F, seconded by David Dawson. Jean also said that the license from ECI is a one-time cost, compared to renewing after five years with the other company. Installation will take place during the summer but cameras will not be used until policies are in place and approved by the Board. Motion carried.

**Other New Business:**

Rachael just received an IM today saying that families who are on the Supplemental Nutrition Assistance Program (SNAP) will be eligible for Head Start.

Jean reported we have several positions open if any board members may know of someone:  
Assistant Community Services Director  
Weatherization Evaluator/Inspector  
Accounting Specialist/Payroll  
FaDSS Specialist

Scot thanked the board for their continued support in increasing our salaries.

Kim reported her last day is May 6<sup>th</sup>. She will be working for Hospice of Siouxland. She enjoyed working with board members and was proud to promote the agency and its programs.

David Dawson heard many compliments from the Siouxland Cares meeting on Kim's presentation.

**Adjournment:**

Meeting adjourned at 5:00 p.m. with a motion by Karen Havlicek and second by Kevin Grieme.



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Tito Parker, Board Chair