

Community Action Agency of Siouxland
Board of Directors Meeting
August 18, 2022

Board Members Present:

Tito Parker
Shelly Sorensen
Pastor Catie Newman
Karen Havlicek
Sally Hartley
Kevin Grieme
Mark Monson
Harlan Salvatori
David Dawson
Coretta Mitchell
Laura Garcia
Rachelle Green
Norma DeLaO
Tina Young
Jill Wanderscheid
Erika Fuentes

Excused:

Pastor Sheryl Ashley
Thomas Herman
Trisha Etringer

Absent:

Justin Wright

Staff Present:

Jean Logan
Rachael Ostermyer
Andy Brown
Christie Beatty
Katie Logan
Caroline Gomez

Tito Parker, Board Chair, called the meeting to order at 4:32 p.m. Roll call was taken with a quorum present via zoom.

Catie Newman moved and Shelly Sorensen seconded to approve the Board meeting minutes and Personnel and Finance Committee minutes of June 16, 2022. Motion carried.

Jean reminded Board members to please sign the Conflict of Interest Policy and return it as soon as possible if they have not yet done so. There has been a limited supply of food from the Food Bank of Siouxland so we have been purchasing a lot from HyVee.

Rachael reported that the Policy Council did not have a quorum on Monday so they did not meet. The program has been busy with the installation of the security cameras, working on the policy, and getting turf on the play grounds. We will have a new classroom at Hunt this year. We partnered with the Siouxland District Health Department doing screenings, blood tests and immunizations for the children entering Head Start/Early Head Start. Kevin Grieme mentioned that this has been a great partnership in serving these families.

There was no Old Business.

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

School Readiness Outcomes:

Christie Beatty did a brief overview of the School Readiness Outcomes for the end of the 21-22 school year, with graphs showing the progress made from Checkpoints 1 and 2 until the end of the year.

FaDSS-PEAF-22-18:

P&F moved and Mark Monson seconded to retroactively approve the Executive Director signing FaDSS-PEAF-22-18 Amend. 31 adding \$1,826 to the contract for a total of \$29,912. Motion carried.

Agreement with SDHD:

P&F moved and Mark Monson seconded to retroactively approve the Executive Director signing an agreement with Siouxland District Health Department for Client Support Services. Jean said they have some funding for rental and utility assistance for which we can do the applications. Kevin Grieme mentioned this is a great opportunity for their families. Motion carried with Kevin abstaining.

FaDSS-22-18 and FaDSS-23-18:

P&F moved and David Dawson seconded to retroactively approve the Executive Director signing FaDS-22-18 . Amend. #2 decreasing the budget by \$4,000 and Board Chair and Executive Director signing the new FaDSS-23-18 contract. Jean mentioned that we are down one staff person in FaDSS so we are returning the unspent funds. Motion carried.

LIHEAP-22-18:

A motion was made by P&F, seconded by Shelly Sorensen, to retroactively approve the Executive Director signing LIHEAP-22-18 Amend. #3 adding \$96,713 for the summer fuel pre-buy, Attach. #4 changing line items taking \$115,000 from Regular Assistance and adding it to ECIP and Assurances, and Amend. #5 adding \$100,000 to ECIP (Total contract is \$2,663,371). Motion carried.

LIHWAP-21CAA-18:

P&F moved and Mark Monson seconded to retroactively approve the Executive Director signing LIHWAP-22-18 Amend. #2 changing line items and the Board Chair & Exec. Director signing LIHWAP-21ARPA-18 in the amount of \$156,486. Jean mentioned this is the water assistance program. Motion carried.

CSBG CARES:

A motion was made by P&F to authorize the Executive Director to change amounts in line items for the CSBG CARES money, dependent on the need, seconded by Karen Havlicek. Jean mentioned this money needs to be spent by September 30th. Motion carried.

Policies #401 Wage Structure and Pay Increases and #703 Prohibition of Harassment/Sexual Abuse:

- P&F moved and Mark Monson seconded to approve the updated Policy #401 Wage Structure and Pay Increases. Motion carried.
- P&F moved and Mark Monson seconded to approve updated Policy #703 Prohibition of Harassment/Sexual Abuse. Motion carried.

Head Start Performance Progress Report:

Shelly Sorensen moved and Norma DeLaO seconded to retroactively approve signing the Progress Report for Grant #07HE000216-01-01. Rachael mentioned this is for the CARES funding which needs to be spent. We should have it spent with the installation of the security cameras and turf on the playgrounds. Motion carried.

MIECHV Grant:

P&F moved and David Dawson seconded to approve the FY23 MIECHV budget and signature in the amount of \$113,000. Motion carried with Kevin Grieme abstaining.

Bylaws:

It is a requirement of the CSBG Organizational Standards that the Board be given a copy of the Bylaws which were sent via email. Next year we will ask David Dawson to review them for any recommendations.

Poverty Simulation Grant:

As Jean mentioned in her Board Report, we are requesting approval to apply for a United Way grant to purchase a new Poverty Simulation Kit, so moved by Mark Monson, seconded by Tina Young. Sally Hartley and our agency have been a part of several Poverty Simulations in the past and this is an activity that helps us

understand issues and situations of people in our community who we serve. The kit would be housed at the agency, along with a carrying case. Motion carried.

Board Member Training:

It is a requirement of the CSBG Organizational Standards that Board members receive training every two years on their duties and responsibilities. Jean encouraged all members to read the Iowa Principles and Practices for Charitable Nonprofit Excellence which was sent via email. This is an excellent tool.

Other New Business:

Katie introduced herself as our new Development Director. She talked about Social Media involvement and some upcoming events:

- October 4 – Siouxland Big Give
- October 16 – Crop Walk – Jean mentioned that the local share will be designated to our agency; There is an agency team if any board members would like to contribute, walk, or volunteer.
- November 4 - Siouxland Sleepout – working on silent auction items (if you or anyone you know can donate items, please let Katie know)

Adjournment:

Meeting adjourned at 5:07 p.m. with a motion by Kevin Grieme and second by Tina Young. Carried.



Tito Parker, Board Chair