

# ATTACHMENT #1

Community Action Agency of Siouxland  
Board of Directors Meeting  
November 16, 2017  
4:30 p.m.

**Board Members Present:**

Tito Parker  
Tina Young  
Todd Roerig  
Brandi Smith  
Kevin Grieme  
Mark Monson  
Shelly Sorensen  
Rocky De Witt  
Jodi Sigler  
Harlan Salvatori  
David Dawson  
Coretta Mitchell

**Excused:**

Doreen Miera  
Sally Hartley  
Pastor Sheryl Ashley  
Dr. Robert Dunker  
Norma DeLaO

**Absent:**

Erica McWell  
Kelly Adams

**Staff Present:**

Jean Logan  
LaRae Lyons  
Vicky Hollingshead  
Becky Meyer  
Rachael Ostermyer  
Caroline Gomez

Tito Parker, Board Chair, called the meeting to order at 4:33 p.m. Roll call was taken with twelve members present.

Mark Monson moved and Rocky De Witt seconded to approve the Board meeting minutes of October 19, 2017 and the Planning Committee minutes of November 7, 2017. Motion carried.

Jean passed around a thank you note from an Angel Car recipient. She reminded board members that Opening Night for Festival of Trees is November 20<sup>th</sup>, with the auction taking place on November 30<sup>th</sup>. Proceeds will benefit Welcome Home. Posters are available for anyone to put on display. We received tons of food this week from Nodland and Sunnyside schools – a very generous donation. We have several churches involved in helping families for Christmas. Ron Engle with the City of Sioux City Lead Abatement is interested in filling our vacant seat which is appointed by the Board of Supervisors.

Shelly Sorensen made a motion to approve the Board Treasurer's Report of October, 2017, seconded by Todd Roerig. Motion carried.

Brandi Smith reported that Policy Council does not meet until Monday night so there was nothing to report at this time.

**Old Business:**

**Board Representative on Policy Council:**

Coretta Mitchell volunteered to be our representative on the Policy Council, so moved to approve by Mark Monson, seconded by Rocky De Witt. Motion carried.

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

**LIHEAP-18-19 Amend. #1:**

A motion was made by P&F, seconded by Jodi Sigler, to retroactively approve the Executive Director signing LIHEAP-18-19, Amend. #1 adding \$1,462,739 to the contract. Motion carried.

**HUD/City of Sioux City Emergency Shelter Grant (ESG) & City of Sioux City Community Development Block Grant (CDBG):**

Jean asked that these two agenda items be tabled except for the \$29,404 for Welcome Home. The ESG is to help the homeless get into a place or to prevent eviction, but due to the Coordinated Entry assessment tool we are required to use, we have not been able to help people on a timely basis and they are put on a waiting list for a week or two. Jean has a call in to HUD requesting we use our own assessment as in the past and is waiting for answers. We are asking approval of the \$29,404 for Welcome Home but would like to table the \$73,000 for Homeless Prevention/Rapid Rehousing and CDBG in the amount of \$50,000, so moved by P&F and seconded by Harlan Salvatori. Motion carried.

**Tenant Based Rental Assistance (TBRA):**

P&F moved and Jodi Sigler seconded to retroactively approve the Executive Director signing the TBRA contract with Iowa Community Action Association in the amount of \$93,979.00. This amount is more than in the past as it also covers Mid-Sioux's area. Motion carried.

**CSBG-17-18 three-month Extension:**

Jean explained that as of the end of December we anticipate having approximately \$80,000 to carry over for the CSBG-17-18 contract and would like to request a three month extension to the end of March, 2018, so moved by P&F, seconded by David Dawson. Motion carried.

**Head Start/Early Head Start (HS/EHS) Grant:**

Jean explained that this grant is effective March 1, 2018 and mentioned some of the changes that will need to be made with this contract. This will go before the Policy Council at their meeting on Monday. P&F made a motion to approve submission of the Head Start/Early Head Start grant in the amount of \$3,345,999, seconded by Todd Roerig. Motion carried.

**HS/EHS 5-Year Goals & Objectives:**

Rachael explained that this is Year 4 of the 5-Year Goals and Objectives which were updated as a result of the Planning Sessions held at our Sloan building with staff, board members and policy council members involved. Mark Monson made a motion to approve Year 4 of the HS/EHS Goals & Objectives, seconded by Brandi Smith. Motion carried.

**HS/EHS School Readiness Goals:**

School Readiness Goals are listed for age groups Birth to Age 1, Age 1-Age 2, Age 2-Age 3 and Preschooler in the categories of **Approaches to Learning, Social & Emotional Development, Language & Literacy and Cognition**. Mark Monson moved and Tina Young seconded to approve the HS/EHS School Readiness Goals. Motion carried.

**Position Changes:**

Job descriptions for the position of Health Manager and for the Assistant Community Services Director were distributed to Board Members. Both positions will change from non-exempt to exempt and there are a few additional changes to the Health manager position. A motion was made by P&F, seconded by Harlan Salvatori, to approve the changes to the Health Manager and the Assistant Community Services Director positions. Motion carried.

**Strategic Plan Update:**

The Planning Committee met on November 7<sup>th</sup> and reviewed the Strategic Plan with updates highlighted. This is for the Board's information and required no action.

**CSBG Year-End Report:**

The CSBG Goals and Objectives Year-End Report was shared with Board members. Jean pointed out the page that shows our client characteristics.

**Carry-In Agenda:**

**Senior Community Service Employment Program (SCSEP):**

P&F made a motion to approve a request for funding from the Woodbury County Board of Supervisors in the amount of \$10,474 for the SCSEP, seconded by Mark Monson. Motion carried with Rocky De Witt abstaining.

**Other New Business:**

Jean mentioned that she and Becky met with the Siouxland Community Foundation about the establishment of an Agency Endowment Fund. Information was passed out to Board members. It was the recommendation of P&F to move forward on this endeavor.

Tito Parker took time to thank staff for everything they do and to our board members for giving their time to such a great agency. Everyone is greatly appreciated.

**Adjournment:**

Tito Parker adjourned the meeting at 5:15 p.m.



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Tito Parker, Board Chair