

Community Action Agency of Siouxland
Board of Directors Meeting
June 20, 2018

Board Members Present:

Tito Parker
Tina Young
Erica McWell
Kelly Adams
Brandi Smith
Sally Hartley
Kevin Grieme
Mark Monson
Shelly Sorensen
Rocky De Witt
Harlan Salvatori
Pastor Sheryl Ashley
Dr. Robert Dunker
Coretta Mitchell
Marisa Cummings
Norma DeLaO

Excused:

Todd Roerig
David Dawson

Absent:

Jodi Sigler
Ron Engle

Staff Present:

Jean Logan
Rachael Ostermyer
Scot Orban
LaRae Lyons
Vicky Hollingshead
Caroline Gomez

Tito Parker, Board Chair, called the meeting to order at 4:30 p.m. Roll call was taken; 16 members were present.

Tito Parker read a letter of resignation from Doreen Miera who was an elected representative of District 4. Norma DeLaO moved and Shelly Sorensen seconded to accept the resignation of Doreen Miera. Motion carried.

Mark Monson made a motion, seconded by Norma DeLaO to approve the Board meeting minutes and Personnel & Finance Committee minutes of May 17, 2018. Motion carried.

In addition to the Executive Director's written report, there was discussion about the donation of property to be used for a new building. A motion was made by Harlan Salvatori, seconded by Sheryl Ashley, to accept this donation of property. Dr. Robert Dunker made a motion to order a Phase I Environmental Study on the property before acceptance, giving Jean permission to spend the money to do so, seconded by Norma DeLaO. Motion carried.

Brandi Smith reported that the Policy Council approved submission of the HST/EHS COLA grant and also the supplemental grant for an air conditioner at the Florence English Head Start building. They also asked for volunteers to sign up for self-assessment focus groups which will be scheduled in July. Board members were asked as well.

There was no Old Business.

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

HEAP-18-18 Amend. #1:

P&F moved, seconded by Norma DeLaO to retroactively approve the Executive Director signing HEAP-18-18 Amend. #1 adding \$128,119 to the contract for a total of \$440,885.00. Motion carried.

LIHEAP-18-18 Amend. #2 & #3:

A motion was made by P&F, seconded by Kevin Grieme, to retroactively approve the Executive Director signing LIHEAP-18-18 Amend. #2 adding \$100,000 and Amend. #3 adding \$65,290 to the contract. We have given out approximately 40 air conditioners since May 1st. Motion carried.

DOE-18-18 Amend. #1:

P&F made a motion, seconded by Kelly Adams, to retroactively approve the Executive Director signing DOE-18-18 Amend. #1 adding \$120,249 to the contract for a total of \$194,407.00. Motion carried.

CSBG-18-18:

P&F moved and Norma DeLaO seconded to approve submission of the CSBG-18-18 budget amendment allocating additional funds and adjusting for revised projections. Motion carried.

FaDSS Budget:

A motion was made by P&F, seconded by Mark Monson, to approve submission of the FaDSS budget in the amount of \$159,513 for FY2019. Motion carried.

Emergency Shelter Grant/Shelter Assistance Fund (ESG/SAF):

P&F made a motion, seconded by Norma DeLaO, to approve submission of the ESG/SAF applications to Iowa Finance Authority for a total amount of \$75,000. Motion carried.

Shared Visions:

P&F moved and Kelly Adams seconded to approve submission of the Shared Visions application and budget in the amount of \$201,649. Motion carried.

Head Start Supplemental Health & Safety Application:

A budget and narrative was submitted to the Board for review. A motion was made by P&F and seconded by Norma DeLaO to approve submission of a Head Start Supplemental Application for a rooftop air conditioner at our Florence English Head Start Center. Jean mentioned that we received three bids with Anderson Heating & Cooling coming in with a lower cost. Motion carried.

Head Start/Early Head Start COLA:

The Personnel & Finance committee reviewed the narrative and fiscal overview for a 2.6% COLA for Head Start/Early Head Start which was also submitted to the full board. Tito Parker mentioned that this is retroactive to March 1, 2018. P&F made a motion and Kelly Adams seconded to submit an application and budget requesting funds for a 2.6% COLA for Head Start/Early Head Start retroactive to March 1, 2018 as per program instruction from Region VII. Motion carried.

Agency COLA:

An estimated budget for a 2.6% COLA for other agency employees was also submitted to the Board for review. P&F made a motion and Norma DeLaO seconded to approve a 2.6% COLA for all other agency employees as well, also retroactive to March 1, 2018. Motion carried.

Job Description:

A job description for the Senior Employment/CACFP Programs Director was reviewed, so moved to approve by P&F, seconded by Mark Monson. Motion carried.

Self-Study Training for Board Members/Conflict of Interest Policy:

Board members were asked to complete the self-study training and to sign the Conflict of Interest Policy. This is a requirement of the Organizational Standards.

Other New Business:

Jean thanked all those who volunteered for ABN.

We received a partnership award from the Siouxland Center for Active Generations.

Carry-In Agenda:

FaDSS-19-18:

P&F made a motion, seconded by Norma DeLaO to approve the Board Chair and Executive Director signing contract #FaDSS-19-18 in the amount of \$159,513 effective July 1, 2018-June 30, 2019. Motion carried.

Adjournment:

Rocky De Witt moved to adjourn, seconded by Harlan Salvatori. Meeting adjourned at 4:55 p.m.



Tito Parker, Board Chair