

ATTACHMENT #1

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

Board Members Present:

Tito Parker
Tina Young
Brandi Smith
Shelly Sorensen
Jodi Sigler
Ron Engel
Harlan Salvatori
Pastor Sheryl Ashley
David Dawson
Coretta Mitchell
Marisa Cummings
Norma DeLaO

Excused:

Kelly Adams
Todd Roerig
Sally Hartley
Kevin Grieme
Mark Monson
Rocky De Witt
Dr. Robert Dunker

Absent:

Erica McWell

Staff Present:

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

Tito Parker, Board Chair, called the meeting to order at 4:40 p.m. Roll call was taken with twelve members present.

Sheryl Ashley made a motion and Brandi Smith seconded to approve the Board meeting minutes and Personnel & Finance Committee minutes of August 16, 2018. Motion carried.

In addition to Jean's written report, she asked Board members to take a look around the room. Groceries, shoes, socks and underwear were donated from the Convoy of Hope held last weekend. Quite some time ago Jean advised the Board that a cellular company was taking a look at our property at the Isabelle Sloan building to build a tower. She received a call and email this week about looking at it again. The environmental report about the property we discussed was also received. It is quite lengthy so if anyone is interested in reading it, please let Jean know.

David Dawson moved and Shelly Sorensen seconded to approve the Board Treasurer's Report of August, 2018. Motion carried.

Brandi Smith reported that Head Start is still looking for a full time teacher. The Policy Council approved HS/EHS 2018-19 enrollment and the Food Aide job description. They were advised that classroom observations would be starting soon.

Old Business:

Elected Representative District 4 Vacancy:

A map of District 4 was passed around. Jean reported that we are still looking for a representative. The Board can appoint someone to finish out the term, at which time an election would need to be held.

New Business:

Lorrie Stedman:

Lorrie Stedman was introduced as the agency's Chief Development Officer. She told the Board a little about herself and her experience. In the near future she would like to visit with each Board member to get to know them and to share thoughts about the agency and ideas for making money. She has experience in capital campaigns. She's excited about the agency's mission. She is on the committee for Sleep Out which is scheduled for November 2nd. Lorrie is learning about the Community Services Block Grant (CSBG) and has also attended a Federal grant workshop.

She advised the Board members of Siouxland Big Give which is scheduled for October 9th. This is a 24-hour fundraiser sponsored by Siouxland Community Foundation for not-for-profits. This is a day of giving right here in Siouxland and there are 93 non-profits signed up. Information is being put on Facebook so please share with everyone you know; money raised will go to our programs.

2019 Agency-wide Budget:

Shelly Sorensen made a motion and Norma DeLaO seconded to approve the 2019 agency-wide budget. Jean mentioned that it is about the same as last year. Motion carried.

Child & Adult Care Food Program Budget (CACFP):

A motion was made by Norma DeLaO, seconded by David Dawson, to retroactively approve the submission of the CACFP budget. Jean mentioned that there is a shortage of day care providers. Motion carried.

Food Aide Job Description:

Norma DeLaO moved and Sheryl Ashley seconded to approve the revised Food Aide Job Description. The only changes are to change the revised date and to remove the language about obtaining a CDA credential which is no longer a requirement. Motion carried.

2017-18 HS/EHS Self-Assessment:

Rachael reviewed the Self-Assessment Report which started with a program description and lists five goals for our project period. Next a timeline was created, with focus groups working on recommendations and plans for improvement. Harlan Salvatori moved and Norma DeLaO seconded to approve the 2017-18 HS/EHS Self-Assessment Report. Motion carried.

HS/EHS 2018-19 Enrollment:

Rachael summarized the enrollment for this school year, giving a breakout of Early Head Start and the individual Head Start classrooms. At the time of this report EHS is fully enrolled and HS has twelve slots available. Sheryl Ashley moved and Norma DeLaO seconded to approve the HS/EHS 2018-19 Enrollment Report. Motion carried.

Head Start Program Information Report (PIR):

The correct PIR was handed out at the meeting. It summarizes our grant and program information, program staff and qualifications, and child and family services that are offered and number served. Rachael also presented a 2017-18 Head Start Profile which gives a quick overview of our program. A motion was made by David Dawson, seconded by Harlan Salvatori to approve the HS PIR. Motion carried.

Crop Walk:

Crop Walk is scheduled for October 21st. It starts at Grace United Methodist on Morningside Ave. and our agency is the midway point. Walkers can stop in for a treat and tour our facility. Last year we received approximately \$3,000 for our food bank. If you are interested in walking or volunteering please let Jean know.

Carry-In Agenda:

CSBG-19-18:

Harlan Salvatori moved and Tina Young seconded to approve the Executive Director and Board Chair signing contract CSBG-19-18 in the amount of \$292,011. Motion carried.

Fiscal Manual Procurement Procedures:

In the procurement procedures on Page 5 suggested language is being added “based on a per item cost”, so moved to approve by David Dawson and seconded by Norma DeLaO. This change is due to a fiscal monitoring review by the Division of Community Action Agencies (DCAA). Motion carried.

DCAA Monitoring Fiscal Review:

A copy of the review was distributed to Board members.

Child & Adult Care Food Program (CACFP):

A copy of the CACFP monitoring report was also distributed to Board members.

Other New Business:

Harlan Salvatori reminded everyone that a Free Dental Clinic would be held at the Tyson Events Center on October 5th and 6th for all ages.

Adjournment:

Meeting adjourned at 5:15 p.m.



Tito Parker, Board Chair