

Community Action Agency of Siouxland
Board of Directors Meeting
August 15, 2019

Board Members Present:

Tito Parker
Char Hesse
Ann Uhl
Sally Hartley
Mark Monson
Rocky De Witt
Rachelle Green
Ron Engle
Harlan Salvatori
David Dawson
Dr. Robert Dunker

Excused:

Erica Fuentes
Shelly Sorensen
Sheryl Ashley
Coretta Mitchell
Marisa Cummings
Norma DeLaO
Tina Young

Absent:

Staff Present:

Jean Logan
LaRae Lyons
Scot Orban
Andy Brown
Rachael Ostermyer
Christie Beatty
Michelle Saravia
Caroline Gomez

Tito Parker, Board Chair, called the meeting to order at 4:32 p.m.

Rachelle Green was welcomed as a new board member representing "Welfare", appointed by the Board of Supervisors.

Roll call was taken with a quorum present.

Rocky De Witt moved and Mark Monson seconded to approve the Board meeting minutes of July 18, 2019. Motion carried.

In addition to her written report Jean mentioned the following:

- There is a board vacancy for District 3 and passed around a map showing this area; the board can appoint someone to fill this seat until the term expires, at which time an election will be needed
- She has hired the firm of Crescendo to perform our Community Needs Assessment. She has provided them with phone numbers and email addresses for board members and other community leaders for one-on-one interviews. There will also be community focus groups scheduled in the near future. The Needs Assessment is a requirement for our Head Start program and the Community Services Block Grant (CSBG).
- An obituary for Father Boes was passed around; he was one of the founders of our agency.
- Kevin Grieme recommended someone for his replacement as a representative of "health". If the Board has no objections, Jean will contact her.
- Our Agency received more on-line LIHEAP applications last year so has been chosen for a Pilot Project which allows people to apply online, by email or mail without having to come in for an appointment. This should be helpful to those who are working or have difficulty getting here. The program starts October 1st for the elderly and handicap and November 1st for all others.

A motion was made by Dr. Robert Dunker, seconded by Rocky De Witt, to approve the Board Treasurer's report of July, 2019. Motion carried.

Policy Council will not meet until next Monday so there was no report

There was no Old Business:

The following two items were voted on electronically before the date of the meeting until a decision was made on retroactive approvals:

Senior Community Service Employment Program (SCSEP) Sponsor Agreement:

Sheryl Ashley moved and Shelly Sorensen seconded to approve the Executive Director signing the SCSEP Sponsor Agreement in the amount of \$270,848 effective July 1, 2019. Motion carried with fifteen “aye” email votes.

LIHEAP-19-18:

A motion was made by David Dawson, seconded by Shelly Sorensen, to approve the Executive Director signing LIHEAP-19-18 Amend. #3, adding \$61,720.00 to the contract for the summer pre-buy line item which allows us to contract with rural propane vendors prior to the start of the program in October. Motion carried with eleven “aye” email votes.

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

Kevin Grieme:

Tito Parker mentioned that we received a resignation from Kevin Grieme – his daughter will be a teacher in one of our Head Start classrooms.

Retroactive Approvals:

Retroactive approvals are sometimes requested on contracts that require our signature and on which the board has already approved the budgets or grant submissions. Many times we receive contracts after the program year has already started and in order to draw down money, agreements need to be returned as soon as possible. The Executive Director makes common sense decisions and would always follow the agency’s purchasing procedures. After discussion it was the consensus of the board to continue our normal practice of voting on retroactive approvals.

Housing Specialist Job Description:

P&F moved and Mark Monson seconded to approve the updated Housing Specialist Job Description. Motion carried.

Early Head Start:

After reviewing the budget, P&F made a motion, seconded by Rocky De Witt, to approve submission of the State Early Head Start grant application in the amount of \$114,900.00. Motion carried.

2018-19 Gold Outcomes:

Michelle Saravia and Christie Beatty explained the graphs showing the school readiness goals and outcomes in the different age groups ranging from birth-age 1; 1-2, 2-3, 3 and 4 year olds, as well as those in the Home-Visiting Subgroups and the Center Based subgroups. A graph showing center based attendance and the % of children meeting expectations was also reviewed.

School Readiness Goals:

Rachael presented and held discussion on the school readiness goals, so moved to approve by P&F, seconded by David Dawson. Motion carried.

Early Childhood Policies & Procedures:

An Early Childhood Policies & Procedures Manual was given to the Board for review prior to this meeting, so moved to approve by P&F, seconded by Rachelle Green. Rachael mentioned that they will continue to work on the policies, with the understanding that some procedures may be revised without Policy Council and Board approval. In the past, our Early Childhood program used a handbook. Motion carried.

To give an update on the infant and toddler classrooms, she said we still have four teacher openings, new staff will attend High Scope training, and once classrooms are finished at WIT, we hope to have a ribbon cutting or tour.

LENA Home Report:

Michelle Saravia reviewed the home performance report of parent change and child change after using the talk pedometer. The graph shows the growth from the first recording to the final recording. An article about this early language focus was published in the Region VII Head Start Sand Box and shared with the board.

Carry-In Agenda:

FaDSS-18-19:

P&F moved and Rocky De Witt seconded to approve the Executive Director signing FaDSS-19-18 Amend. #2 adding \$2,744 to the contract for Two-Gen training. Motion carried.

Adopt Statement of Ethics:

A Statement of Ethics for Board Members was distributed, so moved to approve by Rocky De Witt, seconded by Mark Monson. Motion carried. Board members were asked to sign a copy at the end of the meeting.

Adjournment:

Dr. Robert Dunker moved and Harlan Salvatori seconded to adjourn. Meeting adjourned at 5:25 p.m.



Tito Parker, Board Chair