

Community Action Agency of Siouxland  
Board of Directors Meeting  
September 19, 2019

**Board Members Present:**

Tito Parker  
Char Hesse  
Ann Uhl  
Sally Hartley  
Mark Monson  
Rocky De Witt  
Rachelle Green  
Ron Engle  
Harlan Salvatori  
Norma DeLaO  
Dr. Robert Dunker  
Tina Young  
Sheryl Ashley  
Heidi Nelson  
Catie Newman  
Shelly Sorensen

**Excused:**

Erica Fuentes  
David Dawson  
Coretta Mitchell  
Marisa Cummings

**Absent:**

**Staff Present:**

Jean Logan  
LaRae Lyons  
Scot Orban  
Andy Brown  
Rachael Ostermyer  
Kim Wilson  
Caroline Gomez

Tito Parker, Board Chair, called the meeting to order at 4:30 p.m.

Heidi Nelson was welcomed as a representative of "Health", appointed by the Board of Supervisors.

Roll call was taken with a quorum present.

Tina Young moved and Shelly Sorensen seconded to approve the Board meeting minutes and Personnel & Finance Committee minutes of August 15, 2019. Motion carried.

In addition to her written report Jean mentioned that the loan for the Isabelle Sloan building is paid off.

A motion was made by Rocky De Witt, seconded by Mark Monson, to approve the Board Treasurer's report of August, 2019. Motion carried.

Rachael reported that the Policy Council met and approved some new hires, the enrollment report and the self-assessment report. They reviewed the PIR and she explained the Information Memorandum received from the Office of Head Start. New PC members will meet next month and will have election of officers and select a representative to our Board. Our Head Start/Early Head Start program is up for recompetition and that grant application is due November 12<sup>th</sup>. She gave an update on the Early Head Start expansion; plans are to have the Sunridge classrooms open on October 14<sup>th</sup>.

There was no Old Business:

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

**District 3 Appointment:**

A motion was made by Sheryl Ashley and seconded by Harlan Salvatori, to appoint Pastor Catie Newman to complete the term as a representative of District 3. Motion carried.

### **Kim Wilson:**

Kim Wilson has been hired as our Chief Development Officer. She introduced herself and gave some of her background information. She is excited about working for Community Action and helping us carry out our mission of Helping People, Changing Lives. She mentioned the following dates to remember:

- 9/23/19 – New Board Member Orientation (all members are welcome; please let her or Jean know after the meeting if you would like to attend)
- 10/1/19 – Siouxland Big Give (plans are to purchase a new mower with these funds) – Jean and Kim will be at the Gordon Drive HyVee from 11 a.m. – 1 p.m.
- 10/20/19 – Sioux City Crop Walk
- 11/1/19 – Siouxland Sleepout (Welcome Home will be the recipient of a portion of the funds raised)
- Next Week – Should receive notification from Awesome Biker Nights (ABN) on funds raised
- October – Open House for Sunridge Early Head Start classrooms in the planning stages

### **2019-2020 Budgets:**

P&F reviewed 2019-2020 detailed budgets, with all Board members receiving a summary, for Administration/Community Services/Building, Welcome Home, CACFP, Housing and LIHEAP, so moved to approve by P&F, seconded by Norma DeLao. Motion carried.

### **Agency-Wide Budget:**

After review, P&F made a motion, seconded by Norma DeLaO, to approve the 2019-2020 Agency-Wide Budget. Jean pointed out that our total budget is over \$10,000,000. Motion carried.

### **Child and Adult Care Food Program (CACFP):**

The CACFP organization budget for 2019-2020 was included in the board packet. P&F moved to retroactively approve submission of the 2019-2020 CACFP budget in the amount of \$82,920, seconded by Dr. Robert Dunker. Motion carried.

### **Head Start/Early Head Start Enrollment:**

Rachael presented the enrollment report for the Head Start classrooms, Early Head Start expansion classrooms and the Home Visitation slots. Discussion followed. P&F moved to approve the Enrollment Report with a second by Rocky De Witt. Motion carried.

### **Head Start Self-Assessment Report:**

Rachael reviewed the Self-Assessment Report for 2018-2019 stating that there were three areas of focus that were taken to the assessment teams: Mental Health Needs of children, families and staff; emotional support to children, and improving health requirements follow-up, with recommendations and an improvement plan for each. Discussion was held. P&F made a motion and Norma DeLaO seconded to approve the Self-Assessment Report. Motion carried.

### **Head Start Program Information Report (PIR):**

The Head Start PIR was shared with Board members with Rachael giving a summary of information included in the Enrollment, Staff & Qualifications, and Child & Family Services (health, dental, mental health, disabilities) sections. Discussion was held. P&F moved and Mark Monson seconded to approve the 2018-2019 Head Start PIR report. Motion carried.

### **Crop Walk:**

The Sioux City Crop Walk will be held on Sunday, October 20<sup>th</sup>. Jean mentioned that the agency will have a team and you can sign up online if you would like to walk. We are the half-way point and walkers stop in for a tour, to visit, or have a snack or bottle of water. Jean invited members to join us at the agency to help out if they'd like. This is the 50<sup>th</sup> anniversary of Crop Walk, with the Sioux City Crop Walk

being in existence for 43 years. Our George J. Williams Memorial Food Bank receives half of the 25% of funds raised that stay in Sioux City.

**Other New Business:**

Jean mentioned that board members may have noticed fresh produce on our counters and pointed out that "Up From the Earth" is a voluntary program that encourages home gardeners to donate their excess produce for distribution to those in need. We receive such a great variety of produce including tomatoes, apples, green beans, kale, squash, zucchini, carrots, cucumbers, peppers, herbs, etc.

Tito Parker mentioned that he has heard great comments from parents and students about assistance they have received from the agency; he thanked LaRae and our Community Services Department for the good work they do.

The credit card statement was distributed. There were no comments or questions.


**Carry-In Agenda:**

**Lions Club Charity Grant:**

P&F made a motion, seconded by Sheryl Ashley, to approve submission of a Lions Club Charity Grant application in the amount of \$2,926 for Second Step Child Protection curriculum for the Head Start classrooms. Motion carried.

**Adjournment:**

Rocky De Witt moved and Mark Monson seconded to adjourn. Motion carried with meeting adjourning at 4:56 p.m.

  
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Tito Parker, Board Chair