

Community Action Agency of Siouxland
Board of Directors Meeting
November 21, 2019

Board Members Present:

Tito Parker
Tina Young
Ann Uhl
Erica Brown
Sally Hartley
Heidi Nelson
Mark Monson
Shelly Sorensen
Rocky De Witt
Rachelle Green
Ron Engle
Harlan Salvatori
Sheryl Ashley
Dr. Robert Dunker
Coretta Mitchell
Norma DeLaO

Excused:

Erica Fuentes
Catie Newman
Char Hesse
David Dawson
Marissa Cummings

Absent:

Staff Present:

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

Tito Parker, Board Chair, called the meeting to order at 4:30 p.m. Roll call was taken with a quorum present.

Mark Monson moved and Shelly Sorensen seconded to approve the Personnel & Finance Committee minutes of October 7, 2019 and the Board meeting minutes of October 17, 2019. Motion carried.

In addition to Jean's written report, she mentioned that we received information on the 2019 CROP walk and gave the stats on number of walkers, money raised, pounds of food donated, etc. Included in the Board packet was a letter concerning the onsite review of our agency's organizational standards, of which all were met.

A motion was made by Rocky De Witt and seconded by Sheryl Ashley to approve the Board Treasurer's Report of October 2019. Motion carried.

Rachael introduced Erica Brown who is the new Policy Council representative on our Board. The PC met Monday night and approved the Head Start/Early Head Start Year 5 grant application, the 5-year goals action plan and the Community Needs Assessment of which they had in-depth discussion.

There was no Old Business:

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

State Early Head Start Grant:

P&F moved and Norma DeLaO seconded to approve the Executive Director signing the State Early Head Start grant in the amount of \$114,900.00. Motion carried.

LIHEAP-20-18:

P&F moved and Rocky De Witt seconded to approve the Executive Director signing LIHEAP-20-18 Amend. #1 adding \$1,458,252 to the contract. Jean stated that this is one time help for energy assistance during the winter months. Motion carried.

Head Start/Early Head Start Grant #07CH7093 (HS/EHS):

P&F met prior to the Board meeting to review the 2020 Head Start/Early Head Start 5 Year Grant Application for Year 5 (Continued) for the period 3/1/2020-6/30/2020, with a summary being submitted to the full Board. Rachael explained that the dollar amount (\$3,413,878 for HS and \$950,521 for EHS, including non-federal share) is for a full year so that amount will be adjusted for the partial year. A motion was made by P&F to approve submission of the 2020 HS/EHS Year 5 grant, seconded by Norma DeLaO. Motion carried.

Early Head Start Expansion Grant #07HP000152 (EHS):

P&F reviewed the EHS expansion grant prior to the meeting, with a summary being given to the full board. Rachael mentioned that this grant is due December 1, 2019 for the period of 3/1/2020-2/28/2021 and explained different sections of the application. P&F moved and Rocky De Witt seconded to approve submission of the EHS Expansion Grant in the amount of \$1,641,831, including non-federal share. Rachael mentioned that the seven new classrooms are fully enrolled and everything is going really well. Motion carried.

Job Descriptions:

Job Descriptions for Community Services, Weatherization, and Maintenance were included in the board packet with any changes highlighted, so moved to approve by P&F and seconded by Norma DeLaO. Jean explained that it is an Organizational Standard for job descriptions to be reviewed periodically; there will be a few more to review at the next meeting. Motion carried.

CSBG Year-End Report:

Jean reviewed parts of the CSBG Year-End Report which show level of funding, a summary of programs and client characteristics. There was discussion. P&F made a motion and Norma DeLaO seconded to approve submission of the CSBG Year End Report. Motion carried.

CSBG Carry-over:

P&F moved and Sheryl Ashley seconded to approve a request to carry-over the current CSBG contract through March, 2020. Jean mentioned that this is the only funding that we are allowed to carry over and it helps to co-fund other programs. Motion carried.

CACFP Civil Rights Requirements:

It is a requirement that the Board receive information on the CACFP Civil Rights Requirements. A brochure was distributed, along with a signature page showing receipt.

Carry-In Agenda:

MEC-19-18:

P&F moved and Dr. Dunker seconded to approve the Executive Director signing MEC-19-18 Amend. #1 adding \$25,892 to the contract for a total of \$112,566. Motion carried.

Early Childhood 5-Year Goals & Objectives Action Plan:

Rachael reviewed the Goals & Objectives with the Board, mentioning that with the addition of the infant/toddler classrooms, Conducting TPITOS observations was added as an objective under Social/Emotional Support. A motion was made by P&F to approve the Early Childhood 5-Year Goals & Objectives Action Plan, seconded by Norma DeLaO. Motion carried.

Job Descriptions:

Food Aide, Teacher Assistant & Teacher job descriptions were updated adding "Maintain regular and reliable attendance" to each, so moved to approve by P&F, seconded by Rocky De Witt. Motion carried.

Other New Business:

Kim mentioned that we received almost \$1,000 from the Siouxland Big Give. Steve received a new riding lawn mower from an anonymous donor.

If anyone is interested in adopting a family for Christmas or belongs to a group who would like to help children have a merrier Christmas, we have approximately 105 names still not taken. Please contact Kim or Caroline if you are interested.

Tito Parker mentioned that he has students/parents very happy with the new infant/toddler classrooms. A student was going to stop attending classes because of not having daycare, but our staff knew of an opening coming up and was able to enroll her child. Staff is to be applauded for the work they do and knowing right away if slots are available.

Mark Monson mentioned that work continues on a new building. There are many concrete planks on the bus barn lot if anyone has a need for them.

Adjournment:

Rocky De Witt moved and Harlan Salvatori seconded to adjourn. Carried with adjournment at 4:57 p.m.



Tito Parker, Board Chair