

Community Action Agency of Siouxland  
Board of Directors Meeting  
April 16, 2020  
(Zoom Meeting)

**Board Members Present:**

Tito Parker  
Erika Fuentes  
Sally Hartley  
Heidi Nelson  
Mark Monson  
Shelly Sorensen  
Rachelle Green  
Ron Engle  
Harlan Salvatori  
David Dawson  
Dr. Robert Dunker  
Coretta Mitchell

**Excused:**

Ruth Ann Uhl  
Norma DeLaO

**Absent:**

Tina Young  
Pator Catie Newman  
Erica Brown  
Rocky De Witt  
Pastor Sheryl Ashley  
Marissa Cummings

**Staff Present:**

Jean Logan  
Kim Wilson  
Rachael Ostermyer  
Andy Brown  
Caroline Gomez

Tito Parker, Board Chair, called the meeting to order at 4:35 p.m. Due to COVID-19, the meeting was held via Zoom. Roll call was taken with twelve members present.

Mark Monson moved and Erika Fuentes seconded to approve the Board meeting minutes of February 20, 2020. Motion carried.

Jean mentioned that so many things are changing with the COVID-19 pandemic. The Art Center is working on a Siouxland Recovery grant which is due Friday; they are partnering with us to furnish supplies to Head Start/Early Head Start families. The LIHEAP program has been extended through the end of May and we will be receiving additional CSBG dollars to help those affected at this time.

Dr. Robert Dunker made a motion, seconded by David Dawson, to approve the Board Treasurer's report of February and March, 2020. Motion carried.

Rachael reported that the Policy Council did not have a meeting last month; they will meet on Monday, April 20<sup>th</sup>, via Zoom

There was no Old Business:

**New Business: The Personnel & Finance Committee (P&F) met via Zoom prior to the Board meeting to review/take action on the following agenda items.**

**Early Childhood Initiative grants:**

Budgets were reviewed by P&F and also included in the board packets. A motion was made by P&F to retroactively approve submission of a Child Care Nurse Consultant grant in the amount of \$83,207 and a Home Visitation grant for Prenatal, Infants & Toddlers in the amount of \$54,886 to SHIP, seconded by Dr. Robert Dunker. Motion carried with Sally Hartley and Mark Monson abstaining.

**Shared Visions Home Visitation grant:**

P&F moved and David Dawson seconded to retroactively approve submission of a Shared Visions Home Visitation grant to State in the amount of \$100,000. This will be new funding. Motion carried.

**Head Start Policies:**

Head Start Policies under the categories of Program Management, Health & Safety and Nutrition were reviewed, so moved to approve by P&F, seconded by Dr. Robert Dunker. Motion carried.

**HS/EHS Child Outcomes:**

Rachael reviewed the School Readiness Outcomes Checkpoint 2, with the first page being a summary of all areas assessed. The outcomes are separated for children who are home based and those in center based. All school readiness goals are listed with the percentage of children meeting expectations for their age group. Rachael did point out that the children who have better attendance do much better. Also the children participating in LENA Home had significant gains from the first to second checkpoint. Because of classrooms being closed due to COVID-19, there won't be much data to report for Checkpoint 3.

**HS/EHS COLA:**

P&F was given a detailed budget showing the 2.0% COLA for each position, with the full board receiving a summary. P&F moved and Mark Monson seconded to approve a 2.0% COLA retroactive to March 1, 2020, in the amount of \$53,949 for Head Start and \$14,867 for Early Head Start. Motion carried.

**HS/EHS Quality Improvement (QI):**

Rachael explained that the Quality Improvement application will incorporate additional trauma-informed approaches that support families, children and staff. It will also include hiring a new position called a Behavior Support Specialist, hiring an additional Teacher Assistant, and a salary increase for Teacher CDA, Teacher 1 and Home Visitor 1. P &F moved and David Dawson seconded to approve the Quality Improvement application in the amount of \$99,673.36 for Head Start and \$20,812.94 for Early Head Start. Motion carried.

**EHS Expansion COLA:**

Budgets were reviewed by P&F, with a summary and narrative given to the full board. P&F made a motion and Mark Monson seconded to approve a 2.0% COLA for EHS Expansion retroactive to March 1, 2020 in the amount of \$25,629. Motion carried.

**EHS Expansion Quality Improvement:**

This funding will also help the program incorporate additional trauma-informed approaches that support families, children and staff. As with the HS/EHS QI, we will hire a Behavior Support Specialist, hire an additional Teacher Assistant, and increase salary for a Teacher CDS, Teacher 1 and Home Visitor 1. P&F moved and Mark Monson seconded to approve submission of the application for EHS Expansion Quality Improvement in the amount of \$35,000. Motion carried.

**Agency COLA:**

P&F reviewed projected increases in all programs for a 2.0% COLA for a total of \$67,160.08 retroactive to March 1, 2020, so moved to approve by P&F, seconded by Dr. Robert Dunker. Motion carried.

**DOE-20-18:**

P&F made a motion, seconded by Mark Monson, to retroactively approve the Executive Director and Board Chair signing weatherization contract #DOE-20-18 in the amount of \$234,563. Motion carried.

**LIHEAP-20-18:**

P&F moved and David Dawson seconded to retroactively approve the Executive Director signing LIHEAP-20-18 Amend. #3, adding \$122,138 to the contract for a total of \$1,685,762. Motion carried.

**HEAP-20-18:**

A motion was made by P&F, seconded by Mark Monson, to retroactively approve the Executive Director signing weatherization contract HEAP-20-18 Amend. #1, adding \$210,707 to the contract, for a total of \$534,535. Motion carried.

**CSBG:**

P&F moved and Mark Monson seconded to approve a CSBG-20-19 budget amendment adding \$6,093 to co-funded programs due to an increase in the grant award. Motion carried.

**Board of Directors:**

P&F moved and Erika Fuentes seconded to appoint Harlan Salvatori, Pastor Sheryl Ashley and David Dawson for another 3-year term in the Private Interest category, with their terms expiring in March, 2023. Motion carried.

**Election of Officers:**

The ballot for board officers was included in the Board packet. Due to the COVID-19 pandemic and the board meeting being held via ZOOM, the Board Chair set up voting via Survey Monday. Results were as follows:

Chair – Harlan Salvatori  
Vice-Chair – Tito Parker  
Treasurer – Mark Monson  
Secretary – Dr. Robert Dunker

**Other New Business:**

Rachael mentioned that this is Week of the Young Child. Teachers, Family Advocates and Home Visitors have been keeping in touch with families on a regular basis via telephone or email. We put together several craft kits that parents were able to pick up for their children. We also have kept up on our weekly staff meetings via electronic means. We are applying for summer school for 80 slots through the Cares Act.

Jean mentioned that we are now exempt from paying property taxes on the bus barn property. At the present time, we have been using the space for parking. We hope to have some plans soon from Bacon Creek Design.

**Adjournment:**

Meeting adjourned at 5:14 p.m.



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Harlan Salvatori, Board Chair  
(Minutes approved May 21, 2020)