

Community Action Agency of Siouxland
Board of Directors Meeting
July 16, 2020

BOARD MEMBERS PRESENT:

Harlan (Curly) Salvatori
Erika Fuentes
Pastor Catie Newman
Ann Uhl
Tito Parker
Erica Brown
Heidi Nelson
Mark Monson
Shelly Sorensen
Rock De Witt
Rachelle Green
Pastor Sheryl Ashley
David Dawson
Dr. Robert Dunker
Coretta Mitchell

EXCUSED:

Tina Young
Sally Hartley
Ron Engle

ABSENT:

Norma DeLao

STAFF PRESENT:

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

Harlan Salvatori, Board Chair, called the meeting to order at 4:30 p.m. Roll call was taken with fifteen members present. Caroline read an email received from Marisa Cummings resigning from her position on the board as she is moving out of the area.

Tito Parker moved and Mark Monson seconded to approve the Board meeting minutes and Personnel & Finance Committee minutes of June 18, 2020. Motion carried.

There were no comments about the Executive Director's report or Program Quarterly Reports. Dr. Robert Dunker congratulated the team who put together this year's Annual Report; it is excellent and thought it should be shared with other agencies as much as possible – discussion was held. Mark Monson said staff is doing incredible work through the pandemic.

A motion was made by David Dawson, seconded by Tito Parker, to approve the Board Treasurer's Report of June, 2020. Motion carried.

Rachael mentioned that Policy Council does not meet until next week so there is nothing to report at this time.

There was no Old Business.

New Business: The Personnel & Finance Committee reviewed/took action on the agenda items.

FY2020 CSBG Budget Amendment:

P&F made a motion and Tito Parker seconded to approve submission of the FY2020 CSBG budget amendment adjusting line items due to an increase of \$3,052.00. Motion carried.

Senior Community Service Employment Program (SCSEP):

P&F moved and Mark Monson seconded to retroactively approve submission of a SCSEP budget modification with a decrease of \$32,754 and a PY2020 3-month grant. Jean mentioned that with the COVID shutdown we did not spend all the money. Motion carried.

FaDSS-21-18:

P&F moved and Tito Parker seconded to retroactively approve the Executive Director and Board Chair signing FaDSS-21-18 in the amount of \$173,969. Jean mentioned that money was redistributed by need and this is an increase for us. We have over 24 families on the waiting list. Motion carried.

HEAP-20-18 Amend. #2:

P&F made a motion and Tito Parker seconded to retroactively approve the Executive Director signing weatherization contract #HEAP-20-18 Amend. #2 adding \$4,876 to the contract for Pollution Occurrence Insurance. Motion carried.

Policy 509 & Policy 720:

P&F moved and Mark Monson seconded to approve revised Policy 509 Emergency Closings and Policy 720 Pandemic Safety. Motion carried.

Job Descriptions:

P&F moved and Tito Parker seconded to approve job descriptions for Behavior Support Specialist, Nutrition Specialist, EHS Teacher (retroactive to March 1st), HST Teacher and Home Visitor I, II. There was discussion on how helpful it will be to children, teachers and parents to have a Behavior Support Specialist on board to help with mental health and support plans for children. Rachael mentioned that reopening will be very complicated. They have given out 3,000 packets to children so far since shutdown. Motion carried.

Head Start/Early Head Start Pandemic Policy:

Pandemic procedures were included in the board packet for review. P&F moved and Dr. Robert Dunker seconded to approve the HS/EHS Pandemic Policy retroactive to April 1, 2020. Motion carried.

Board Training:

Written material for board duties and responsibilities was included in the board packet. Board members were given a copy of the Iowa Principles and Practices for Charitable Nonprofit Excellence. A link was given to them for four short training videos.

MOU for IWD Board Support Staff:

Jean has received a signed MOU from the Western Iowa Workforce Development Board. There will be another MOU when the local Board meets.

2019 Client Needs Assessment Summary:

Every three years we are required to conduct a client needs assessment. A summary of results was included in the board packet.

New Business:

Kim mentioned that store managers from HyVee Gordon Dr. and Hamilton volunteered to help clean up the banks around our parking area. They are about half finished. Thanks also to Sharon Brown for being out there helping.

Kim thanked board members for returning the Conflict of Interest policy.

Adjournment:

Tito Parker moved and David Dawson seconded to adjourn at 5:11 p.m. Motion carried.



Harlan Salvatori, Board Chair