

Board of Directors Meeting
November 18, 2021

BOARD MEMBERS PRESENT:

Mark Monson
Erika Fuentes
Pastor Catie Newman
Tina Young
Tito Parker
Sally Hartley
Kevin Grieme
Justin Wright
Rachelle Green
Pastor Sheryl Ashley
Coretta Mitchell
Trisha Etringer
Karen Havlicek

EXCUSED:

Shelly Sorensen
Ron Engle
Harlan Salvatori
David Dawson
Laura Garcia

ABSENT:

Norma DeLaO

STAFF PRESENT:

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

Mark Monson, Board Chair, called the meeting to order at 4:35 p.m. Roll call was taken with a quorum present.

Tito Parker moved and Rachelle Green seconded to approve the Board Meeting minutes and Personnel & Finance Committee minutes of October 21, 2021. Motion carried.

Jean added to her Director's report that we received a check in the amount of \$6,504.26 from the Crop Walk. Mater Dei school will be delivering 30 Thanksgiving baskets to families and Sacred Heart school will be bringing 30 baskets to the agency for distribution to our families.

Tito Parker made a motion and Sheryl Ashley seconded to approve the October Board Treasurer's Report. Motion carried.

Rachael reported that Policy Council met on Monday with 15 in attendance, both virtual and in person. They approved submission of the HS/EHS grant, the revised job descriptions and the 5-year goals and action plan. They approved a new Community Representative from Iowa State Extension.

Old Business:

Siouxland Sleep Out:

Kim reported that to date we have received approximately \$4200. Our agency's shelter won 1st prize which was \$500. There are still donations coming in.

New Business:

CSBG-20S-18 Amend. #3:

Kevin Grieme moved and Tito Parker seconded to retroactively approve the Executive Director signing CSBG-20S-18 Amend. #3 adding \$6,574 to the contract for a total of \$420,485.00. Motion carried.

CSBG-21-18:

A motion was made by Tito Parker and seconded by Sheryl Ashley to approve a request for a 3-month extension through March, 2022 of CSBG-21-18. Motion carried.

CSBG Budget Amendment:

Katie Newman moved and Tito Parker seconded to approve submission of a CSBG-21-18 budget amendment changing amounts in line items as shown in the attachment. Motion carried.

HS/EHS Grant Application:

Rachael provided an Executive Summary of the HS/EHS Year 4 Grant application. For background information, she mentioned that the regular HS/EHS program and the EHS expansion are now consolidated into one application. She reviewed the areas of goals and objectives, service delivery which remains the same, fiscal overview showing program operations and training/technical assistance, and non-federal share. Rachelle Green moved and Sheryl Ashley seconded to approve submission of the Year 4 grant application #07CH011695 for Head Start in the amount of \$2,918,398 and Early Head Start in the amount of \$2,197,178. Motion carried.

Early Childhood 5 Year Goals & Objectives:

Karen Havlicek moved and Sheryl Ashley seconded to approve the Early Childhood 5 Year Goals and Objectives and Year 2 of the Action Plan. Rachael mentioned that the Goals are: (1) Trauma-informed services, (2) School Readiness, (3) Parent education and support, (4) Family self-sufficiency, and (5) Electronic document system, with each goal listing objectives and action steps. Motion carried.

Early Childhood Job Descriptions:

Suggested updates for the Early Childhood Coach and Center Manager job descriptions were highlighted in yellow, with the main addition being able to obtain a substitute license or authorization to substitute in the classrooms if necessary, so moved to approve by Karen Havlicek and seconded by Trisha Etringer. Motion carried.

CSBG Year End and NPI Reports:

The reports which include funding sources, client characteristics, capacity building, etc. were emailed to all board members for review. Sheryl Ashley moved and Kevin Grieme seconded to approve submission of the CSBG Year End and NPI Reports for FY2021. Motion carried.

CSBG NPI Initial Targets for FY2022:

The CSBG NPI Initial Targets for FY2022 were also emailed to board members for their review with a motion to approve by Trisha Etringer, second by Karen Havlicek. Motion carried.

Personnel Policies:

- **Policy 720 Update Pandemic Safety and Mask Policy:** One change was recommended by Kevin Grieme and that was under Vaccinated Employees – if they cannot maintain a minimum of six feet social distancing when at their own work space, they will still be required to wear a mask. The updates to Policy 720 are effective only if and when the OSHA mandate is implemented. Kevin Grieme moved to approve Policy 720 with this change, seconded by Trisha Etringer. Motion carried.

- **Policy 721 COVID-19 Vaccination/Retention Incentive:** This Policy offers an incentive to eligible employees who are vaccinated which will be paid out in three phases. A Licensed Teacher New Hire Incentive is also included. Catie Newman moved and Sheryl Ashley seconded to approve Policy 721. Motion carried.
- **Policy 722 Mandatory Vaccination Policy:** Jean and Scot explained this is an OSHA recommended policy which we wanted to have in place and approved by the Board effective only if and when the OSHA mandate is implemented. Sheryl Ashley moved to approve Policy 722, seconded by Karen Havlicek. Motion carried.

Giving Tuesday:

Kim mentioned that the 24-hour Giving Tuesday will be held on November 30th. It will benefit our Welcome Home program.

There was no other New Business:

Adjournment:

Meeting adjourned at 5:08 p.m. with a motion by Kevin Grieme.



Mark Monson, Board Chair