

Community Action Agency of Siouxland  
Board of Directors Meeting  
December 16, 2021

**BOARD MEMBERS PRESENT:**

Shelly Sorensen  
Laura Garcia  
Ron Engle  
Pastor Catie Newman  
Tina Young  
Tito Parker  
Sally Hartley  
Kevin Grieme  
Rachelle Green  
Pastor Sheryl Ashley  
Coretta Mitchell  
Trisha Etringer  
Karen Havlicek  
Norma DeLaO

**EXCUSED:**

Pastor Sheryl Ashley  
David Dawson  
Mark Monson

**ABSENT:**

Justin Wright

**STAFF PRESENT:**

Jean Logan  
  
Rachael Ostermyer  
  
Kim Wilson  
Andy Brown  
Caroline Gomez

Tito Parker, Vice Chair, called the meeting to order at 4:32 p.m. Roll call was taken with a quorum present.

Trisha Etringer moved and Catie Newman seconded to approve the Board Meeting minutes of November 18, 2021. Motion carried.

Jean added to her Director's report that the Governor may declare parts of Iowa a disaster area.

Rachelle Green made a motion and Tina Young seconded to approve the November Board Treasurer's Report. Motion carried.

Rachael reported that Policy Council will not meet until Monday. Two staff will be retiring in January.

**Old Business: None**

**New Business: (Personnel & Finance met prior to the board meeting to review/take action on the agenda items.)**

**2021-22 School Readiness Outcomes Checkpoint 1:**

Michelle gave a summary of the school readiness outcomes in home visitation birth to age 1, age 1-2 and age 2-3 and in the classrooms birth-age 1, ages 1, 2, 3 and 4 year olds, including the subgroups of dual language learners, disabilities and LENA Home. Graphs were also included for each age group showing the percentages of school readiness expectations.

**Early Childhood family service policies:**

P&F moved and Tina Young seconded to approve the following policies: 2.14, 2.15, 5.8, and 5.11. Motion carried.

**CSBG-21-18 Amend. #5:**

P&F moved and Norma DeLaO seconded to retroactively approve the Executive Director signing CSBG-21-18 Amend. #5 adjusting line items. Motion carried.

**SAF and ESG contracts:**

P&F moved and Kevin Grieme seconded to retroactively approve the Executive Director signing the SAF contract in the amount of \$29,207 and the ESG contract in the amount of \$20,721, both through Iowa Finance. These are for Welcome Home and rental assistance. Motion carried.

**Women United Grant:**

P&F made a motion, seconded by Norma DeLaO to retroactively approve submission of a Women United grant application in the amount of \$25,000 for Welcome Home. Motion carried.

**Job Descriptions:**

P&F moved and Norma DeLaO seconded to approve updates/review of the following job descriptions: Chief Development Officer, Community Services Director, Weatherization/Infrastructure Director, Energy Auditor, Weatherization Evaluator and Welcome Home Family Specialist. Motion carried.

**Policy 001 Organization Description**

P&F moved and Karen Havicek seconded to approve the updated Organization Description. Motion carried.

**Policy 720 Pandemic Safety & Mask:**

P&F moved and Norma DeLaO seconded to implement Policy 720: Pandemic Safety & Mask which was approved at the November meeting. Motion carried.

**Policy 723 Mandatory Vaccination:**

Catie Newman moved and Norma DeLaO seconded to approve Policy 721 Mandatory Vaccination. Scot provided a policy narrative. A vaccination timeline is included in the policy and there was discussion on obtaining the vaccinations and the testing. Motion carried.

**Other New Business:**

Jean mentioned that the Plumbers & Fitters Union donated 20 Christmas food boxes.

Kim was congratulated for being the Chamber Ambassador of the Month.

We received two truckloads of furniture from The Hope Center to give to families.

Tito Parker mentioned that Jean is well known across the State of Iowa and many people are impacted by her work.

**Adjournment:**

Meeting adjourned at 5:10 p.m. with a motion by Norma DeLaO.

  
Mark Monson, Board Chair