

Community Action Agency of Siouxiana
Board of Directors Meeting
January 20, 2022

Board Members Present:

Mark Monson
Tina Young
Erika Fuentes
Laura Garcia
Sally Hartley
Kevin Grieme
Shelly Sorensen
Rachelle Green
Ron Engle
Coretta Mitchell
Norma DeLaO

Excused:

Pastor Catie Newman
Karen Havlicek
Harlan Salvatori
Pastor Sheryl Ashley
David Dawson
Trisha Etringer
Tito Parker
Justin Wright

Absent:

Staff Present:

Jean Logan
Scot Orban
Kim Wilson
Rachael Ostermyer
Michelle Eyer
Caroline Gomez

Mark Monson, Board Chair, called the meeting to order at 4:32 P.M. Roll call was taken with a quorum present.

Kevin Grieme moved and Norma DeLaO seconded to approve the Board meeting minutes and Personnel & Finance Committee minutes of December 16, 2021. Motion carried.

Jean added to her report that Iowa is one of the states that the Head Start COVID mandate is not in effect so at the present time we have no testing or vaccine requirements. LIHEAP will be receiving more money so there will be additional payments. There was discussion about legislation that is on the table and the impact it will have on low-income families.

Paul of Hamilton & Associates joined via Zoom for presentation of the audit for Fiscal Year ending September 30, 2021. He briefly reviewed the Statement of Financial Position showing assets and liabilities, Statement of Activities, Functional Expenses, Cash Flows, Notes to Financial Statements, Combining Schedule of Financial Position and Activities of all programs and Expenditure of Federal Awards. There were no deficiencies, material weaknesses or findings found. He also presented the Report to the Board of Directors which included required communications, arrangement letter and representation letter. The 990 was presented as well. Shelly Sorensen moved and Norma DeLaO seconded to approve the Audit for FY2021. Motion carried. Shelly Sorensen moved and Kevin Grieme seconded to approve the 990. Motion carried.

Tina Young made a motion and Shelly Sorensen seconded to approve the December, 2021 Board Treasurers Report. Motion carried.

Rachael reported that due to the Martin Luther King Holiday this week, Policy Council will meet next Monday. Last month they approved the Early Childhood policies as did our board. There were five in person and five via zoom in attendance.

There was no Old Business.

New Business:

2022 Head Start/Early Head Start Selection Criteria:

Michelle Eyer presented the 2022 Head Start/Early Head Start Selection Criteria which is based on a point system; there were no changes from last year, so moved to approve by Kevin Grieme, seconded by Norma DeLaO. Motion carried.

Head Start Eligibility Training:

Michelle Eyer also reviewed the rules and guidelines for Head Start/Early Head Start eligibility, covering the application process, required documents, homeless Assistance Act, Definition of Family, Age and Income Eligibility, Ethics and Confidentiality.

MIEHV Contract:

Norma DeLaO moved and Tina Young seconded to retroactively approve the Executive Director signing the MIECHV contract with the SDHD. Motion carried with Kevin Grieme abstaining.

ESG CARES Act Amendment:

Norma DeLaO moved and Kevin Grieme seconded to retroactively approve the Executive Director signing the ESG CARES Act amendment extending the contract to October 31, 2022. Motion carried.

HEAP-22-18:

Shelly Sorensen made a motion, seconded by Norma DeLaO, to approve the Board Chair and Executive Director signing contract HEAP-22-18 in the amount of \$325,898. Motion carried.

MEC-22-18:

Norma DeLaO moved and Shelly Sorensen seconded to approve the Board Chair and Executive Director signing contract MEC-22-18 in the amount of \$137,420. Motion carried.

BHE-22-18:

Norma DeLaO moved and Shelly Sorensen seconded to approve the Board Chair and Executive Director signing contract BHE-22-18 in the amount of \$3,299. Motion carried.

Designation of Signatories:

Norma DeLaO moved and Shelly Sorensen seconded to approve the Board Chair designating the Executive Director as the signatory on Weatherization contract amendments (DOE/HEAP/Utilities) for 2022. Motion carried.

Head Start Teacher Job Description:

Shelly Sorensen moved and Norma DeLaO seconded to approve the updated Head Start Teacher job description adding Substitute Teacher under Education/Experience. Motion carried.

Non-Federal Share Budget Revision/Waiver Request:

The Head Start/Early Head Start program year ends February 28, 2022 and just in case we need to submit a budget revision/non-federal share waiver request (which is due the end of January) we are asking for approval now. Norma DeLaO moved and Sally Hartley seconded to approve a non-federal share budget revision and waiver request for EHS Expansion Grant #07HP000152 and Head Start/Early Head Start Grant #07CH011695. If needed, dollar amounts will be shared with the Board at the February meeting. Motion carried.

COVID Statistics:

Scot updated the statistics to show that we now have 39 positive COVID cases. There was discussion about reaching a peak in COVID cases the beginning of February and then starting to go down. Many places are short staffed because of illness.

New Business:

Jean mentioned that in February we will be looking at adjusting our wages.

Adjournment:

Meeting adjourned at 5:27 p.m. with a motion by Norma DeLaO and second by Rachele Green.

DocuSigned by:

Mark Monson

CJC47F3208F44E0
Mark Monson, Board Chair