

Attach. 1

Community Action Agency of Siouxland
Board of Directors Meeting
February 16, 2023

Board Members Present

Tito Parker (Chair)
Tina Young
Erika Fuentes
Karen Havlicek
Sherry Martin
Sally Hartley
Kevin Grieme
Mark Monson
Shelly Sorenson
Keith Radig
Rachelle Green
Pr. Sheryl Ashley
David Dawson
Coretta Mitchell
Norma De La O

Excused

Pr. Catie Newman
Jill Wanderscheid
Tom Hermann
Trisha Etringer (VC)

Absent

Adrian Key

Staff Present

Jean Logan
Scot Orban
Katie Logan
Andy Brown
Michelle Eyer
Rachael Ostermyer

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

Skipped the audit and 990 presentation for now until Hamilton & Associates are able to join the meeting.

David Dawson moved and Kevin Grieme seconded to approve the Board Meeting minutes and Personnel and Finance Committee minutes of January 19, 2023. Motion carried.

No additions to the Executive Director's Report.

Mark Monson moved and Norma De La O seconded to approve the Board Treasurer's Report – January 2023 Credit card statements. Motion carried.

At the last Policy Council meeting the same agenda items you passed at the February meeting were approved. No additions Early Childhood Education reports at this time. Jean did state that Rachael was tied up with an issue involving a parent threat. We take these issues very seriously and make sure the police are involved.

There was no Old Business.

New Business:

CSBG Contract Extension

P&F moved and Norma De La O seconded to approve the Executive Director signing CSBG Contract Extension until June 30, approximately \$189,000 carryover. Motion carried.

LIHEAP

P&F moved and Norma De La O seconded to retroactively approve the Executive Director signing LIHEAP Amend. #3 moving \$8,197.22 from Program Support/Assurance 16 to ECIP. Motion carried.

LIHWAP-21ARPA-18:

P&F moved and Norma De La O seconded to retroactively approve the Executive Director signing LIHWAP-21ARPA-18 Amend. #2&3 moving \$3,000 (#2) and \$326.87(#3) from Admin into Program Support. Motion carried.

Nomination Committee:

Tito Parker, Erika Fuentes, and Norma De La O volunteered to be a part of the Nomination Committee for Board Officer Elections that will be held in March.

Election Committee:

Tito Parker and Erika Fuentes volunteered to help on the Election Committee for the District 5 Election held in March.

Private Interest Board Representatives:

P&F moved and Norma De La O seconded to approve Pastor Sheryl Ashley (Religion) and David Dawson (Legal Counsel) as Private Interest Board Representatives. Motion carried with Pastor Sheryl Ashley and David Dawson abstaining.

Audit and 990 Presentation

Paul with Hamilton & Associates joined the meeting. He presented the audit, Letter to the Board of Directors, and 990 to the board at this time.

Mark Monson moved and Keith Radig seconded to approve the audit. Motion carried

Shelly Sorenson moved and Norma De La O seconded to approve the 990. Motion carried.

Needs Assessment:

Katie Logan informed the Board that the Needs Assessment is now in its final stretch. The board will receive a copy of the finalized Needs Assessment as soon as possible. Crescendo Consulting Group will present their findings to the Board in March.

Head Start Eligibility Training:

Annually the board is required to go through eligibility training for Head Start. Michelle Eyer presented to the Board and highlighted the major changes to the eligibility criteria.

Early Childhood Policy 9.26:

P&F moved and David Dawson seconded to approve the Early Childhood Policy 9.26 COVID-19 Mitigation. Motion carried.

Early Childhood Policy 4.8:

P&F moved and Mark Monson seconded to approve the Early Childhood Policy 4.8 Extended Care. Motion carried.

Child Care Nurse Consultant Application:

P&F moved and Norma De La O seconded to approve the Child Care Nurse Consultant Application in the amount of \$84,283.22. Motion carried with Mark Monson abstaining.

FaDSS-23-18:

P&F moved and Norma De La O seconded to approve the Executive Director signing FaDSS-23-18 Amend #1 moving \$3,363 from Administrative into Consultants and Space/Utilities. Motion carried.

No Other New Business.

Executive Director Evaluation

Norma De La O moved and David Dawson seconded to move into a closed session at 5:24 p.m. Roll call was taken:

Tina Young – Yes	Kevin Grieme – Yes	Pr. Sheryl Ashley – Yes
Erika Fuentes – Yes	Mark Monson – Yes	David Dawson – Yes
Karen Havlicek – Yes	Shelly Sorenson – Yes	Coretta Mitchell – Yes
Tito Parker – Yes	Keith Radig – Yes	Norma De La O – Yes
Sally Hartley – Yes	Rachelle Green – Yes	

Shelly Sorenson moved and Mark Monson seconded to leave the closed session at 5:30 p.m. Roll call was taken:

Tina Young – Yes	Kevin Grieme – Yes	Pr. Sheryl Ashley – Yes
Erika Fuentes – Yes	Mark Monson – Yes	David Dawson – Yes
Karen Havlicek – Yes	Shelly Sorenson – Yes	Coretta Mitchell – Yes
Tito Parker – Yes	Keith Radig – Yes	Norma De La O – Yes
Sally Hartley – Yes	Rachelle Green – Yes	

Pastor Sheryl Ashley moved and David Dawson seconded to not adjust the Executive Director’s salary at this time, but instead the Executive Director’s salary will increase retroactively to January 1, 2023 at the Cost of Living Adjustment approved for the rest of the staff. Motion carried.

Adjournment:

Meeting adjourned at 5:34 p.m. with a motion by David Dawson and seconded by Norma De La O. Motion carried.

Tito Parker, Board Chair

Community Action Agency of Siouxland
Personnel & Finance Committee
February 16, 2023

Members Present: Tito Parker, Shelly Sorensen, Mark Monson, Trisha Etringer
Staff Present: Jean Logan, Katie Logan

The Personnel & Finance Committee met prior to the Board Meeting to review/take action on the agenda items. Tito Parker called the meeting to order at 4:04 p.m. Roll Call was taken with a quorum present via Zoom.

Jean notified the Committee that there have been a few bumps with this year's audit and 990. We are planning to look at our contract and may ask for bids for a new company.

CSBG Contract Extension

Mark Monson moved and Shelly Sorenson seconded to approve the Executive Director signing CSBG Contract Extension until June 30, approximately \$189,000 carryover. Motion carried.

LIHEAP

Trisha Etringer moved and Shelly Sorenson seconded to retroactively approve the Executive Director signing LIHEAP Amend. #3 moving \$8,197.22 from Program Support/Assurance 16 to ECIP. Motion carried.

LIHWAP-21ARPA-18:

Trisha Etringer moved and Shelly Sorenson seconded to retroactively approve the Executive Director signing LIHWAP-21ARPA-18 Amend. #2&3 moving \$3,000 (#2) and \$326.87(#3) from Admin into Program Support. Motion carried.

Private Interest Board Representatives:

Mark Monson moved and Shelly Sorenson seconded to approve Pastor Sheryl Ashley (Religion) and David Dawson (Legal Counsel) as Private Interest Board Representatives. Motion carried.

Needs Assessment:

Katie Logan informed the Committee that the Needs Assessment is now in its final stretch. The board will receive a copy of the finalized Needs Assessment as soon as possible. Crescendo Consulting Group will present their findings in March.

Early Childhood Policy 9.26:

Trisha Etringer moved and Mark Monson seconded to approve the Early Childhood Policy 9.26 COVID-19 Mitigation. Motion carried.

Early Childhood Policy 4.8:

Trisha Etringer moved and Mark Monson seconded to approve the Early Childhood Policy 4.8 Extended Care. Motion carried.

Child Care Nurse Consultant Application:

Trisha Etringer moved and Shelly Sorenson seconded to approve the Child Care Nurse Consultant Application in the amount of \$84,283.22. Motion carried with Mark Monson abstaining.

FaDSS-23-18:

Mark Monson moved and Trisha Etringer seconded to approve the Executive Director signing FaDSS-23-18 Amend #1 moving \$3,363 from Administrative into Consultants and Space/Utilities. Motion carried.

No Other New Business.

Executive Director Evaluation:

Shelly Sorenson moved and Mark Monson seconded to move into a closed session at 4:22 p.m. Motion carried.

Mark Monson moved and Trisha Etringer seconded to leave the closed session at 4:28 p.m. Motion carried.

The Committee will recommend to the Board to not adjust the Executive Director's salary at this time, but instead the Executive Director's salary will increase retroactively to January 1, 2023 at the Cost of Living Adjustment approved for the rest of the staff.

Adjournment:

Meeting adjourned at 4:29 p.m. with a motion by Trisha Etringer and seconded by Mark Monson. Motion carried.