



**Siouxland Human Investment Partnership (SHIP)
Board Meeting Minutes**

May 18, 2018

"Subject to Board Approval"

Siouxland Human Investment Partnership (SHIP) is the Early Childhood Iowa Board for Ida and Woodbury Counties, and the Decategorization Board for Woodbury County. The minutes document the transactions of the Board in their fulfillment of these roles and where possible, the minutes reflect the actions of the Board specific to their respective roles.

Present: Patti Andrews, Amy Bloch, Tom Bouska, Erica DeLeon, Jim Gobell, Sally Hartley, Mark Monson, Gary Niles, Pat Penning, Barb Small, Pastor Neil Wehmas

Phone: Jeff Hackett, Denise Winter

Absent: Suzanne Allen, George Boykin, Brenna Franken, Dr. Paul Gausman, Charlotte Gorter
Chris Hall, Keith Radig, Pastor Russell Senstad

Staff: Matt Ohman, Kelsey Schomaker, Cheryl Engle, Erin Binneboese, Kerri Hall,
Kim Jenkins

Absent: JoAnn Gieselman, Nancy Keairns

Guests: Kevin Grieme – Siouxland District Health Department
Dara Madigan – Iowa Association for the Education of Young Children (representing
Wage\$ program)
Erika McWell – Crittenton Center

1. Call to Order Barb Small

2. Action Items

A. Consensus Agenda Barb Small

- SHIP Board Minutes – 4-20-18
- Committee Reports:
 - Ida ECI Com Minutes – 5-10-18
 - Woodbury ECI Com Minutes – 5-3-18
 - SHIP – Book of Business
 - SHIP – DCAT Recordkeeper Book of Business
 - SHIP – Monthly Back Activity – March & April 18

Pat Penning motioned to accept the Consensus Agenda.

Tom Bouska 2nd Motion carried

Number of Present Voting SHIP Board Members Yes 11 No 0

B. DCAT Recommendations

Erin Binneboese

Funds Transfer Memo

TO: Vicky Wiedemeier
 Department of Human Services
 Hoover Building, 1st Floor SW
 1305 East Walnut
 Des Moines, IA 50319-0114

FROM: Gary Niles, Chief Juvenile Court Officer 3rd Judicial District of Iowa

SUBJ: Transfer of Juvenile Court Services Funds to the Woodbury Decat Project

This memo is intended to transfer **\$13,500.00** in funding from the following JCS funding streams to the Woodbury Decat Project, subject to acceptance by the Woodbury Decat project governance board of any special conditions/limitations outlined below.

\$ 13,500.00 from School Based Supervision (FOS3 – FY 18 State Funds)

Total Transfer Amount = **\$ 13,500.00**

Special Conditions/Limitations:

To be used to fund SHIP Coordination Services contract DCAT1-18-032 for SFY18. Any unspent funds allocated to this SFY18 contract (DCAT1-18-032) will carry forward to fund SFY19 SHIP Coordination Services contract DCAT1-18-032.

SHIP Executive Committee motioned to accept the Funds Transfer Memo

Amy Bloch 2nd Motion carried

Number of Present Voting SHIP Board Members Yes 11 No 0

Tom Bouska (left 12:17)
 Denise Winter (joined 12:18 via phone)

C. Early Childhood Iowa Fiscal Year 2019 Recommendations

Kerri Hall

SHIP Early Childhood Iowa Allocation Recommendations FY19-20

<u>School Ready / General Use</u>	<u>Requested</u>	<u>Funds Balance</u>	<u>Recommendation</u>
763,093.00 + 103,654.00		\$866,747.00	

SDHD, CC, LSI: HOPES	\$434,917.00	\$866,747.00	\$419,580.00
Community Action Agency: Early Head Start	\$43,154.00	\$447,167.00	\$43,154.00
Crittenton Center: Resource Center	\$187,670.00	\$404,013.00	\$181,151.00
SR Preschool Coordination	\$15,700.00	\$222,862.00	\$15,700.00
SDHD: iSmile Oral Health	\$71,500.00	\$207,162.00	\$70,173.00
Mary Treglia Community House - Parent - Child	\$40,564.00	\$136,989.00	\$23,549.00
NACCC Van	\$15,210.00	\$113,440.00	\$0.00
Preschool Scholarships	\$144,893.60	\$113,440.00	\$111,998.00
TOTALS	\$953,608.60	\$1,442.00	\$865,305.00

<u>School Ready / Quality Improvement Funding</u>	<u>Requested</u>	<u>Funds Balance</u>	<u>Recommendation</u>
\$65,515.00		\$65,515.00	
SHIP ECI Coordination	\$57,000.00	\$65,515.00	
Kids Fest Health Fair - Ida County	\$2,000.00	\$8,515.00	
Preschool Scholarships	\$6,515.00	\$6,515.00	
		\$0.00	
TOTALS	\$65,515.00	\$0.00	\$0.00

<u>School Ready / Administration</u>	<u>Requested</u>	<u>Funds Balance</u>	<u>Recommendation</u>
\$25,627			
1832-SR SHIP Administration - Board support, attorney, etc.	\$25,627.00		

<u>School Ready / Early Childhood Administration</u>	<u>Requested</u>	<u>Funds Balance</u>	<u>Recommendation</u>
13,328.00			
SHIP Administration - Board support, attorney, etc.	\$13,328.00		

<u>School Ready / Early Childhood</u>	<u>Requested</u>	<u>Funds Balance</u>	<u>Recommendation</u>
253236 + 44,887.00		\$298,123.00	
Child Care Scholarships 0-2	\$27,000.00	\$298,123.00	\$20,000.00
Crittenton Center: West High Infant Center	\$76,155.00	\$278,123.00	\$75,458.00
Jackson Recovery Centers - Little Inspirations	\$30,000.00	\$202,665.00	\$30,000.00
Wage\$ Program	\$15,000.00	\$172,665.00	\$5,000.00
WITCC Foundation - Student Scholarships	\$14,400.00	\$167,665.00	\$10,000.00
Mid-Sioux CC Business Investment Program	\$31,110.00	\$157,665.00	\$15,000.00
CAA-Nurse Consultant	\$81,800.00	\$142,665.00	\$81,800.00
Ida County Preschool Program	\$60,865.00	\$60,865.00	\$60,865.00

TOTALS	\$336,330.00	\$0.00	\$298,123.00
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The ECI Grant Review Committee motioned to accept the the FY 19-20 Recommendations

Gary Niles motioned to amend the ECI Grant Review Committee motion by adding the childhood scholarships funds be reduced to \$14,000 and the Wage\$ program be increased to \$11,000, noting the 3 programs WITCC Scholarships, Mid-Sioux and child care scholarships split any additional carryover funds.

Mark Monson 2nd Motion carried

Number of Present Voting SHIP Board Members Yes 11 No 0

D. Policies and Procedures

Kelsey Schomaker

Mark Monson (left 12:45)
Jeff Hackett (joined 12:46 via phone)

PETTY CASH Policy

Understand Appropriate Uses of Petty Cash:

Petty Cash should be the mechanism of last resort to access cash for payments, when other disbursement methods are impractical or cannot be used. Petty cash funds must not be used as an operating fund, i.e., to pay invoices for goods or services, to pay salaries or wages, or to make advances or loans. Siouland Human Investment Partnership recommends that the balance of a petty cash account used for minor office expenses should not exceed \$100. Petty cash funds used for other unique programmatic purposes may be higher depending on a program’s specific needs, subject to the Business & Finance Director and Executive Director approval.

Establish the Petty Cash Account:

To establish a petty cash account, a program director/manager must submit a formal request to the Siouland Human Investment Partnership administrative office for approval from the Business & Finance Director and Executive Director to fund the account. SHIP will cut a standard Accounts Payable check to be delivered to the program. At least once per year, programs must re-examine whether the petty cash account is still required to meet the business needs, or if alternative disbursement methods could suffice. At this time, a review of total funds may be conducted to

Accounting will also review the claim and ensure it is complete, accurate, and includes all proper documentation. The Accounting representative will match all supporting documentation and receipts with the amount claimed on the invoice. If there are any issues with the claim, the Accounting representative will send back to the contract coordinator and the provider will be notified that they need to send additional information, or resubmit the claim. If approved, the Accounting representative will sign and date the claim, and enter the claim into the Accounting system. The Accounting representative will issue a check, which will be sent to the Executive Director **or the Business and Finance Director** to be reviewed.

If approved, the check will be signed. In the case that the Executive Director **or the Business and Finance Director are** is not available to sign the check, another SHIP staff member that is authorized to sign checks (other than the Accounting representative that issued the check) will review, approve and sign the check. The check will then be sent to the payee.

The ~~Executive Director~~ **Business and Finance Director** is responsible for opening any mail containing bank activity statements, and the **Business and Finance Director** will do the initial review and approval of monthly bank activity statements. The monthly summary will then be sent to the Board of Directors. The Treasurer of the Board of Directors will review the monthly bank activity summary and the Executive Director, **the Business and Finance Director** and three representatives of the Executive Committee of the Board of Directors will approve these documents by signing and dating them.

Segregation of Duties - Payroll

SHIP has preventative measures in place to ensure that all payroll functions are completed accurately and with the proper checks and balances.

Time sheets are to be emailed and/or electronically scanned with signatures from employees and their supervisor four (4) business days prior to the payroll check date (which is the 15th or the last day of the month). If employees do not turn time sheets in by the specified date above, employees may not be paid until the following pay period. The Payroll Department & an Accounting Representative review and verify that all time sheet calculations are correct. If there are errors, communication is sent to the employee and their supervisor for explanation or correction. The employee must authorize any modification to their timesheet. Payroll is entered into the system and a payroll summary is run and verified with time sheets by the Payroll Department. The ~~Executive Director~~ **Business and Finance Director** approves all payroll summaries and tax reports monthly.

SHIP Executive Committee motioned to accept the Segregation of Duties policy

	Pat Penning	2nd	Motion carried
Number of Present Voting SHIP Board Members	Yes 11	No 0	

RECORD RETENTION

Policy

SHIP retains records as required by law and destroys them when appropriate. The destruction of records must be approved by the Business and Finance Director and the Executive Director, and logged into the Organization's Destroyed Records Log. The formal records retention policy of SHIP is as follows:

Accident reports/claims (settled Cases) 7 Years Accounts payable ledgers, schedules, and check registers 7 Years Accounts receivable ledgers and aging reports 7 Years Audit reports Permanently Bank reconciliations 7 Years Bank statements, electronic check deposit records, and stop-pay notices 7 Years Budgets 7 Years Cash Receipt Books 7 Years Chart of Accounts Permanently Checks deposited electronically 1 Year Contracts, grants, notes, and leases 7 Years Correspondence: General 2 Years Legal and important matters only Permanently Depreciation schedules Permanently Employment applications 3 Years Federal and state grant billing detail 7 Years Financial statements: Year end Permanently Other Optional Garnishments and wage assignments/attachments 7 Years General ledgers/year end trial balance Permanently Insurance policies (expired) 3 Years Insurance records (policies, claims, etc.) Permanently Invoices from vendors 7 Years Journals Permanently Minute books of directors, bylaws and charters Permanently Payroll records and summaries 7 Years Payroll tax records and reports to the government 7 Years Personnel records (terminated) 7 Years Property, plant, and equipment records Permanently Purchase orders 7 Years Retirement and pension records Permanently Tax returns and worksheets, examination reports and other documents relating to determination of income tax liability Permanently Time sheets/cards 7 Years W-2s and 1099s 7 years Withholding tax statements 7 Years Program and Client files 4 Years

Note: It is our general policy to retain records for a minimum of seven (7) years, unless otherwise noted above.

SHIP Executive Committee motioned to accept the Record Retention Policy.

Amy Bloch **2nd Motion carried**

Number of Present Voting SHIP Board Members Yes 11 No 0

3. Discussion Item

a) Director's Report

Matt Ohman

. Director's Report May 2018

Siouxland Street Project

Indian Health Services will be visiting our community on Friday, June 1st. This visit is the product of two years of work by the Detox Committee and more specifically Erin, Frank LaMere and myself. Erin, Frank and I met with IHS two years ago in Rapid City, and Frank has been to D.C. three times since to meet with them and Representative Steve King.

Representative King will be present at the meeting on the 1st, as well as representatives from the Detox Committee – Sioux City Police Department, Woodbury County Sheriff, Unity Point, Mercy Medical, Jackson Recovery Centers, Woodbury County Board of Supervisors, Four Directions and members of the press. The Sioux City Council was also invited to attend.

Lectio Leadership Conference

On April 24th, Dr. Kim Buryanek and Brian Burnight with Sioux City Community School District invited me to be a part of a “refresher” leadership training in Ames as a followup to the Lectio training we did in spring 2017. Lectio focuses on increasing early literacy in communities. The School District is tied into this through their Grade Level Reading grant, which SHIP is a partner on, and Lectio was the launchpad for the 0-3: Prime Age to Engage initiative. After the leadership training, there was a 3-day basic Lectio conference, which Kerri attended.

0-3: Prime Age to Engage

Comprehensive Strategy’s community meeting on May 15th focused again on the 0-3 initiative. I gave an update on two of the 0-3 committees, or “action teams” and the main speaker for the meeting was Dr. Constance Beecher of the University of Iowa. Dr. Beecher is promoting the Lena Foundation’s literacy programs, which we are currently trying to find funding to pilot in Sioux City. I also helped Dr. Buryanek submit a United Way Focus Grant to fund the 0-3 marketing campaign, which is set to kick off on August 1st. SHIP is working with Chatterkick to develop a website for the initiative, which we hope to launch prior to the campaign kickoff.

Impact Afterschool Conference

On April 25th, 26th and 27th, I attended the Iowa Impact Afterschool Conference through the Iowa Afterschool Alliance and 21st Century. This year’s conference focused heavily on disciplinary practices in afterschool programs. The full-time staff of Beyond the Bell also attended this training, as well as Terrie Binneboese with United Way and our grant writers/evaluators for 21st Century, Heidi & Vince Hodge.

b) Finance Report

Kelsey Schomaker

Policy Changes

Over the past month, I have been reviewing our current Organizational & Financial Policies & Procedures Manual. Numerous policies will need to be updated to be inclusive of the new financial structure and approval process at the SHIP admin office. Updating the policy manual will take time for full review. I have edited the current record retention policy and developed a petty cash policy and reconciliation form. The petty cash policy was deemed appropriate after discovering a need for small cash funds to be available at the Beyond the Bell location.

With the help of Jim Gobell, Matt and I are working with Security National Bank to visit the subject of developing an investment policy. We are still in the very early stages of this consideration.

Significant Strides at Beyond the Bell

I have spent a considerable amount of time working with the excellent staff at the Beyond the Bell administrative offices. Initially, I identified an immediate need to streamline and clean up the payment posting/deposit process. A new voucher form was developed for all sites to use with the clear distinction for the correct student, school/summer programming, and other necessary allocations. With the new vouchering process, we are correctly allocating summer program revenue back to the corresponding home school for each student, per the direction of the prior year audit. In addition, I implemented a reconciliation of each school deposit with Cayen, the student/parent portal. Prior deposits were never tied back to the allocations applied to student accounts. This new reconciliation process provides for accurate and timely posting, along with feedback for any corrections to student accounts, thus reducing account balance concerns from parents. In addition, Beyond the Bell is now depositing funds twice a week. With slight changes to the entire payment process, we have considerably expedited the overall process. This new process provides the financial assurance that funds are getting allocated to the correct fund, posted to student accounts, and accurately deposited.

With the implementation of the new timeclock system, Time Pilot, an on-going improvement process has been started to reduce payroll workflow redundancies, timesheet exceptions, and processing errors. With the direct coordination and input from Abby Kempema and Nancy Keairns, a better payroll process will be implemented as of June 1, 2018. This new process will eliminate paper timesheets, provide for a more structured and timely payroll process, and direct import/export from Time Pilot to QuickBooks. Our overall goal is to require staff to be more responsible for their time and take ownership of their compensation. We are striving to eliminate manual production of payroll reports and reduce or eliminate the potential for processing errors.

Consolidated Financial Statements

I am continuing to build consolidated financial statements for an overall picture of SHIP monthly and yearly operations. The financial statements will represent a snapshot of business operations versus budget figures. Upon initial review of all operations through the end of April, SHIP appears to be ahead of the budgeted \$1,300,000 net income.

Other Financial Considerations

OVW Collaborative Grant – Upon review of the current Office on Violence Against Women budget (Oct. 2017 – Sept. 2020), Erin, Cheryl, and I noted several areas of unallocated funds due to unfilled budgeted staff positions, even through current date. I prepared and presented a proposed budget modification with several changes, starting with correcting and increasing the reimbursement of Erin's salary and benefits. Funds were freed up, thus creating the ability to increase travel expenses to cover the next two years of annual conferences required for the administration of this grant. Over the grant period, it is estimated that roughly \$28,000 will go unspent even after confirming the availability of funds for training and education for program participants and community members. A

potential no-cost extension may be required down the road unless other program changes occur with the court coordinator position.

Iowa College Aid Grant Application – We are applying for a FY19 grant to continue the Sioux City College Access Network program. Funds of \$40,000 are available for a six-month period.

4. Future Agenda Items

New Officer's elections for June 15, 2018 Annual Board Meeting
Chatterkick will present SHIP's new website

5. Communications and Other Audiences

Kids Fest Outcomes:

69 people attended with 32 children ages 0-5.

25 vendors and 45 volunteers participated donating 1,223 miles and 144.5 hours.

34 door prizes were given, and overall comments were very positive.

6. Adjournment

Next SHIP board meeting is:

12:00pm, Friday, June 15, 2018 (ANNUAL MEETING)– Northwest AEA