



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

**January 18, 2019**

*"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:** Suzanne Allen, Amy Bloch, Tom Bouska, Erica DeLeon, Jim Gobell, Sally Hartley, Tim Kacena, Karen Mackey, Shelia Martin, Mark Monson, Rex Mueller, Gary Niles, Allison Polley, Keith Radig

**Phone:** Brenna Franken, Charlotte Gorter, Paster Neil Wehmas

**Absent:** Patti Andrews, Dr. Paul Gausman, Jeff Hackett, Pastor Russell Senstad, Barb Small, Denise Winter

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

**Absent:** JoAnn Gieselmann

**Guests:** **Travis Perry- SC CAN**

**Board Education – Sioux City College Access Network**

Travis Perry, Director of the Sioux City College Access Network (Sioux City CAN), presented on the collective impact initiative which is funded by Iowa College Aid.

Purpose Statement: By 2025 70% of our workforce will need a post-secondary credential to be competitive in our economy; however, only 30% of our adult workforce age 25-64 hold credential beyond high school. Sioux City needs more community members with post-secondary credentials to meet the challenges of the future. Sioux City CAN defined college success as the attainment of valuable credentials including professional/technical certificates and academic degrees.

Core Principles and Shared Values: Promote college-going culture by raising awareness. Support community by helping educators and employers to prepare for the workforce demands. Support all people at all stages of the educations regardless of age, race, gender, or ethnicity.

Shared Objectives and Measures of Success: To increase post-secondary enrollment.

To clear pathways to attainment by supporting efforts to establish at least ten new registered apprenticeship sponsors by April 2019. Encourage partnerships to develop internship programs and enhance work-based learning for high school students.

**1. Call to Order**

Erica DeLeon

**2. Action Items**

Erica DeLeon

**A. Consensus Agenda**

- SHIP Board Minutes – 12-21-18
- Committee Reports:
  - Exec Com. Minutes – 12-21-18
  - DCAT Com Minutes – 1-9-19
  - Ida County ECI Com Minutes – 12-13-18
  - Woodbury Co. ECI Com Minutes – 12-5-18
  - SHIP – Book of Business
  - SHIP – DCAT Recordkeeper Book of Business
  - SHIP – Monthly Back Activity – December 2018

**Karen Mackey motioned to accept the Consensus Agenda.**

**Keith Radig                      2<sup>nd</sup>      Motion carried**

Number of Present Voting SHIP Board Members	Yes 13	No 0
Number of Voting (via phone) SHIP Board Members	Yes 3	No 0

**B. ECI Recommendations**

Kerri Hall

**Early Childhood Iowa  
Committee Recommendations  
January 18, 2019**

**Request to Amend Contract – Native American Child Care Center FY19**

SHIP's Early Childhood Iowa Director is requesting board approval to amend Native American Child Care Center's contract to add \$15,000 to their current allocation of \$14,000 (for a new total of \$29,000) for Preschool Scholarships. Native American Child Care Center currently has 18 children that qualify for Preschool Scholarships, several more families in the process of application completion, as well as 11 children who have applications that are currently in pending status.

**This item was brought to the ECI Allocations Committee and has been recommended for board approval.**

**ECI Allocation Committee motioned to accept the ECI recommendations.**

**Tim Kacena                      2<sup>nd</sup>      Motion carried**

Number of Present Voting SHIP Board Members	Yes 13	No 0
Number of Voting (via phone) SHIP Board Members	Yes 3	No 0

C. DCAT Recommendations

Erin Binneboese

**Woodbury County DCAT Committee Recommendations**

- Sioux City Police Department Books for Kids grant application, \$4,393.50. The committee reviewed, discussed and approved the application to be funded in full. Amendment to contract DCAT1 18-035, Program Coordination for Mini Grants will be increased by \$5,000. The total of this contract will now be \$10,000.
- Juvenile Court Services is transferring dollars into Woodbury County DCAT to fund their FY19 service contracts as follows:  
 \$217,884 for Functional Family Therapy, DCAT1 14-192  
 \$59,988 for Mental Health Assessments, DCAT1 18-030  
 \$84,703 for JCS Programming, DCAT1 18-028  
 \$30,000 for Drug Testing, DCAT1 15-041  
 \$35,000 for DCAT Coordination, DCAT1 18-032  
 \$304,148 for School Liaisons, DCAT1 18-025  
 \$45,764 for Rehab Services, DCAT1 18-023  
 \$230,000 for Juvenile Court Care Coordination, DCAT1 15-078  
 \$40,000 for Sky Ranch Behavioral Services, DCAT1 18-029  
 Total = \$1,047,487

**DCAT Committee motioned to accept the Woodbury Co. DCAT recommendations.**

**Jim Gobell                      2<sup>nd</sup>              Motion carried**

Number of Present Voting SHIP Board Members	Yes 13	No 0
Number of Voting (via phone) SHIP Board Members	Yes 3	No 0

**3. Discussion Items**

a) Director's Report

Matt Ohman

**Director's Report – January 2019**

## Growing Community Connections



In December, Dakota County Connections changed its name to Growing Community Connections. This collaborative, which was started by SHIP and community partners nearly 9 years ago, is expanding its borders to include all of Siouxland, not just Nebraska. Although DCC was open to anyone, many providers didn't think they were welcome to attend, since they didn't work or live in Nebraska. GCC started with around 12 in the beginning, and now has around 350 partners in the collaborative, with 70-80 attending every meeting. SHIP Board members are welcome to attend GCC meetings, which are on the second Thursday of every month at the Cottonwood Conference Center at 4402 Dakota Avenue, 9-10 AM.

### SHIP Executive Coaching

On Tuesday, January 15<sup>th</sup>, the SHIP office staff met with former SHIP Board member (and Chair) Linda Krei of Action Coach of Siouxland. The two-hour session focused on DISC (Dominance, Influence, Steadiness, and Conscientious) Leadership. Each team member completed a survey beforehand. The survey results were utilized to produce a report on each staff member's behavioral style and characteristics that will lead to each developing and using more of their natural strengths while recognizing, improving upon, and modifying limitations. This will help with overall communication as a team. Currently, professional development administration funds are being utilized to pay for this session, a future session with SHIP office and Beyond the Bell office, and individual sessions for several of the staff members.



### **Finance Department Redesign**

In recent months, our finance team has gone to great lengths to make positive changes through the implementation of new internal controls, separation of duties, and job descriptions. These changes were regarded very highly with our external auditors and they commended SHIP on our efforts to maintain better compliance across all standards.

Overview of a few changes implemented:

- Maintain accurate and timely reporting through the completion of monthly deposits, bill payments, invoices, drawdowns, filings, and reporting for SHIP programs.
  - o We have implemented a soft close date every month impacting the timing of billing, timesheets, reconciliations, and other month-end activities.
- Keep management informed by reviewing and analyzing special reports, summarizing information, identifying trends, and reporting significant variances or concerns along with potential next steps or problem resolutions. This should be completed on a quarterly basis, at minimum.
- Work directly with Contract Coordinators and Program Directors to ensure that all programmatic and financial requirements are being met.
- Over-arching theme of collaboration, teamwork, and support across all areas, programs, employees, and contractors with SHIP.

### **Calendar Year-End**

Nancy has been working diligently to complete and maintain compliance with submission of the employee W-2 and 1099 forms. Nancy and I are confirming all yearly tax implications including the dependent care value provided to certain employees. We are also reviewing our compliance with ACA standards and the necessary distribution of forms.

### **Annual Audit Progress Update**

SHIP's annual audit is in the final stages. I am working closely with Hamilton & Associates to wrap up outstanding items from the on-site testing back in December. Once all pieces have been finalized, I will compile the final audited figures into the financial statements for the audit report.

c) ECI Update

Kerri Hall

#### **TIMELINE OF SUBMISSION AND GRANT REVIEW PROCESS**

- Wednesday, February 6, 2019 – RFA Release Date (Tentative)
- Friday, March 22, 2019 – Renewal Submission Deadline 4:30 PM
- Monday, March 25, 2019 – Grant Review process begins
- Tuesday, May 14, 2019 – Grant Review Meeting @ Northwest AEA – Room G
- Friday, May 17, 2019 – SHIP Board of Directors meeting with final approval of committee recommendations
- Monday, May 20, 2019 – Funding notifications (pending state budget allocation)
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- d) SHIP Programs- Board Survey Matt Ohman  
Board surveys are in today's packet and have been emailed out to the Board for completion.
- e) Tyson Nonprofit Governance Seminar Matt Ohman

Matt reported that Tyson had approached SHIP about attending a seminar on March 1, 2019 from 9 – 4 PM at the Tyson corporate office in Dakota Dunes. Tyson is interested in developing a relationship with several community non-profits, and SHIP was identified as one. SHIP must have its Executive Director and two Board members present for the event. Mark Monson has agreed to attend, so anyone else interested should let Matt know. Beyond the Bell was also approached and will send Abby Kempema to attend. Since BTB is a SHIP program, the Board members can represent both. More info on the Tyson project:

## Tyson Foods

### Nonprofit Governance Support - 2019

Nonprofits that complete the one-day Summit on March 1, 2019 will be eligible to receive several forms of FREE ongoing support from BoardSource.

#### **I. Self-driven Board Support**

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For boards looking to create a baseline of best practices in governance, board roles and responsibilities, nonprofits can access several tools and resources such as:

- A [Board Self-Assessment \(BSA\)](#). The BSA enables the board to reflect on what it is doing well and where it's more challenged against seven areas of best practice.
- On-demand educational resources and technical assistance:
  - Access to governance experts via its ["Ask-an-Expert" email Q & A service](#).
  - Participation in the [BoardSource Exchange](#), a collaborative tool that enables members to connect, ask questions and share governance information with all BoardSource members.
  - [Monthly 101- and 201-level webinars](#), including live or recorded webinars.
  - [Hundreds of 101-, 201-, and 301-level topic papers](#) addressing governance issues.

#### **II. Guided "Consulting" Support: Diving Deeper for Greater Impact**

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Organizations with an advanced level of readiness may be selected for a more intensive level of support with a BoardSource consultant such as:

- **Board-Self Assessment with an accompanying, facilitated Action Planning Session.** This process helps boards candidly reflect on how well the board is meeting its governance responsibilities. This retreat uses data from the BSA to facilitate a conversation in the

boardroom about the findings and next steps for board development. This program will help boards identify:

- ✓ ways in which the board is excelling and how to build on those strengths
- ✓ areas for growth or development, including sensitive issues that may have been surfaced as a part of the self-assessment
- ✓ prioritizing next steps for board development
- **Educational seminars** brought into grantee boardrooms as full/partial-day sessions. These seminars address targeted topics geared toward elevating board impact, such as fundraising, board recruitment, and best practices of high performing boards. These seminars will help:
  - ✓ create the opportunity for boards to come together to focus on core board responsibilities
  - ✓ create the space for open and honest dialogue about how best to tap into the board as a strategic asset

Matt will be attending this Summit and has requested two Board members to attend. Mark Monson has agreed to attend thus far.

Tom Bouska (left 12:42)

#### 4. **Future Agenda Items**

None

#### 5. **Communications and Other Audiences**

Jenna Andrews (BTB Director) had a baby boy today!

Board member Patti Andrews will be out with health issues. The Board requested we send flowers to both.

#### 6. **Adjournment**

**Next SHIP board meeting is:  
12:00pm, Friday, February 15, 2019– Northwest AEA**