



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

December 20, 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: Tom Bouska, Erica DeLeon, Jim Gobell, Tim Kacena, Karen Mackey, Sheila Martin, Mark Monson, Rex Mueller, Gary Niles, Allison Polley, Pastor Senstad, Barb Small, Denise Winter

Absent: Suzanne Allen, Amy Bloch, Dr. Kim Buryanek, Dr. Paul Gausman, Charlotte Gorter, Jeff Hackett, Sally Hartley, Keith Radig, Pastor Wehmas

ZOOM: Brenna Franken

Staff: Matt Ohman, Kelsey Keane, Erin Binneboese, Kerri Hall, Kim Jenkins, JoAnn Gieselman

Absent: Nancy Keairns

Guests: via ZOOM – Shanell Wagler and Amanda Winslow

**Board Education – Early Childhood (Shanell Wagler & Amanda Winslow)
Postponed**

1. Call to Order Erica DeLeon

2. Action Items Erica DeLeon

A. Consensus Agenda

- SHIP Board Minutes – 11-15-19
- SHIP Bank Activity – November 2019
- SHIP Consolidated Financials – 10-31-19
- Committee Reports:
 - Personnel Com. Minutes – 12-3-19

Tim Kacena motioned to accept the Consensus Agenda

Denise Winter 2nd Motion carried

Number of Present Voting SHIP Board Members	Yes	13	No	0
Number of Voting SHIP Board Members via ZOOM	Yes	1	No	0

- B. DCAT funding recommendations Erin Binneboese
Woodbury County DCAT

- Transfer letter from the Department of Human Services in the amount of \$42,909. Special designations for contract writing, family assistance and Native American programming.
- Transfer letter from Juvenile Court Services in the amount of \$63,217.01. These funds will support service contract DCAT1 18-029, Reunification Services.

*These two transfer letters have not been to committee so will need a motion and a second

SHIP Executive Committee motioned to accept the DCAT Recommendations

Karen Mackey 2nd Motion carried

Number of Present Voting SHIP Board Members	Yes	13	No	0
Number of Voting SHIP Board Members via ZOOM	Yes	1	No	0

- C. ICAPP Grant application Erin Binneboese
Iowa Child Abuse Prevention Program

Iowa Child Abuse Prevention Program funding is used to reduce child maltreatment by targeting services to families exhibiting risk factors that are most closely correlated with child abuse and neglect. Our application intends to fund parent development programming with Lutheran Services of Iowa, Mercy One Child Advocacy Center and Crittenton Center. This work closely ties in with our Siouxland Council on Child Abuse and Neglect (a sub-committee of SHIP). The award ceiling is \$150,000 over 5 years (we are still crunching numbers so I don't know the exact amount we will request). The grant application is due January 15, 2020.

SHIP Executive Committee motioned to accept the ICAPP Grant application

Barb Small 2nd Motion carried

Number of Present Voting SHIP Board Members	Yes	13	No	0
Number of Voting SHIP Board Members via ZOOM	Yes	1	No	0

- D. OVW Grant application Erin Binneboese
Office on Violence Against Women, Justice for Families funding is used to improve the response of civil and criminal justice system to families with a history of domestic violence. We currently have this grant and it ends September 30, 2020. Our application is for a continuation grant meaning our program partners will be the same as well as the scope of services. Funded positions under this grant are with SHIP, Iowa Legal Aid, Council on Sexual Assault and Domestic Violence and the Woodbury

County Attorney's office. We have several other collaborative partners around the table including Iowa's 3rd Judicial District Court, Sioux City Police Dept, Woodbury County Sheriff's office, etc. The award ceiling is \$550,000 over 3 years (we are still crunching numbers so I don't know the exact amount we will request). The grant application is due January 8, 2020.

SHIP Executive Committee motioned to accept the OVW Grant application
Karen Mackey 2nd Motion carried

Number of Present Voting SHIP Board Members	Yes	13	No	0
Number of Voting SHIP Board Members via ZOOM	Yes	1	No	0

E. Policy- Wellness Reimbursement

Matt Ohman

SHIP understands the importance of a healthy, happy workforce and supports its employees in their efforts to maintain a healthy lifestyle.

Eligible employees that are members of a fitness or wellness facility or program that engage in physical activity twelve (12) or more times in a one-month period (starting the 1st of the month and ending on the last day of the month) may submit for a \$20 reimbursement. Required documentation includes a completed SHIP expense report form and an activity log with dates and times obtained from a third party. Proof of third party verification includes an email or signed and dated activity log with name and title of third party representative, and the date.

"Eligible employees" is defined as full-time employees who are eligible for all other SHIP benefits. Wellness reimbursement is available to new employees at the same time they become eligible for all SHIP benefits.

Employees may only be reimbursed for actual fitness activities, other activities such as tanning or massage are not reimbursable activities. Recreational activities, weight-loss programs, smoking cessation programs and similar programs, although encouraged as part of overall wellness, do not qualify for reimbursement.

SHIP Personnel Committee motioned to accept the Wellness policy
Rex Mueller 2nd Motion carried

Number of Present Voting SHIP Board Members	Yes	13	No	0
Number of Voting SHIP Board Members via ZOOM	Yes	1	No	0

F. Employer Insurance allocation

Kelsey Keane

In August 2017, the finance committee elected to adjust the company portion of the insurance payroll liability from 2% to 2.5%. this election was made to offset the increased liability of short and long-term disability along with the other general liability coverage and life insurance provided by SHIP. As policy changes have been made and insurance rates adjusted, we ask the board to release the directed percentage allocation for the payroll liability to be evaluated in-house and adjusted per the discretion of the Executive Director and the Business & Finance Director.



0-3 Bookshelf Delivery to Sunnybrook Unity Point clinic

On December 17th, I delivered a new 0-3 bookshelf to the Unity Point clinic on Sunnybrook. The bookshelf was built and donated by the Carpenter's Union and the books were provided by D2: Worldwide. The media was present at the event, with stories appearing on KSCJ, KTIV and KCAU.



SIMPCO Legislative Forum

Kerri, JoAnn and I attended the SIMPCO Tri-State legislative Forum on December 6th at WITCC. State legislators in attendance were Chris Hall, Jacob Bossman and Jackie Smith, and Joni Ernst's local rep was there as well. Kerri and JoAnn presented alongside Erika Fuentes from Stella Sanford and Rebecca Hungate from Child Care Resource and Referral about the child care crisis. They did a fantastic job and the presentation made the local news that night. This was another way in which SHIP and its partners continue to raise awareness and advocate for our community's issues.

Siouxland Street Project

The legislative language proposed by Congressman King on behalf of Sioux City is now included in the Interior Appropriations bill as report language! We do not know what the next steps of this

will be, but we are excited as just a few months ago that language was not included! More information will be forthcoming.

Erin and I met with Jill Wanderscheid of the City of Sioux City Neighborhood Services division, and we talked about how SHIP and the City can continue to collaborate on issues surrounding homelessness. The City is willing to pass a resolution in support of the legislative language! The City is also searching for funding for more projects like Hope Street! On the agenda for 2020 – meeting again with the County in the hopes of getting their support as well!

Matt also give the Board an updated report of the homeless issues in the Siouxland area.

b) Beyond the Bell pay scale changes

Matt Ohman

Matt informed the Board of pay wage increases across all staff at BTB. This wage increase was made to better attract and retain talent, particularly part-time staff, and to increase overall quality program-wide.

c) Finance Report
Finance Update

Kelsey Keane

Annual Audit: Hamilton & Associates completed their initial remote testing and on-site review over the last two weeks. The auditors provided us with their audit sample selections prior to their on-site testing and Nancy and Kim worked tirelessly to pull all financial files requested. Regarding the SEFA, the auditors selected MIECHV and BOOST for single audit testing of financial statements and compliance. These two programs were selected last year for testing as well. Over the course of the two days Hamilton & Associates were on site, there were no items to note regarding their review of SHIP's financial statements. They did, however, make a recommendation regarding BOOST's participant files in terms of their completeness, consistency, and proper signing authority confirming eligibility requirements have been met for all individuals. There are still a few pieces of audit testing that Hamilton will complete following submission of additional source documents they requested at the end of their on-site review. I have draft financial statements prepared that I will finalize over the course of the next few weeks to get the official audit report filed in a timely manner.

Again, we will be putting out a RFP in the coming months for our next fiscal year end audit as this was the third and final year in our contract with Hamilton & Associates.

Nebraska Children & Families Foundation: Over the last several months, Kim and I have been working very closely with JoAnn regarding changes to the financial funding structure of the Nebraska Children & Families Foundation, closing out current funding, and budgeting for the upcoming funding cycle. In prior years, NECFF funding was restricted as public and private funds with the public dollars going to several annual projects and programs while the private funds have been restricted to the development of the Community Resource Center. Their calendar year funding is switching to one funding stream instead of two while also moving to a

September 30th contract fiscal year end. SHIP and GCC will maintain itemized and detailed financial statements internally separating the funding for 2020 to retain the proper restrictions for prior year funds and deferred revenues.

Also to note, NECFF current year funds are on track to be fully spent by the end of the calendar year. JoAnn officially submitted the next funding cycle's budget and we anxiously await confirmation of dollars to be spent on continuing programs and expansion of GCC's outreach.

Sky Ranch: Sky Ranch Behavioral Services has again applied for the Women United Brighter Futures funding to enhance programming and direct services provided to their clients. We developed a budget requesting \$22,750 with potential funding to begin in March 2020. We are also continuing to financial plan and forecast the remainder of the fiscal year to provide better guidance as we continue to navigate the changing landscape of the Iowa MCOs.

Busy New Year: January 2020 will be very busy for the finance team, Nancy in particular, as we distribute W-2s, 1099s, and 1095s.

d) Memorial March 2019

Kim Jenkins

The Memorial March held November 25th – 27th served approximately 70-100 people. Unfortunately, the weather played a big part of our numbers this year but about 60-70 came to the showing of Blood Memory and the March itself still took place with between 20-25 participants and over 70 for the annual Memorial dinner. This is the first year we have carry-over dollars to start planning for next year.

4. Future Agenda Items

None

5. Communications and Other Audiences

None

6. Adjournment

Upcoming SHIP Board meetings:

Friday, January 17, 2019

Executive Committee 11:00 AM – Northwest AEA, Room F

Board of Directors 12:00 PM – 1:30 PM – Northwest AEA Room G