

The Board of Directors of Upper Des Moines Opportunity, Inc. met at 5 p.m., Tuesday, 1/15/08 via ICN (sites in Spencer and Fort Dodge).

PRESENT:

Lorna Burnside	Buena Vista
Connie Herpst	Buena Vista
Jack Ryan	Clay
Kellie Jones	Dickinson
Wayne West	Emmet
Doug Bailey	Hamilton
Harley Hett	Humboldt
Jake Moermond	O'Brien
Ron Graettinger	Palo Alto
Shelly Guthridge	Policy Council-Zone 1

ABSENT:

Barb Rohwer	O'Brien
Derrick Petersen	Osceola
Jane McCormick	Pocahontas
Travis Hayenga	Policy Council-Zone 2
Karna Nelsen	Policy Council-Zone 3
Reverend Peg Jackson	Webster
Reverend Mary Green	Wright

STAFF PRESENT:

Connie Siebenbruner, Justin Jones, Travis Edwards, Ron Ludwig, Gina Lowman Hall

Board Vice President Graettinger called the meeting to order at 5:05 p.m.

Additions/Changes to Agenda and Approval of Agenda

Motion: Moermond moved to approve the agenda as presented.

Second: Guthridge

Discussion: No further discussion

Action: Motion carried

Approval of 11/20/07 Minutes

Motion: West moved to approve the 11/20/07 multi-county board minutes.

Second: Burnside

Discussion: No further discussion

Action: Motion carried

Fiscal Report – Travis Edwards

A financial report through 11/30/07 was in the packets. Edwards distributed the financial report through 12/31/07 at the meeting. Additional information was provided regarding items that are significantly over budget or under budget year to date.

Outreach – Slightly over budget.

Early Head Start – This program is under budget due to redistribution of funds from Wrap grants. Necessary updates are being made to program sites with the additional funds.

Head Start - This program is under budget due to redistribution of funds from Wrap grants. Necessary updates are being made to program sites with the additional funds.

Fatherhood – Staff changes have put us significantly under budget but we are addressing these issues.

Parent Partner – This is a new grant still in the ramp up stage. The budget will be monitored and discussed with the program director.

Power Up YOUth – This is a new grant still in the ramp up stage. The budget will be monitored and discussed with the program director.

Early Smiles – This is a somewhat new program that is still building capacity. The budget will be monitored and discussed with the program director.

Child Care Resource and Referral – The program area expanded last year and is still short on staff so it is under budget at this time.

Child Development Centers – All are over budget but some funds may be allocated from Head Start since these centers serve Head Start children.

Chore Service – Amounts are used until expended.

HSOG – Amounts are used until expended.

In-Kind – The three CDCs have more than what is needed. Head Start is slightly over and Early Head Start is slightly under so those amounts will balance out. We are working with the new Fatherhood Director to get in-kind amounts recorded.

HSOG Report – Travis Edwards

Edwards reviewed the Homeless Shelter Operations Grant (HSOG) report included in the board packets. Each county and the FaDSS program receive a portion of the funds to assist clients with utilities and housing. Funds must be expended by 6/30/08.

Motion: Guthridge moved to approve the fiscal report.

Second: Ryan

Discussion: No further discussion

Action: Motion carried

Head Start Report – Connie Siebenbruner

The Head Start Reauthorization Bill was signed by the President. The allocation for all Human Services bills is still pending. Major changes in the bill include providing services to families with incomes up to 130% of poverty, requiring 50% of teachers to have a Bachelor's degree in early childhood education by 2013, and student loan forgiveness for Head Start teachers.

The updated Community Needs Assessment for 2007 was completed after the board met in November. Head Start is mandated to complete an extensive Community Needs Assessment every three years. The last one was done in 2005. An update was completed for 2006 and then again in 2007. The Community Needs Assessment is the basis for all program planning. Although, there were no major changes noted in the 2007 Assessment, declining school district enrollments, the State Voluntary Preschool for four year olds, increasing diversity, and the importance of partnerships for the purpose of sharing resources are noted as significant.

Both Head Start and Early Head Start recruit children year-round. The application and the selection criteria must be approved by Policy Council annually. Children are selected using a point system which ensures the neediest children are accepted for the program. Siebenbruner distributed point sheets to board members for review.

Head Start and Early Head Start are anticipating a budget surplus as a result of the amended WRAP grants. UDMO Head Start is funded as a half-day program. WRAP funding provides

child care services for parents who are working or going to school before and after the core hours provided by Head Start.

Estherville Community Schools is building an addition and remodeling the Demoney Elementary School. Two Head Start classrooms will be provided in the existing elementary building. The district has requested monetary assistance from Head Start for the interior of the classrooms. Estherville was awarded a USDA grant for \$50,000 as a result of the connection with Head Start. Head Start's budget includes purchasing permanent equipment to be included in the classroom. Board approval is needed to draft an agreement between UDMO and Estherville schools to ensure Head Start classrooms have a permanent place in Estherville schools.

Head Start must conduct an annual self-assessment in which all aspects of the program are reviewed for the purpose of program improvements. The Multi-County Board members and the Zone Board members will be asked to participate in the process during February meetings.

Head Start has a Shared Vision/Head Start classroom in Spirit Lake located in the Spirit Lake School's administration building. The Spirit Lake district approached the program prior to the holidays with a request to move their self-contained Early Childhood Special Education classroom from the elementary school to the administration building next to the Shared Vision/Head Start classroom. Staffs from Head Start and the district set up the classroom during the first week of January. Staffs from both programs have been planning together and children from both programs will be served jointly beginning February 5.

Laurens Head Start received a Pocahontas County Community Foundation grant in the amount of \$750.

All Head Start classrooms in Buena Vista County will receive \$450 and possibly another \$300 at a later date.

Approval to Draft Agreement Between Head Start and Estherville Schools

Motion: West

Second: Bailey

Discussion: No further discussion

Action: Motion carried

FaDSS Report

FaDSS program updates were included in the board packets. FaDSS staff members are participating in FaDSS Day on the Hill today. J. Jones gave a brief overview of materials included in the packets.

Outreach Updates

Outreach updates were included in the board packets. J. Jones gave an overview of events in Hamilton, Humboldt, Webster and Wright Counties.

Approval of Revised 11/9/07 Audit Committee Minutes

Upon further review it was noted that the 11/9/07 audit committee minutes did not reflect the presence of WIPFLI auditors. The minutes were revised to reflect their attendance.

Motion: Guthridge moved to approve the 11/9/07 audit committee minutes.

Second: Burnside

Discussion: There was clarification on whether the proposed audit committee members accepted their positions. Bailey and Matthews have agreed to serve on the audit committee.

Action: Motion carried

Executive Committee Report

Minutes for executive committee meetings held since the last multi-county board meeting (12/3/07) were included in the board packets for review.

Executive Director Report – Ron Ludwig

Approval of Community Housing Initiatives Board Member

Motion: Herpst moved to approve Linda Wells to the CHI Board of Directors

Second: Burnside

Discussion: No further discussion

Action: Motion carried

Lifetime Dads Update - There were personnel changes in November and December. Fatherhood Advocate Mike Simcho has been appointed as the new Lifetime Dads Director. A new fatherhood advocate was hired to serve the Spencer area last week. An additional advocate will be hired to serve the Storm Lake area.

Central Office Building Update – UDMO submitted a grant to the Palo Alto County Gaming Development Corporation to fund 50% of the proposed central office repair and renovation project totaling \$195,000. Grant awards will be announced the end of February or beginning of March. Additional funds will be requested from counties and local groups. The proposed project includes establishment of new offices in the current storage area followed by excavation, refilling and remodeling of the west portion of the building.

UDMO Foundation – No additional steps have been taken regarding the UDMO Foundation at this time. We hope to have additional information to discuss and present to the board at the March 2008 meeting.

Bylaw Update

Board Head Start Liaison

Current language:

ARTICLE XIII, SECTION 3, HEAD START POLICY COUNCIL REPRESENTATION

The Board of Directors shall appoint one of its members to serve as a liaison to the Head Start Policy Council. The term shall be limited to two years, with an unlimited number of terms.

Proposed language:

ARTICLE XIII, SECTION 3, HEAD START POLICY COUNCIL REPRESENTATION

The Board of Directors shall appoint one **or more** of its members to serve as a liaison to the Head Start Policy Council. The term shall be limited to two years, with an unlimited number of terms.

Motion: Moermond moved to approve the bylaw change to allow additional board liaisons to the Head Start Policy Council.

Second: Guthridge

Discussion: No further discussion

Action: Motion carried

Fiscal Policy Change

Current language:

Small Purchases

1. Aggregate cost between \$10,000 and \$100,000.
 - a. At least three (3) written quotations shall be obtained and signed by the vendor. The quotes shall be attached to the purchase order and invoice.
 - b. In any instance when the lowest quote is not used justifications for such shall be documented and approved by the Department Head and Fiscal Director.

Proposed language:

Small Purchases

1. Aggregate cost between **\$20,000** and \$100,000.
 - a. At least three (3) written quotations shall be obtained and signed by the vendor. The quotes shall be attached to the purchase order and invoice.
 - b. In any instance when the lowest quote is not used justifications for such shall be documented and approved by the Department Head and Fiscal Director.

Motion: Ryan moved to adopt the proposed fiscal policy change.

Second: West

Discussion: Discussion was held regarding the reason for the increase in the threshold.

Action: Motion carried

There was additional discussion regarding items from the November board and audit committee minutes. Steps have been taken by Bank Plus to put measures in place that are acceptable to UDMO. Additional features will be finalized in the near future.

Next Meeting

The next meeting will be held at 5 p.m., Tuesday, March 18, 2008 via ICN with sites at Iowa Lakes-Spencer and the Fort Dodge High School.

Adjournment

Motion: Burnside

Second: Bailey

Discussion: No further discussion

Action: Motion carried

Gina Lowman Hall

Gina Lowman Hall, Recorder

Lorna Burnside, Board Secretary/Treasurer