

The Board of Directors of Upper Des Moines Opportunity, Inc. met at 5 p.m., Tuesday, 3/18/08 via ICN (sites in Spencer and Fort Dodge).

**PRESENT:**

Lorna Burnside	Buena Vista
Connie Herpst	Buena Vista
Jack Ryan	Clay
Kellie Jones	Dickinson
Pam Jordan	Dickinson
Wayne West	Emmet
Doug Bailey	Hamilton
Carrie Hisler	Hamilton
Harley Hett	Humboldt
Jake Moermond	O'Brien
Barb Rohwer	O'Brien
Ron Graettinger	Palo Alto
Jane McCormick	Pocahontas
Shelly Guthridge	Policy Council-Zone 1
Reverend Mary Green	Wright

**ABSENT:**

Travis Hayenga	Policy Council-Zone 2
Karna Nelsen	Policy Council-Zone 3
Reverend Peg Jackson	Webster

**STAFF PRESENT:**

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

**OTHERS:**

Denes Tobie-Wipfli, Burlin Matthews-Clay

Board President Rohwer called the meeting to order at 5:10 p.m.

**Additions/Changes to Agenda and Approval of Agenda**

Additions:

- Foundation update
- Name change status
- Approval of Buena Vista County Foundation Grant
- Approval of FY09 WIC application
- Approval of HEAP and DOE Signatory

*Motion:* Moermond moved to approve the agenda with the proposed additions.

*Second:* Guthridge

*Discussion:* No further discussion

*Action:* Motion carried

**Approval of Multi-County Board Members**

*Motion:* Guthridge moved to approve the following members for membership on the Multi-County Board:

Jordan – Zone 1 public  
Bailey – Zone 4 public  
Hisler – Zone 4 private  
Green – Zone 4 client  
Burnside – Zone 3 public

*Second:* Jones

*Discussion:* No further discussion

*Action:* Motion carried

**Approval of 1/15/08 Minutes**

One change was noted: Pam Jordan was in attendance but not listed on the minutes.

*Motion:* Graettinger moved to approve the 1/15/08 multi-county board minutes as amended.

*Second:* Bailey

*Discussion:* No further discussion

*Action:* Motion carried

### **Fiscal Report – Travis Edwards**

Edwards reviewed the financial report through 2/29/08. Additional information was provided regarding items that are significantly over budget or under budget year to date.

*In-Kind:* We have received additional in-kind that was not recorded at the time of the report. We will continue to monitor in-kind amounts.

### **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:* Graettinger moved to approve the fiscal report.

*Second:* West

*Discussion:* No further discussion

*Action:* Motion carried

### **Approval of Fiscal Manual Updates**

*Motion:* Jordan

*Second:* Burnside

*Discussion:* No further discussion

*Action:* Motion carried

### **Review and Approval of FY07 Audit – Denes Tobie**

Denes Tobie from Wipfli reviewed the results of the FY07 audit.

- UDMO received an unqualified opinion and no findings or questioned costs.
- There were no significant deficiencies or instances of noncompliance related to the audit of financial statements.
- There were no audit findings relative to the major federal award programs.
- UDMO was determined to be a low-risk auditee.

*Motion:* Burnside moved to approve the FY07 audit

*Second:* Graettinger

*Discussion:* No further discussion

*Action:* Motion carried

### **Head Start Report – Connie Siebenbruner**

Siebenbruner discussed Head Start reauthorization and provided a handout summarizing changes required by reauthorization.

*Funding* – Head Start took a 1% cut for the FY08 budget which will be absorbed nationally and regionally. The FY09 budget is still uncertain at this point.

*Reporting* –337 Head Start children are currently enrolled. UDMO Head Start is funded for 328. We cannot be overenrolled by more than 3%. There are currently 98 Early Head Start children; we are funded for 96. Vacancies must be filled within 30 days.

*Recruiting* – Program staff are actively recruiting. Eligibility has been changed to 130% of the federal poverty guidelines. 10% can be over guidelines. The neediest children must always be served first.

*State Voluntary 4-Year Old Preschool* – We are collaborating with several communities as they submit their applications for 4-year-old preschools.

*Funding* – UDMO Head Start has provided a full-day, full-year program for many years but only receives ½ day funding for operations. Collaborations with state voluntary 4-year-old preschools may help bring additional funds to the Head Start program.

*Estherville School Building* – We are hoping for completion by August 2008. If the facility is not ready we will have to request permission to run a home-based program in the interim in this community.

*CACFP* – Siebenbruner provided a report of Child and Adult Food Program (CACFP) numbers for January 2008.

*Approval of Buena Vista County Foundation Grant* – Siebenbruner requested board approval to submit a grant to the Buena Vista County Foundation to purchase playground equipment.

*Motion:* Moermond

*Second:* Guthridge

*Discussion:* No further discussion

*Action:* Motion carried

### **FaDSS Report-Nicole Jones**

FaDSS program updates were included in the board packets. N. Jones gave a verbal update on the program.

### **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 Audit Committee Minutes (2/13, 2/27, 2/28)**

*Motion:* Ryan moved to approve the audit committee minutes for 2/13, 2/27 and 2/28.

*Second:* Graettinger

*Discussion:* No further discussion

*Action:* Motion carried

### **Executive Director Report – Ron Ludwig**

*NCAF Conference* – Ludwig gave an overview of activities at this year's NCAF legislative conference.

***Election of Executive Committee Member***

*Motion:* Graettinger nominated Bailey to fill a vacancy on the executive committee.

*Second:* Hett

*Discussion:* No further discussion

*Action:* Motion carried

***Central Office Building Update*** – UDMO was not awarded grant funding from the Palo Alto County Gaming Development Corporation. Ludwig requested from the board the option of excavating the west portion of the building to determine if the foundation is stable so we will have more knowledge of any immediate action that needs to be taken. Work would take place in April. If the foundation is stable Ludwig has requested that minor changes be made to the central office – leveling doors for closing, upgrading electrical panels, moving server to a climate-controlled, secure location toward the back of the building, etc.

***Name Change Discussion*** – Name change submissions will be sent to all board members for review.

***Approval of FY09 MCH Contract***

*Motion:* Guthridge

*Second:* Graettinger

*Discussion:* No further discussion

*Action:* Motion carried

***Approval of WIC Application***

*Motion:* Ryan

*Second:* West

*Discussion:* No further discussion

*Action:* Motion carried

***UDMO Foundation*** – We are still working on a proposal for the board regarding the status of the UDMO Foundation. We hope to have additional information to discuss and present to the board at the May 2008 meeting.

***Letter of Support for Clay County Local Housing Trust Fund***

Clay County has requested a letter of support from UDMO to apply for \$120,000 to be used across Clay County for rehabilitation of low to moderate income family homes. Funds will be used to help homeowners with small items such as roof repair, windows, etc.

*Motion:* Moermond

*Second:* Ryan

*Discussion:* No further discussion

*Action:* Motion carried

***Authorized Signatory HEAP and DOE Contracts and Amendments***

*Motion:* Burnside moved to approve that Ron Ludwig be an authorized signatory for HEAP and DOE contracts and amendments.

*Second:* Moermond

*Discussion:* No further discussion

*Action:* Motion carried

**Next Meeting**

The next meeting will be held at 4 p.m., Tuesday, May 6, 2008 at Iowa Lakes Community College in Emmetsburg. The volunteer recognition ceremony will follow the meeting.

**Adjournment**

*Motion:* Graettinger

*Second:* Hett

*Discussion:* No further discussion

*Action:* Motion carried



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Gina Lowman Hall, Recorder

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Lorna Burnside, Board Secretary/Treasurer