

The Board of Directors of Upper Des Moines Opportunity, Inc. met at 4 p.m., Wednesday, 5/28/08 via conference call.

PRESENT:

Lorna Burnside	Buena Vista
Connie Herpst	Buena Vista
Jack Ryan	Clay
Pam Jordan	Dickinson
Wayne West	Emmet
Carrie Hisler	Hamilton
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:

Kellie Jones	Dickinson
Doug Bailey	Hamilton
Harley Hett	Humboldt
Travis Hayenga	Policy Council-Zone 2
Karna Nelsen	Policy Council-Zone 3
Reverend Peg Jackson	Webster

STAFF PRESENT:

Travis Edwards, Ron Ludwig, Gina Lowman Hall,

Board President Graettinger called the meeting to order at 4 p.m.

Additions/Changes to Agenda and Approval of Agenda

None at this time.

Motion: Burnside moved to approve the agenda.

Second: West

Discussion: No further discussion

Action: Motion carried

Approval of Head Start Wrap Grants (Sheldon, Sibley, Sioux Rapids, Spencer, Emmetsburg, Laurens)

Motion: Moermond

Second: Rohwer

Discussion: No further discussion

Action: Motion carried

Approval of Head Start Shared Vision Grants (Spencer, Spirit Lake, Storm Lake)

Motion: Green

Second: Burnside

Discussion: Jordan asked for additional clarification regarding the grants

Action: Motion carried

Amendment to Bylaws

Current language:

Article XIII
Committees

B. Article XIII, Section 1, Standing Committees

- An Audit Committee consisting of the following:
- Secretary/Treasurer of Board of Directors (chairperson of Audit Committee)
- Outside financial expert
- Member of Head Start Policy Council

- Board member at large from multi-county board of directors with financial expertise
- Chairperson of the board of directors with vice chairperson serving as alternate

Proposed language:

Article XIII
Committees

C. Article XIII, Section 1, Standing Committees

- *An Audit Committee consisting of the following:*
- *Secretary/Treasurer of Board of Directors (chairperson of Audit Committee)*
- *Outside financial expert*
- *Member of Head Start Policy Council*
- *Board member at large from multi-county board of directors with financial expertise*
- *Chairperson or vice chairperson with attendance determined by chairperson prior to scheduled meeting*

Motion: Hisler moved to adopt the proposed language regarding the audit committee.

Second: Moermond

Discussion: No further discussion

Action: Motion carried

Policy for Media Relations

In the event that agency response is needed for subpoenas, search warrants, legal investigations/actions, or media response to a situation, the following procedure will be followed:

1. The Executive Director will be the main contact person to provide information, whether verbally or in writing, to the media, the Board of Directors, and staff.
2. In the absence of the Executive Director, the Deputy Director and/or Board President will provide the necessary information to the media. The information presented to the media will be available to all interested media sources.
3. The Executive Director or Deputy Director and/or Board President will formally notify the Board of Directors and the Management Team of the situation and how the issue will be handled. Notification will take place via e-mail, verbally or through a conference call depending upon the situation and the availability of the individuals.
4. All comments whether given in writing or verbally will be given in an honest, positive manner by the individual designated by the above criteria.
5. During a crisis, staff will contact their supervisor who will contact the Executive Director or his/her designee. Staff will direct any media personnel to contact the Executive Director or appropriate person (in their absence) concerning information about the situation.

The policy will appear in the agency's personnel policies and in the board manual.

Motion: Ryan moved to approve the media relations policy.

Second: Rohwer

Discussion: No further discussion

Action: Motion carried

Approval of Personnel Policy Change Regarding Staff Resignations
PROPOSED PERSONNEL POLICY CHANGES EFFECTIVE MAY 28, 2008:

The holiday change should change on Policy 415, page 18:

“Holiday pay is generally not allowable for those employees who have given notice of voluntary termination unless permission for this benefit is specified in writing by the Department Director.”

Motion: Green

Second: Burnside

Discussion: No further discussion

Action: Motion carried

Approval of Personnel Policy Change Regarding Method for Staff Compensation
PROPOSED PERSONNEL POLICY CHANGES EFFECTIVE MAY 28, 2008:

“Upper Des Moines offers direct deposit of an employee’s wages into a financial institution designated by the employee. All employees are encouraged to participate in this benefit.

Any employee hired on or after June 1, 2008 will be required, as a condition of employment, to participate in direct deposit of the employee’s wages in a financial institution of the employee’s choice.”

Employees hired before that date who do not participate in the direct deposit for payroll and who wish to have their wages sent to them by mail, must complete and submit a written form in accordance with this request.”

Motion: Rohwer

Second: Ryan

Discussion: No further discussion

Action: Motion carried

Other Business

Ludwig provided information about UDMO building issues in Graettinger and Storm Lake.

Next Meeting: 7/15/08, 5 p.m., via ICN at Iowa Lakes Community College in Spencer and Iowa Central Community College in Fort Dodge.

Adjournment

Motion: Burnside

Second: Jordan

Discussion: No further discussion

Action: Motion carried

Gina Lowman Hall

Gina Lowman Hall, Recorder

Lorna Burnside, Board Secretary/Treasurer