



Board of Directors Meeting Minutes

ICN Sites: Spencer HS and Iowa Central College – Fort Dodge

Tuesday, July 21, 2009 * 5 p.m.

The Board of Directors of Upper Des Moines Opportunity, Inc. met at 5 p.m., Tuesday, 07/21/09 via ICN Sites at Spencer High School and Iowa Central in Fort Dodge.

PRESENT:

Don Altena	Buena Vista
Sonia Tapia	Buena Vista
Burlin Matthews	Clay
Jack Ryan	Clay
David Scott	Clay
Mardi Allen	Dickinson
Kellie Jones	Dickinson
Lori Tielbar	Dickinson
Lavonne Kirk	Emmet
Ron Smith	Emmet
Doug Bailey	Hamilton
Carrie Hisler	Hamilton
Jean Bunz	Humboldt
Jo Anne Henrichs	Humboldt
Harley Hett	Humboldt
Ginger Kerr	O'Brien
Barb Rohwer	O'Brien
Larry Pedley	Osceola
Liz Ver Steeg	Osceola
Ron Graettinger	Palo Alto
Dan McCain	Palo Alto
Joyce Hughes	Pocahontas
Jane McCormick	Pocahontas
Vince Triggs	Pocahontas
Michelle Doyen	Webster
Kim Motl	Webster
Lucas Beenken	Wright

ABSENT:

Carolann Fullerton	Clay
Glenn Bohmer	Emmet
Wayne West	Emmet
Barb Amador	Hamilton
Jake Moermond	O'Brien
Kimberly Zimmerman	Palo Alto
Chris Livengood	Wright

STAFF PRESENT:

Ron Ludwig, Gina Lowman Hall, Kelli Achenbach, Travis Edwards, Nicole Jones, Justin Jones, Connie Siebenbruner, Mary Rasmussen, Alisa Schleif, Julie Erskine, Laurie Ruf

Board President, Ron Graettinger called the meeting to order at 5:10 p.m.

Introductions

Approval of new Board members

- Liz Ver Steeg

Motion: Jack Ryan moved to approve new Board member, Liz Ver Steeg.

Second: Larry Pedley

Discussion: No further discussion

Action: Motion carried unanimously

Additions/Changes to Agenda and Approval of Agenda

Items to add:

* Hiring a 3rd party investigator regarding a recent letter received by UDMO.

Motion: Burlin Matthews moved to approve the agenda with the addition.

Second: Jack Ryan

Discussion: Mardi Allen discussed the frustration with receiving additions to the agenda on the day of the meeting.

Action: Motion carried.

Investigation of Anonymous Letter Received by Board

Legal counsel recommended to the UDMO Executive Committee that the agency hire Thomas Whorley of Wolff, Whorley, De Hoogh, & Schreurs law firm to investigate the contents of the anonymous letter received by the Board of Directors. The Executive Committee is asking the Board for approval to move forward with this investigation.

After discussion, it was agreed that the Board would hire Thomas Whorley of Wolff, Whorley, De Hooge, & Schreurs law firm to investigate the contents of the letter at \$150/hour. It was also recommended that Mr. Whorley be asked to have an initial report ready within 30 days, and that the investigation be limited to a total of 90 days.

Approval of Board Minutes: 06/16 & 06/25

Motion: Burlin Matthews moved to approve the minutes from 06/16 and 06/25.

Second: Joyce Hughes

Discussion: No further discussion

Action: Motion carried unanimously

Fiscal Report – Travis Edwards

Edwards presented the financial report through 06/30/09. Additional information was provided regarding items that are over budget or under budget year to date. Specific items of interest are addressed below.

CSGB ARRA Grant – The signed contract is not back from the state yet for CSGB ARRA. The total is \$658,186 and needs to be expended by September 30, 2010.

Head Start/Early Head Start Budgets/Expenditures – Edwards reviewed budgets and expenditures for Head Start and Early Head Start for programming and training and technical assistance as of 6/30/09. We have received COLA Funds, but haven't paid them out yet. The Head Start/Early Head Start fiscal year runs from March through February. Reviewed EHS and HS ARRA Funding

Life Skills – This program has ended and will not continue into 2010.

Review of Agency Credit Card Expenditures – Edwards reviewed agency credit card expenditures for May and June 2009.

HSOG Report – Travis Edwards

Edwards reviewed the Homeless Shelter Operations Grant (HSOG) report included in the packets. Each county and the FaDSS program receive funds to assist clients with utilities and housing costs. Matching funds are also required. HSOG funds must be and were expended by June 30th.

FEMA Report – Travis Edwards

Edwards reviewed the FEMA/Emergency Food and Shelter Grant Program report included in the packets. Funds are used to assist clients with utilities and housing costs. FEMA funds must be expended by September 30th.

Motion: Jack Ryan moved to accept the fiscal report.

Second: Ron Smith

Discussion: No further discussion

Action: Motion carried unanimously

Head Start Report – Connie Siebenbruner

Written reports were provided in the packets, as well as an additional handout. The additional funding through the ARRA grants will allow another coordinator to be hired.

Child and Adult Food Program (CACFP) – The reports for April and May were presented. (See handout) This fall we will not be providing food programs at the Laurens and Spencer schools. The schools themselves will be taking that on for the next year.

Enrollment/Attendance/Waiting List – (See handout)

Head Start and Early Head Start Expansion Grant Summary – (See handouts)

CACFP Reports (pages 13 & 14) – The Child and Adult Food Program reports reflect the number of meals served and program costs for Head Start and Shared Vision programs for the months of April and May. The districts of Laurens and Spencer – Johnson will be adding Head Start and Shared Vision children to their school food services next year.

Head Start will no longer be employing a cook in Laurens and Central Office will have reduced paperwork for Head Start and fiscal.

Enrollment and Attendance – (page 15) – The enrollment and attendance information for the month of May shows Head Start enrollment at 322. The program was down 6 children by the end of the school year. Head Start Performance Standard (HSPS) 1305.7(b) does not require the program to fill program vacancies in the last 60 calendar days of classroom operation. Early Head Start was fully enrolled for the month. All classrooms were above the required 85% attendance rate.

Selection and Orientation – Selection for all programs was made in May at the request of Policy Council. All classrooms are filled. Families have been moving and slots are filled from the waiting list for each location. Clinics are held throughout the summer months for physicals and dentals. Two new Head Start/Statewide Voluntary Preschool Program classrooms are being opened in Laurens and Alta. Families will begin coming to scheduled orientations starting the first week of August.

Cost of Living Increases (COLA) and ARRA Quality – The COLA and ARRA grant has been approved. A COLA increase of 5.85% was given to all Head Start, Early Head Start and Shared Vision Employees. Additional increases were given to all certified early childhood teachers. The COLA was provided in two parts, 3.06 % (3.65% when applied to wages) is permanent to the base-grant, while 1.84 % (2.20 % when applied to wages) is provided through ARRA funds. All increases are anticipated as being permanent. Additional funds were approved to assist employees in meeting educational goals and for a variety of program improvements. A total of \$319,992 was awarded to the program. Permanent base-grant funding of this amount is \$90,022.

Head Start and Early Head Start Expansion grants (pages 16 & 17) – ARRA provided the opportunity to apply for expanding Head Start and Early Head Start. Two grants were written. Head Start expansion is written to add two additional classrooms (32 slots) to Storm Lake. The Early Head Start grant was written to establish sites in Estherville and Storm Lake (90 slots). No timeframe has been provided for grant notification.

FaDSS Report – Nicole Jones

Written success story provided in packet. Nicole read through the handout.

Outreach Center Updates

Outreach Center updates were included in the board packets.

Staff Assessment for Strategic Planning – Dr. Michele Devlin and Dr. Mark Grey; UNI

Mark and Michele reviewed the results of a survey given to all UDMO employees at all facilities.

Approximately 125 surveys were completed and returned for compilation. The survey results were lumped all together rather than broken out into facilities/programs, due to confidentiality issues.

Conclusion Overview:

Positives: The majority of UDMO employees love what they are doing. A majority believe in the organization and what it does. Most of the employees believe their work is making a difference.

Concerns: Survey results showed employees felt there is a lack of cooperation/collaboration among support units/departments within UDMO. There is also some concern regarding salary, benefits, etc.

* In addition to the written surveys provided to all staff, interviews were held with 17 management team members. Generally, these managers had more concerns about the agency and the amount of collaboration within the agency. Most felt that improved teamwork within programs and administrative areas is needed to move the agency forward.

Board Training Committee Report – Larry Pedley

Pedley gave an overview of the activities of the training committee. Upcoming trainings are scheduled for Wednesday, July 22nd (Spencer), and August 25th (Pocahontas) and 26th (Spencer). Topics will include legal risks and liabilities.

In regards to the meeting minutes, it shows that Mardi Allen made a motion to adjourn the meeting, but she pointed out that she did not make a motion to adjourn the meeting. Kellie Jones was the one who did adjourn the meeting. The change will be reflected.

Ratification of 5/13 Training Committee Minutes with changes

Motion: Ron Smith moved to accept the 5/13 board training committee minutes with changes as noted.

Second: Burlin Matthews

Discussion: No further discussion

Action: Motion carried unanimously

Finance Committee Report & Approval of proposed Fiscal Manual Changes – Burlin Matthews

(See separate attachment)

Burlin Matthews summarized the finance committee minutes and the Fiscal Manual changes. He explained one change in the Fiscal Manual, on p.73 regarding “Small Purchases” and the change of the word “obtained” to the word “requested.”

Ratification of 06/11/09 & 06/29/09 Finance Committee Minutes and the proposed changes to the Fiscal Manual

Motion: Joyce Hughes moved to accept the 06/11 and 06/29 finance committee minutes and the proposed changes to the Fiscal Manual.

Second: Vince Triggs

Discussion: No further discussion

Action: Motion carried unanimously

Audit Committee Report – Burlin Matthews

Ratification of 06/11/09 Audit Committee Minutes

Motion: Ron Smith moved to accept the 06/11 audit committee minutes.

Second: Mardi Allen

Discussion: No further discussion

Action: Motion carried unanimously

CSBG Committee Report – Barb Rohwer

Ratification of 06/11/09 CSBG Committee Minutes

Motion: Burlin Matthews moved to accept the 06/11 CSBG committee minutes.

Second: Dave Scott

Discussion: No further discussion

Action: Motion carried unanimously

Building Committee Report – Glenn Bohmer/Ron Ludwig

An update from the Building Committee was given. Ron Ludwig mentioned that the proposals are expected to be back by July 27th.

Ratification of 05/27/09 Building Committee Minutes

Motion: Mardi Allen moved to accept the 05/27 building committee minutes.

Second: Lavonne Kirk

Discussion: No further discussion

Action: Motion carried unanimously

Executive Director Report – Ron Ludwig

Approval of Amendment of Flexible Spending Plan

Motion: Ron Graettinger moved to approve the Amendment of the Flexible Spending Plan.

Second: Joyce Hughes

Discussion: No further discussion

Action: Motion carried unanimously

Approval of LADE Contract for funding CDA position

Ron Ludwig explained the CDA position and this funding block grant. This will be an ongoing position.

Motion: Burlin Matthews moved to approve the LADE Contract for funding a CDA position.

Second: Larry Pedley

Discussion: No further discussion

Action: Motion carried unanimously

Approval of LADE Contract for CCRR (Child Care Resource & Referral).

Ron Ludwig explained this contract.

Motion: Burlin Matthews moved to approve the LADE Contract for CCRR.

Second: Vince Triggs

Discussion: No further discussion

Action: Motion carried unanimously

Approval of CACFP (Child and Adult Care Food Program) Budget

Motion: Vince Triggs moved to approve the budget for the Child and Adult Care Food Program.

Second: Joyce Hughes

Discussion: No further discussion

Action: Motion carried unanimously

Approval of CACFP (Child and Adult Care Food Program) Management Plans A & B.

Motion: Kellie Jones made a motion to table this item until further information could be provided.

Second: Doug Bailey

Discussion: No further discussion

Action: Motion carried unanimously

Approval of Early Smiles carryover from 04/30/09 of \$22,931.97.

Motion: Ron Graettinger moved to approve the \$22,931.97 carryover of Early Smiles from 04/30/09.

Second: Harley Hett

Discussion: Mardi Allen asked Travis Edwards where this figure was on the fiscal report. Since we do not yet have the carryover approved, it will not be on the report until approved by the state.

Action: Motion carried unanimously

Other Business

Gina Lowman Hall explained an upcoming HPRP (Homeless Prevention & Rapid Re-Housing Program) Application for a grant that is due July 31, 2009.

There was discussion regarding having face to face Board meetings on a monthly basis, rather than the conference calls on alternating months. It was agreed by the Board meet face to face on Tuesday, August 18, 2009, rather than the scheduled tentative conference call. Meeting time and place to be determined.

Next Meetings: Tuesday, August 18, 2009, and Tuesday, September 15, 2009. Time and locations to be determined.

Adjournment

Motion: Burlin Matthews

Second: Kellie Jones

Discussion: No further discussion

Action: Motion carried unanimously



Kelli Achenbach, Recorder

Burlin H. Matthews, Board Secretary/Treasurer