Upper Des Moines Opportunity, Inc.

Board of Directors Meeting Minutes
Via Teleconference & Zoom
Tuesday, September 27, 2022 * 5:00 pm
"We are dedicated to helping build stronger communities by addressing the effects of poverty on individuals and families."

Present:

Don Altena	Buena Vista	Jerry Kloberdanz	Hamilton
Lois Boersma	Osceola	Mariah Martinez	O'Brien
Glenn Bohmer	Emmet	Bruce Reimers	Humboldt
Ron Graettinger	Palo Alto	Nick Carlson	Webster
Katrina Heller	Clay	Rick Rasmussen	Wright
Jennifer Sammons	Buena Vista	David Scott	Clay
Clarence Siepker	Pocahontas		

Absent:

Amy Ouphachack		
Tim Fairchild		

* Red ink denotes unexcused absence.

UDMO Staff Present: *Julie Edwards, Dawn Hoffman, Donna Tonderum, Irene Mayland, Shakira Meyer*

Ron Graettinger calls the meeting to order. Dawn Hoffman does roll call. A quorum is present.

- Announcements & Special Events- None.

- Consent Calendar (Agenda) –
  Additions/Changes to Agenda and Approval of Agenda- Julie would like to make four additions to the Agenda. Add under Board Business letter m) New Policies, Disclosure of Personally Identifiable Information. Add under Board business letter t) CSBG FY2023 Contract, letter u) UDMO Agency Budget for 2023, and letter v) 2020 IRS Form 990.
  a) Approval of Board Minutes of August 30, 2022

Motion to approve the Consent Calendar with the addition of letter m) New Policies-Disclosure of Personally Identifiable Information, letter t) CSBG FY2023 Contract, letter u) UDMO Agency Budget for 2023, and letter v) 2020 IRS Form 990: Glenn Bohmer
Second: Nick Carlson
Discussion: None
Action: CARRIED
Motion to approve the August 30, 2022 Board Minutes: Glenn Bohmer
Second: Jerry Kloberdanz
Discussion:
Action: CARRIED

Finance/Audit Committee September 20, 2022 Report- This report was thoroughly gone over at the Finance Meeting. All members have been furnished with a copy before the meeting, Board members are encouraged to ask questions of Donna Tonderum, Fiscal Director if they see fit.

Motion to approve the September 20, 2022 Finance/Audit Committee Report: Ron Graettinger

Second: David Scott
Discussion: None
Action: CARRIED

- Board Business/Director's Report-
  a) CSBG-22-16 Amendment 4- An adjustment of $5,899 to Co-Funded Programs.
  b) CSBG-22-16 Amendment 5- UDMO's adjusted final FFY 2022 CSBG Allocation is $456.156. A Budget amendment request must be created to access the funds.
  c) LIHEAP-22-16 Amendment 3- Transferred unused funds to ARPA for supplemental payments to previous clients.
  d) LIHEAP-22-16 Amendment 4- A returned check for $121.00 for a client that did not receive it, due to relocation.
  e) LIHEAP-21ARPA-16 Amendment 6- Unused funds moved to regular assistance to make payments to previous clients.
  f) LIWAP-21ARPA-16 Amendment 1 & LIWAP-21ARPA-16- The amendment changes the incorrect contract end date from 9/30/2022 to 9/30 2023. LIWAP-21ARPA-16 is the new contract for $250,342, with signatory page.
  g) LIWAP-21CAA-16 Amendment 2- Moving funds from Administration and Program Support into ECIP for crisis payments.

Motion to approve CSBG-22-16 Amendments 4 & 5, LIHEAP-22-16 Amendment 3 & 4, LIHEAP-21ARPA-16 Amendment 6, LIWAP-21ARPA-16 Amendment 1 & LIWAP-21ARPA-16, LIWAP-21CAA-16: Nick Carlson
Second: Rick Rasmussen
Discussion: None
Action: CARRIED

  h) Iowa Non-Profit Innovation Grant- A total of 24 grants were awarded, we asked for $560,000 we received $450,000. An offer has been made on a building in Spencer for Outreach. There is plenty of space for expansion and few renovations are needed. We are hoping to hear back soon on the offer.
  i) WIPFLI Engagement Letter- This letter with the attached Term and Conditions outlines the fees and process's for performing our Audit.
  j) Holmes-Murphy Insurance- They have let us know that the agency health insurance will be increasing by 9.4%. It is the hope that Corporate can absorb some of this cost.
  k) CSBG Reduction Plan for UDMO- The Directors whose programs are affected by the decrease in CSBG funds have gotten together to look for creative solutions, and see about reducing costs. Some employees who are willing have been able to work for more than one program, thus reducing overall costs.
  l) 1303 Roosevelt Classroom Construction Schedule- A project schedule furnished by the architects at CMBA. Julie would like the Board to make note of 12/13/2022. We normally do not have a December Board meeting but the bids will need to be looked at so we can determine which one we would like to accept, so that construction can move forward in January. Final plans will be coming along with sprinkler system bids.
  m) New Policies- Compensation for Critical Situations- The purpose of this plan is to fairly compensate employees who have been reassigned to a position that they were not originally hired for in order to help during critical staffing situations. An additional $1.00 per hour for hourly staff and an additional $80.00 a week for a salaried staff member.

Disclosure of Personally Identifiable Information or (PII)- Disclosure of PII can be made to a caseworker or child welfare agency representative if the agency is legally responsible for a child's care and protection. A client's address can be disclosed without consent if there is suspected or known child maltreatment.

Revised Policies- Pay Period, Personal Leave, Annual Leave, Annual Leave Accrual, Sick Leave Accrual, LWOP, UDMO Final Paycheck. The following have been updated, the Board members have reviewed the changes.

Motion to approve the New Policies Compensation for Critical Situations, Disclosure of Personally Identifiable Information or PII, and the Revised Policies, Pay Period, Personal Leave, Annual Leave, Annual Leave Accrual, Sick Leave Accrual, LWOP, UDMO Final Paycheck: Ron Graettinger
Second: David Scott
Discussion: None
Action: CARRIED

Iowa BoS CoC Special Unsheltered/Rural Funding Competitive Grant- The application has been submitted after gathering more information. The main focus is using funds to help with rapid re-housing. The application will be submitted in October with the award date of January 2023. If we are awarded the Unsheltered portion would be around $990,000. And the Rural Set aside is around $1.5 million. More information to come as we receive it.

Strategic Planning- Shakira Meyer, gave an informative presentation on how we are moving into our larger strategic goals. Minutes of the meetings and recordings are available for Board members to review. Some examples of goals would be improving external communication, website and logo recognition, referral sources, outreach. Addressing the confusion between UDMO and Upper Des Moines Opportunity Inc., people not realizing that we are one in the same. We are focusing on Internal communication to make sure that staff has the resources needed to do their jobs as best they can, newsletters, meetings, surveys. Policy changes and the manual for the employees. Staff development and support, employee on-boarding plan, stay and exits surveys have also been looked at. Positive Customer experience, internal referral process, centralized database, online application.

UDMO Self-Assessment- The information is sent to the DCAA. They will give us guidance on completing our goals and ways to strengthen our processes. A copy will be provided to the Board members.

CSBG Partnership Updates- The partnerships have been reviewed and updated by staff. This information is reported to CSBG through the year-end report.

Web Page Preview- Our website has been revamped and updated. It is more user friendly than our former site. The services have been grouped by county to try and simplify things for our clients. Donations can also be made through the website; the job application section has been updated as well.

Annual Board Forms- These have been sent out for Board members to sign, for their files. They will send them back to Central office.

CSBG FY2023 Contract- The Agency contract for FY2023 which highlights the term and conditions as they pertain to UDMO. The contract will be amended later to show the dollar amount.

Motion to approve the CSBG FY2023 Contract: Bruce Reimers
Second: Katrina Heller
Discussion: None
Action: CARRIED

UDMO Agency Budget for 2023- The agency wide budget for FY2023, the budget is a little less due to there not being CARES funds.

Motion to approve the UDMO Agency Budget for 2023: David Scott
Second: Jerry Kloberdanz
Discussion: None
Action: CARRIED

IRS Form 990- The tax return for non-profits for year 2020, prepared by WIPFLI.

Motion to approve the IRS Form 990: Ron Graettinger
Second: Jennifer Sammons
Discussion: None
Action: CARRIED

- Head Start Report – Irene Mayland, Head Start Director stated that Head Start was fully enrolled at 306 children, and Early Head Start was also fully enrolled 176 children. There are waiting lists at every site. The disability number is at 28 with the target number being 48, they anticipate that they will meet their goal. Attendance remains above the threshold of 85%.

  CACFP Center-Based- All meals were claimed for the month of August. Two Early Head Start classrooms remain closed in Spencer. There were 23 classrooms open serving 321 children.

  CACFP Home-Based- There were 48 providers claiming meals in August, and they served 658 children. The program is looking at recruiting more providers.

  Essential Hires- Head Start Coordinator- A staff member has left which has created an opening for this position. Upon Board approval Dee Reed would fill the role of Head Start Coordinator out of Storm Lake.

Motion to approve Dee Reed as Head Start Coordinator, Storm Lake: Jennifer Sammons
Second: Mariah Martinez
Discussion: None
Action: CARRIED

Head Start & Early Head Start Continuation and TTA Grants- Funding was approved for Head Start Program Operations at $3,443,637 and $33,314 for Training and Technical Assistance. Funding was approved for Early Head Start Program Operations at $2,725,752, and $46,156 for Training and Technical Assistance. For a total of $6,248,859. Approval is needed to write for these grants.

Motion to approve the Head Start and Early Head Start Continuation and TTA Grants: Bruce Reimers
Second: Rick Rasmussen
Discussion: None
Action: CARRIED

ACF-IM-HS-22-05- An Information Memorandum on guidance for the use of funds appropriated in the American Rescue Plan Act of 2021.

ACF-IM-HS-22-06- Strategies to stabilize the Head Start Workforce, due to shortages in employees.

Center Updates- The playground is completed at the Emmet site. There will be a ribbon-cutting ceremony on October 12, 2022, Board members are encouraged to attend if they are able. The playground has been well received by the community. The kitchen is almost finished as well.

- Date of Next Board Meeting- October 25, 2022 at 5:00 p.m. via Zoom & Teleconference.
    a) ADJOURN at 6:15 p.m., there being no further business.

Motion to Adjourn: Glenn Bohmer
Second: Ron Graettinger
Discussion: None
Action: CARRIED

Clarence Siepker, President

Glenn Bohmer, Secretary/Treasurer

Dawn M. Hoffman, Recorder