

Upper Des Moines Opportunity, Inc.

Board of Directors Meeting Minutes

Via Zoom, Teleconference, In-Person

Tuesday, February 28, 2023 * 5:00 pm

*"We are dedicated to helping build stronger communities
by addressing the effects of poverty on individuals and families."*

Present:

Kathy Croker	Buena Vista	David Scott	Clay
Lois Boersma	Osceola	Mariah Martinez	O'Brien
Glenn Bohmer	Emmet	Jerry Klobberdanz	Hamilton
Ron Graettinger	Palo Alto	Jennifer Sammons	Buena Vista
Kodie Borchers	Clay	Rick Rasmussen	Wright
Tim Fairchild	Dickinson	Clarence Siepker	Pocahontas

Absent:

Nick Carlson	Bruce Reimers	
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* Red ink denotes unexcused absence.

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

Clarence Siepker 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 two additions to the Agenda. Under Board Business add letter j) Sick Leave Policy, and letter k) Housing Program Case Manager-Job Description.
a) Approval of Board Minutes of January 24, 2023

Motion to approve the Consent Calendar with the addition of letter j) Sick Leave Policy and letter k) Housing Program Case Manager-Job Description: Rick Rasmussen

Second: Mariah Martinez

Discussion: None

Action: CARRIED

Motion to approve the January 24, 2023 Board Minutes: Ron Graettinger

Second: Jennifer Sammons

Discussion:

Action: CARRIED

Finance/Audit Committee Report-The following items were reviewed and approved by the Finance Committee at their meeting.

January Financials

Outreach Budget Review

Casey's Gas Card-Update

ACA Filing Tax Year 2020 & 2021 (1095) Form

Liberty Mutual Worker's Compensation Class Codes

HEAP-23-16 Amendment 1

CSBG-23-16 Amendment 1

"Our vision for our region is that all residents play an active role as community citizens; have places to go if they face hard times; and have support and opportunities as they work toward economic security."

Unsheltered and Rural Homeless Assistance Award
Head Start NOA Year 5

Contract 113 & 114 1st Five Healthy Mental Development Initiative Implementation Phase

Motion to approve the February 22, 2023 Finance/Audit Committee Report: David Scott

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

- Board Business/Director's Report-

- a) CSBG FY2024 Application- Shakira Meyer spoke to the Board briefly about this process. The application is due on June 2, 2023, work has already begun on it. She will bring information on the Community Needs Assessment to an upcoming meeting.
- b) Review of Mission Statement- The Board has been furnished a copy of our current mission statement. Which reads "We are dedicated to building stronger communities by addressing the effects of poverty on individuals and families". To be in compliance with CSBG standards this statement must be reviewed every five years to ensure that it says what we want it to say. On the bottom of the document there are four words, Unified, Diversity, Meaningful, Opportunities. It was acknowledged by a Board member that these words are not apart of the Mission Statement. They were added on previously, and will be removed. The mission statement will stand as read.

Motion to approve the Mission Statement with the removal of Unified, Diversity, Meaningful, Opportunities:
Glenn Bohmer

Second: Jerry Klobberdanz

Discussion: None

Action: CARRIED

- c) Procurement Policy-Updated- At the request of a funder (Clay County Expansion) we were asked to include the line (All procurements will be made in compliance with the federal regulations found in all of 2 CFR 200) as part of our purchasing policy, before they would send us the reimbursement for the building purchased in Spencer. Donna checked with WIPFLI and they were fine with adding this. We will be compliant with CFR 200, which is listed in the document.

Motion to approve the Procurement Policy Update: Ron Graettinger

Second: Tim Fairchild

Discussion: It was asked who will policing the policy? This will be handled by the Fiscal Director.

Action: CARRIED

- d) Approval of final 2022 UDMO Audit- Mike Webber, of WIPFLI presented in January to the Board. There were no changes made afterwards. The Board members have all been furnished with a copy of the Audit.

Motion to approve the final copy of the 2022 UDMO Audit: David Scott

Second: Glenn Bohmer

Discussion: None

Action: CARRIED

- e) Kodie Borchers to join the Finance Committee in March 2023- Kodie was approved on February 22 by the Finance Committee to join in March. Full Board approval is needed also

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Motion to approve Kodie Borchers to join the Finance Committee in March: Mariah Martinez

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

- f) Approval of Community Housing Initiatives, Inc. (CHI) Board Members- Per the CHI By-Laws UDMO must approve their Board members. A roster has been provided to the Board.

Motion to approve the CHI Board Members: Ron Graettinger

Second: Rick Rasmussen

Discussion: None

Action: CARRIED

- g) Risk-Assessment Update- Julie provided an update to the Board on where we are at with the processes identified in the assessment as needing attention. She will bring the information back to the Board twice a year.
- h) Roosevelt Project-Preliminary Schedule by CMBA Architects- This is a basic timeline of how the work will progress at Roosevelt. Julie and our Operations Director T.J have been attending monthly meetings and communication has been on-going. They are confident that the project is heading in the right direction. The Board has been provided with pictures of the demo process.
- i) Spencer Outreach Demolition Updates- Julie noted that Quail Construction has been great to work with. She gave an overview of how the project is going. The Board was provided with pictures of the progress.
- j) Sick Leave Policy- The old policy states that sick leave can be used for children under the age of 19. It was felt that there should not be an age limit on this policy. The change would be to remove that line, and allow staff to use sick time if they need it to care for their children regardless of age.

Motion to approve the Sick Leave Policy with the removal of the age limit: Glenn Bohmer

Second: Mariah Martinez

Discussion:

Action: CARRIED

- k) Housing Program Case Manager Job Description- The Housing Program has received a grant which will allow for new staff to be hired. The grant is issued through HUD so the funds may be awhile in coming in. With Tanya Thelen being the only person in this program she is having to work a lot of extra hours to meet the needs of the clients. In working with Fiscal and looking at her budget it has been determined that she could afford to hire someone now. When the grant funds come in then they will look at hiring one more staff member. Approval is needed to post the job.

Motion to approve the Housing Program Case Manager Job Description: Rick Rasmussen

Second: Jerry Kloberdanz

Discussion:

Action: CARRIED

- Head Start Report – Irene Mayland, Head Start Director stated that Head Start and Early Head Start were both fully enrolled in January. There are 8 children at Jefferson who are still being served

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through the Home-Based program. The disability number is at 37 with several children in referral. Waiting lists are looking good. Several applications have been received for the upcoming school year. Attendance is above 85%.

CACFP Center-Based- All meals were claimed for January, one EHS room remains closed in Spencer.

CACFP Home-Based- There were 42 of 44 providers claiming meals in January. There were 575 children served.

PI and Grant approval for OHS Head Start COLA & Quality Improvement Funding- A notice from the Office of Head Start concerning a COLA increase of 5.6% for all Head Start staff. And Quality Improvement funding is at \$280 for each Head Start funded enrollment slot and \$420 for each Early Head Start funded enrollment slot. Approval is needed to write for the grant for Quality Improvement Funding and for the COLA.

Motion to approve the Head Start COLA & Quality Improvement Funding: Mariah Martinez

Second: Jennifer Sammons

Discussion:

Action: CARRIED

School Readiness Goals- The Board members were furnished with copies of the goals for EHS and HS children. The children in both programs have shown great improvement from the beginning of the year until now. The Non-English speaking students have improved, and also the children who are on IEP'S and IFSP's have shown improvement as well. If a Board member has any questions they are encouraged to reach to the Director, Irene.

NAEYC Accreditation for Sites- The Office of Head Start has a standard that states if you have a quality rating system in your state that you are required to use it. This was previously the QRS Rating System it is now called IQ4K, they have begun working on this, and should be able to implement this at the start of school next year. This is a 1-5 level system, starting at level 1. NAEYC will be eliminated eventually, but is needed for two Shared Visions classrooms as per the grants.

Head Start Self-Assessment Sign-Up- This is done annually in Head Start. There are 6 different topics that are reviewed each year. Irene is looking for volunteers from the Board. The information will be emailed to Board members so they can see if there is a topic that they would be interested in helping with, by attending a meeting.

- Date of Next Board Meeting- March 28 at 5:00 p.m. via In-Person, Zoom & Teleconference.
 - a) ADJOURN at 5:50 p.m., there being no further business.


Motion to Adjourn: Mariah Martinez

Second: Jerry Kloberdanz

Discussion: None

Action: CARRIED


Clarence Siepker, President 3-28-23 Date


Glenn Bohmer, Secretary/Treasurer 3/28/23 Date


Dawn M. Hoffman, Recorder Date

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