



Board of Directors Meeting Minutes

Via Teleconference & Zoom

Tuesday, January 24, 2023 * 5:00 pm

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

Present:

Lois Boersma	Osceola	Jerry Kloberdanz	Hamilton
David Scott	Clay	Mariah Martinez	O’Brien
Glenn Bohmer	Emmet	Bruce Reimers	Humboldt
Ron Graettinger	Palo Alto	Jennifer Sammons	Buena Vista
Amy Ouphachack	Hamilton	Rick Rasmussen	Wright
Tim Fairchild	Dickinson	Clarence Siepker	Pocahontas
Nick Carlson	Webster		

Absent:

* Red ink denotes unexcused absence.

UDMO Staff Present: *Julie Edwards, Dawn Hoffman, Donna Tonderum, T.J Thayer, Jessie Hansen. Shakira Meyer*

Clarence Siepker calls the meeting to order. Dawn Hoffman does roll call. A quorum is present.

● **Announcements & Special Events-**

FY2022 WIPFLI Audit Presentation- Mike Webber of WIPFLI attended the meeting via Zoom. He shared a detailed presentation with the Board. It was stated that all financial information provided was accurate. UDMO is in a strong financial position, there were no current or prior year findings. The program that was focused on this year was LIHEAP, there were no findings. Mike answered a few general questions from the Board, he then exited the meeting.

Motion to approve the FY2022 WIPFLI Audit as presented: Glenn Bohmer

Second: Mariah Martinez

Discussion:

Action: CARRIED

1st Five Update- Jessie Hansen KIDS/1st Five Director shared a Power Point presentation with the Board. These are two new grants for UDMO, The Notice of Award was received in December, 2022. One new Site Coordinator was hired today. They are still looking to hire three more staff members. Also negotiating contracts with two Public Health Departments.

The Program began in 2007 with seven counties, it currently serves 88 now. This is essentially a partnership between primary-care physicians and families. They send referrals to us to help coordinate the services. Children ages 0-5 can be referred, primarily for developmental concerns. More than 26,500 children have benefitted from the early identification and intervention for social-emotional and developmental concerns before entering school. Four more counties could be added in the future, pending more funding.

Housing Policies- Tanya Thelen, Housing Services Coordinator, was on hand to address revisions to the policies, as there were questions about the denial process the last time these policies came before the Board. The Board felt that her revisions were clear and easy to understand. Tanya addressed a

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question about how long the denial process normally takes. The denial form is a separate document that will be added to the policies.

Motion to approve the Housing Policies with the addition of the Denial Form that was shared with the Board:

Mariah Martinez

Second: Glenn Bohmer

Discussion: None

Action: CARRIED

- Consent Calendar (Agenda) –
Additions/Changes to Agenda and Approval of Agenda-
a) Approval of Board Minutes of December 20, 2022

Motion to approve the Consent Calendar: Ron Graettinger

Second: Nick Carlson

Discussion: None

Action: CARRIED

Motion to approve the December 20, 2022 Board Minutes: Jerry Kloberdanz

Second: Ron Graettinger

Discussion: None

Action: CARRIED

Finance/Audit Committee January 17, 2023 Report- Donna Tonderum, Fiscal Director gave a brief overview of the November/December 2022 financials, previously discussed at the December finance meeting. Board members are encouraged to ask questions if they see fit.

Motion to approve the January 17, 2023 Finance/Audit Committee Report: David Scott

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

The following items were previously reviewed & approved by the Finance Committee on January 17, 2023.

- a) Utility Contracts-BHE-23-16, IPL-23-16, MEC-23-16
- b) HEAP-23-16
- c) LIHEAP-23ES-16
- d) LIHEAP-23-16 Amendment 2
- e) HS NOA 07CH010845-04-03 & 07CH010845-04-04

Motion to approve the Utility Contracts-BHE-23-16, IPL-23-16, MEC-23-16, HEAP-23-16, LIHEAP-23ES-16, LIHEAP-23-16 Amendment 2, HS NOA 07CH010845-04-03, HS NOA 07CH010845-04-04: Mariah Martinez

Second: Nick Carlson

Discussion: None

Action: CARRIED

- Board Business/Director's Report-
a) UDMO By-Laws- All Board members have been furnished a copy of the By-Laws. Shakira Meyer, Director of Compliance and Reporting, highlighted the changes that were recommended by the Agency's Attorney. It was determined that we are a Private Non-profit agency, so that has been added to the document. There were a few other minor changes throughout the document that

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Shakira addressed as well. The dates on the cover page have been updated to reflect when changes were made.

Motion to approve the UDMO By-Laws: Mariah Martinez

Second: Rick Rasmussen

Discussion: None

Action: CARRIED

- b) Grant Chart- Julie spoke with some other Executive Directors and learned that some provide their Board with a chart. Julie requested permission to sign contracts listed on the chart and any amendments, so as not to delay getting these documents back to funders. It has happened on two occasions this year that contracts came out a few days following a Board meeting so approval was delayed until the following board meeting a month later. The next TBRA 7 Grant is anticipated to open in March 2023. ICAA will no longer be writing for that so we will need approval to submit a grant application. Copies of contracts and amendments will continue to be placed in board packets. Grants over \$50,000, not on the chart will be brought to the Board as we have previously have done.

Motion to approve the Grant Chart: David Scott

Second: Mariah Martinez

Discussion: None

Action: CARRIED

- c) Executive Directors Evaluation- The Executive Committee met in a closed-door session prior to the Board meeting. All staff were asked to leave the room while the Committee shared their thoughts with the full Board. Staff was allowed to go back, President Siepker spoke briefly with Julie, they rejoined the meeting. The Board determined that Julie should receive an increase in her salary.

Motion to approve the Executive Directors Evaluation & Salary increase: Bruce Reimers

Second: Mariah Martinez

Discussion: None

Action: CARRIED

- d) New Board Members- Kathy Croker, will be replacing Don Altena on the Board of Supervisors in Buena Vista county. She plans to join us in February. We thank Don for his years of service to UDMO.

Kodie Borchers has made application to the Board, she is also on Policy Council. She is in Clay county. She has made use of our services in the past, and would bring a new prospective.

Motion to approve Kathy Croker, who will be replacing Don Altena, and Kodie Borchers who will be a new Board member: Ron Graettinger

Second: Lois Boersma

Discussion: None

Action: CARRIED

- e) UDMO Merit Policy- Evaluations have been scaled back to 3-point system. This will make it easier for more consistent Supervisor evaluation of their staff members. The amount of points earned determines their raise eligibility. If they score a 1 or a 3 the Supervisor must identify in a factual manner. Any increases must be able to be supported by the Programs budget. There is no existing policy now regarding Merit Raises.

Motion to approve the UDMO Merit Policy: Ron Graettinger

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Second: Glenn Bohmer

Discussion: None

Action: CARRIED

- f) INIA Infrastructure Grant-Outreach Bids- Julie gave a brief overview of what was discussed at the Finance meeting about the bids. The Finance Committee felt this project should move forward and not be done piece by piece, and that we should keep applying for grants. Take the Contractor with the lowest bid, if we feel that they can adequately do the work. What we don't receive from grant funding will be taken out of Corporate and then depreciated it out the programs who are using the facility.

T.J Thayer, Operations Director spoke about the 3 bids that came in for remodeling the new Clay Outreach building in Spencer. MW Contracting is being excluded from the bid process due to the owner recently having health issues.

Woodruff Construction-The bid is pretty detailed, T.J asked for more info. on the ceiling lay-out but he never received it. So, there is not a final dollar amount attached to the bid.

Quail Construction- T.J has spoken extensively with this Contractor, one thing not included in the original bid was the floor reinforcement where the refrigerators, freezers, and heavy pallets of food would go. The Contractor thought this cost between \$5000 to \$7,000. Due to rising costs of materials a bid cannot stay an active bid for long. So, as the project gets closer the Contractor would need the opportunity to re-bid the project. However, if the new bid is substantially higher than we may not go with it. The figures in the bid are all middle of the road pricing, and he will be following Davis Bacon. A Contract will be written up with a time-line that is reasonable to both parties. The work will be paid for as it goes, giving us time to view how the project is coming along, and inspect the work as it is being done.

T.J would like a chance for Quail to rebid the project, and for us to move forward with him. With the understanding that the bid is submitted in good faith and is not considerably higher than before. But, if it is T.J would like the chance to reconvene and possibly look for someone else if the need is there. The only way that the bid could be increased is if we want something changed, or if the Contractor comes across something unforeseen. It is expected that the re-bid should come in around \$90,000 or below.

Motion to approve Quail re-bidding the project, if it comes in at \$90,000 or below, we will go with them, if not we start over: Glenn Bohmer

Second: Ron Graettinger

Discussion: None

Action: CARRIED

- g) Iowa Gov. Reorganization/CAA & our Programs- Julie spoke about how the Government in Iowa is reorganizing, and it could potentially impact Community Action Agencies. Julie shared draft government reorganizational charts with the Board. Julie has been engaged in ICAA meetings to develop a unified approach to, addressing this. There was concern for the FaDSS program but in the charts, it is currently under Community Access so that is good. It was recommended by ICAA that Julie share this information with the Board, to let them know that ICAA is working on talking points. Board members may be asked to advocate with state Representatives concerning where Community Action needs to go, and why.
- Head Start Report – Irene Mayland, Head Start Director stated that Head Start was fully enrolled for November/December at 306 children, and Early Head Start with 176 children. Disability number is at 33. Waiting lists are looking good, recruitment is on-going. Attendance is over 85%.

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Parent Survey- The Board members were furnished a copy of the Parent Survey questions, these go out every year. A minimal change was made to the question about Nutrition, the question was broken down to be able to gather more data. Otherwise the survey did not change.

Motion to approve the Parent Survey: Glenn Bohmer

Second: Bruce Reimers

Discussion: None

Action: CARRIED

Head Start One Time Funding Request & another Carry-over Request from Year 1 to Year 4- We are having some building issues in Spencer and in Palo Alto at the ILCC site. They would like to write for a carry-over grant from year 1 to year 4 to help with the issues. Regional Office has One Time Funding that can be wrote for up to \$250,000.

Motion to approve writing for the Head Start One Time Funding Request & another Carry-over Request from Year 1 to Year 4: Ron Graettinger

Second: Rick Rasmussen

Discussion: It was asked if ILCC would be paying for any of the changes? Irene said that they have been great to work with and will pay for half of the new flooring costs. They have already started on some of the work. The bulk of these funds will be needed in Spencer at Jefferson.

Action: CARRIED

BV Community Foundation Grant for HS Playground- The focus has now shifted to Spencer but this grant is still being looked at. Some improvements are needed in Storm Lake such as wobbly light poles, interior work, and playground.

Motion to approve the BV Community Foundation Grant for improvements at Storm Lake site: Glenn Bohmer

Second: Rick Rasmussen

Discussion: None

Action: CARRIED

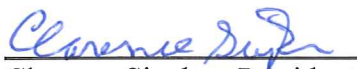
- New/Old Business-
 - a) CSBG Year End Report- This is now available and has been placed in the online folder for the Board to review.
 - b) Board President and Julie will both be virtual for the February meeting- They will both be joining the meeting next month via Zoom.
- Date of Next Board Meeting- February 28, at 5:00 p.m. via Zoom, In-Person & Teleconference.
 - a) ADJOURN at 7:00 p.m., there being no further business.

Motion to Adjourn: Rick Rasmussen

Second: Ron Graettinger

Discussion: None

Action: CARRIED

 3-28-23
Clarence Siepker, President Date

 1-28-23
Glenn Bohmer, Secretary/Treasurer Date

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CACFP Classrooms- All meals were claimed. Two EHS rooms remain closed in Spencer, one classroom to open in January.

CACFP Home-Based- In November 44 of 45 providers claimed meals and 576 children were served.

In December 43 of 45 providers claimed meals, and 562 children were served.

OHS Monitoring Review Report- This involves the Busing Incident that happened in May of 2022, which was previously brought to the Board. It was identified that the grant recipient ensured all staff followed appropriate practices to keep children safe during all activities, including only releasing children to an authorized adult. This area of deficiency is corrected.

HS PI-Evidence Based Policy for COVID-19 Mitigation- There needs to be a plan in place for not only COVID but for any communicable disease that is determined to spread quickly. Head Start already has such a plan in place. They will be sharing it with the Board at an upcoming meeting.

HS Self-Assessment Process- Irene outlined for the Board how this process works, it is the same process that was used last year and worked well for the program. Approval is needed to utilize the process this year to complete the Assessment.

Motion to approve the HS Self-Assessment Process: Glenn Bohmer

Second: Ron Graettinger

Discussion: None

Action: CARRIED

Alta-Change of Scope, Conversion from HS to EHS- Irene met with Office of Head Start, Region 7 and had received approval to not partner with the Alta site next year. The EHS program in Storm Lake is showing the largest need based on program and community assessment data. So, they would be converting HS slots from Alta into EHS slots in Storm Lake. In meeting with Region 7 they felt the change made sense and that we should bring the matter before the Board and Policy Council.

Motion to approve the Alta-Change of Scope, Conversion of slots from HS to EHS, and a small grant will be written: Bruce Reimers

Second: Mariah Martinez

Discussion: None.

Action: CARRIED

Milford Update- The Milford plan previously discussed fell through. They wanted the children to attend some religious classes, but with the separation of church and state, this was not possible. So, they will continue looking for a new site, and some visits have been scheduled. The DHS licenser has also been helping with this process. There will be 15-18 kids enrolled and one classroom needed. More updates to come.

Recruitment Plan- This is an over-all plan for the Program. Each community has a specific recruitment plan that is followed.

Motion to approve the HS and EHS Recruitment Plan: Glenn Bohmer

Second: Bruce Reimers

Discussion: None.

Action: CARRIED

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Dawn M. Hoffman, Recorder Date

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James Thompson
1885