



Board of Directors Meeting Minutes
Via Teleconference, In-Person & Zoom

Tuesday, April 25 * 5:00 pm

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

Present:

Kodie Borchers	Clay	Jerry Kloberdanz	Hamilton
Lois Boersma	Osceola	Kathy Croker	Buena Vista
Glenn Bohmer	Emmet	Bruce Reimers	Humboldt
Ron Graettinger	Palo Alto	Rick Rasmussen	Wright
Amy Ouphachack	Hamilton	Nick Carlson	Webster
David Scott	Clay	Tim Fairchild	Dickinson

Absent:

Mariah Martinez	Clarence Siepker	Jennifer Sammons
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* Red ink denotes unexcused absence.

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

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

- Announcements & Special Events- President, Clarence Siepker is unable to attend. Vice President Ron Graettinger will lead the meeting.
- Consent Calendar (Agenda) –
Additions/Changes to Agenda and Approval of Agenda- Julie would like to make some additions to the Agenda. Under Board Business under letter c) Weatherization Field Inspection add DOE-BIL-22-16 Amendment 1, under Board Business add letter i) FaDSS Carryover/Budget Amendment, add letter j) TBRA 7 Grant Application, add letter k) Spencer Outreach update. Under Head Start Report add letter g) Annual Head Start Survey Results.
a) Approval of Board Minutes of

Motion to approve the Consent Calendar with the additions listed: Tim Fairchild

Second: Nick Carlson

Discussion: None

Action: CARRIED

Motion to approve the March 28th Board Minutes: Glenn Bohmer

Second: Rick Rasmussen

Discussion:

Action: CARRIED

- Finance/Audit Committee Report- The following items were reviewed and approved by the Finance Committee at their 4/18/2023 meeting.
March 2023 Financials
LIWAP-21ARPA-16 Amendment 2
RuLIHEAP-23-ES-16 Amendment 4
LIHEAP-23-16 Amendment 4

"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."

The following two items will be discussed by the full Board, with recommendations being made by the Finance Committee.

Admin. Fees on Donations

Restricted Funds

Motion to approve the April 18, 2023 Finance/Audit Committee Report: Jerry Klobberdanz

Second: Amy Ouphachack

Discussion: None

Action: CARRIED

● Board Business/Director's Report

- a) Review of FY23 6 Month National Performance Indicator (NPI) Report- Shakira Meyer, Director of Compliance and Reporting provided hand-outs and gave a brief overview of where we are at with this process. She took questions from various Board members.
- b) Rick Rasmussen has volunteered to take on the role of Vice President. Ron Graettinger stepped in to take on this role when the office was vacant. Board approval is needed.

Motion to approve Rick Rasmussen as the Vice President of the Board: Tim Fairchild

Second: Nick Carlson

Discussion:

Action: CARRIED

- c) Weatherization Field Inspection- A home inspection visit was conducted in Fall of 2022. The majority of the work completed met all guidelines and standards. However, there were some findings which required corrective action. A response was received by the state in March 2023. The response has been accepted by the state, and the field inspection has concluded. DOE-BIL-22-16 Amendment 1- Funds have been added to the following line items. Support, Health & Safety, Labor and Materials. This brings the contract amount to \$1,094,532.00, this contract runs through June 30 of 2025.
- d) Administration Fee on Donations- The purpose for doing this is to be able to add funds to our General Operations, to assist with keeping the offices open. It was asked for our Accountant to provide amounts from 0 to 10% in Administration fees. This will show how the percentages would increase the revenue in the Outreach offices. The fee is only applied to cash donations and will remain in the county where the donation was made. After discussion by the Board it was determined that 5% would be a good amount to start with on May 1, 2023.

Motion to approve charging a 5% Administration fee on cash donations beginning May 1, 2023: Tim Fairchild

Second: Glenn Bohmer

Discussion: None

Action: CARRIED

- e) Restricted Funds, Implementation Date- When a donation is made for a specific project, the donation must stay within that specific line item (restricted). In order to move the money where it is needed you must have a statement that enables your Agency to repurpose the funds. In working with WIPFLI they suggest using this statement, "Donations are considered without restriction and will be used to further UDMO's Mission. This would need to be displayed on our website and on all documentation and receipts. Funds that are already in the accounts will remain there. This would only apply to new donations received after May 1, 2023.

Motion to approve not restricting new incoming funds by line item, and using the above statement from WIPFLI beginning May 1, 2023: Tim Fairchild

Second: Glenn Bohmer

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Discussion: None

Action: CARRIED

- f) Rural Set Aside RRH Project- We received an additional \$100,000. This brings the total up to \$1,591,339. These funds are coming through HUD, we have not yet received the formal contract.
- g) CSBG-23-16 Amendment 3, final allotment- UDMO's final FFY 2023 allocation is \$442,728.
- h) Annual Meeting, Date change- The meeting was originally scheduled for May 16th, on the third Tuesday of the month per the By-laws however, the Finance meeting is that day also. There will not be enough time in between meetings to prepare, and the financials will not be ready sooner. So, it is proposed that the meeting be changed to May 23rd. The location and caterer will remain the same.

Motion to approve moving the Annual Dinner/Meeting to May 23rd, due to the Finance meeting being on May 16th: David Scott

Second: Amy Ouphachack

Discussion: None

Action: CARRIED

- i) FaDSS Funds Carryover Budget Amendment- Our FaDSS program has made a request for extension in the spending of their funds for the grant that runs through September 2023. This will carry-over through October 20,2023 in the amount of \$143,835.05. The carry-over has been approved.
 - j) TBRA 7 Grant Application - Historically, ICAA has written for this funding and then distributed to agencies, but will not be doing that this year. We are eligible to apply for \$750,000. UDMO will be able to charge a 4% vs the previously 2% Administration fee since we are submitting the application ourselves. Previously, TBRA 6 grant was for \$178,706 from 12/10/21-11/01/2023.
 - k) Spencer Outreach Update- The project has been completed, the moving date has been set for May 11th and 12th. An open house will be planned for June, the Board and community members will be invited.
- Head Start Report- Irene Mayland Head Start Director, stated that Head Start and Early Head start were fully enrolled for the month of March. Disabilities are at 48 with Head Start and Early Head Start combined, they have met the 10% requirement. Attendance for Early Head Start was a little low but with nicer weather coming and illnesses going down this is expected to increase. Head Start is over the 85% requirement. Selection of students for this fall is complete at some sites, others will be completed soon.
 - CACFP Center-Based- There were 23 open classrooms serving 347 children. All meals were claimed for March, and one Early Head Start room remains closed in Spencer due to staffing issues.
 - CACFP Home-Based- There were 43 providers in March serving 582 children, all 43 providers claimed meals in March.
 - Approval of Head Start Job Descriptions- The Board members have been furnished with a copy of the job descriptions. There were no changes.

Motion to approve the Head Start Job Descriptions as presented: Glenn Bohmer

Second: Nick Carlson

Discussion: None

Action: CARRIED

ACF-IM-HS-12-01 The Role of Head Start Programs in Addressing Lead in Water- There is already a process in place for lead testing every five years, which has been deemed adequate. Any type of

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construction that could cause a disruption to the water lines would then require the testing to be done again. This will be done in Estherville at the Roosevelt project.

Self-Assessment Updates- The meetings have all been scheduled, October is the completion date.

Building Change for 2023/2024 school year update, Okoboji & Emmet- We are hoping to partner with a church in Milford. An architect is currently working on the plans and those will need to be sent to the fire marshal to sign off on. There have been some budget challenges in Emmet at Roosevelt. Irene and Julie have been in communication with Regional Office to work through the issues. Once, things are in place they will apply for the One-Time Funding.

Annual Head Start Survey Results- This is given out to Home-Based and Center-Based parents annually, so they can provide feedback. Several different areas were reviewed as far as what is working, what isn't, and how are things going within the programs. Community needs are also addressed, dental was found to be the biggest need. It is expected that this issue will not improve for quite some time. Transportation, mental health, childcare, and housing were also listed. Head Start staff also gave input on some of the questions referring to community needs.


- Date of Next Board Meeting- May 23rd at 5:00 p.m. In-Person at The Shores, Annual Meeting/Dinner.
a) ADJOURN at 6:15 p.m., there being no further business.

Motion to Adjourn: Glenn Bohmer

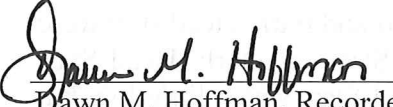
Second: Tim Fairchild

Discussion: None

Action: CARRIED

 5/23/23
Clarence Siepker, President Date

 5/23/23
Glenn Bohmer, Sec./ Treasurer Date

 5/23/23
Dawn M. Hoffman, Recorder Date

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