

# Upper Des Moines Opportunity, Inc.

## Board of Directors Meeting Minutes

*Via Teleconference & Zoom*

Tuesday, March 28, 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   |
| Glenn Bohmer    | Emmet     | Mariah Martinez  | O'Brien    |
| Ron Graettinger | Palo Alto | Bruce Reimers    | Humboldt   |
| Amy Ouphachack  | Hamilton  | Rick Rasmussen   | Wright     |
| Kodie Borchers  | Clay      | David Scott      | Clay       |
| Tim Fairchild   | Dickinson | Clarence Siepker | Pocahontas |

### Absent:

|              |  |  |
|--------------|--|--|
| Kathy Croker |  |  |
| Nick Carlson |  |  |

\* Red ink denotes unexcused absence.

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

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

- Announcements & Special Events- Rick Rasmussen may be interested in taking on the Vice President role. This will be added to the April agenda.
- Consent Calendar (Agenda) –  
Additions/Changes to Agenda and Approval of Agenda- Julie would like to make an addition to the Agenda. Under Finance/Audit Committee Report add Head Start Year-End Budget. Under Head Start add letter g) Mitigation Strategies for Disease Prevention.  
a) Approval of Board Minutes of

*Motion to approve the Consent Calendar with the addition of Head Start year-end Budget and letter g) Mitigation Strategies for Disease Prevention:* Glenn Bohmer

*Second:* Jennifer Sammons

*Discussion:* None

*Action:* CARRIED

*Motion to approve the February 28 2023, 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 meeting.

February Financials

HEAP-23-16 Amendment 2

LIHEAP-23-16 Amendment 3

Admin. fees from Donations

*"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."*

Liberty Mutual  
IRS 1095 Forms  
Gas Card Update

*Motion to approve the March 21, 2023 Finance/Audit Committee Report:* Ron Graettinger

*Second:* David Scott

*Discussion:* None

*Action:* CARRIED

Head Start Year-End Budget- This topic was touched on briefly at the Finance meeting with more information to come. The Head Start year end budget is in the red. Julie, Donna, and Irene met with Head Start Regional Office to determine options for the negative balance. There were several factors that led to this issue: hiring of more staff, utilization of substitutes, wage increases, adding three in-service days so employees could sustain unemployment during the summer and rising food costs. The Options to balance this negative balance now and into the next fiscal year will be: five Head Start staff terminated, a couple positions will be absorbed, 41 staff will have one week off, unpaid, including upper management and administration. COVID funds will be used to cover overages from the continuation grant including wages and construction. A one-time funding grant will then be written for to help off-set the COVID funds. The goal is to make cuts where needed but still run a quality program. The WRAP Program is also overbudget so we will be looking into why and what needs to be done. More information to come.

*Motion to approve the Head Start Year-End Budget, and the use of COVID funds to cover any overages from the continuation grant and construction:* Glenn Bohmer

*Second:* Rick Rasmussen

*Discussion:*

*Action:* CARRIED

● Board Business/Director's Report-

- a) Strategic Planning Update- Shakira Meyer, Director of Compliance and Reporting, gave an update to the Board on progress with this project. She outlined UDMO agency goals and what we are doing to achieve them. She touched on our branding, social media plans and becoming more visible to our communities.
- b) Annual Meeting, Date and Location- The Annual Meeting/Dinner will be held on May 16<sup>th</sup>, at 5:00 p.m. They enjoyed having the Directors speak about their various programs last year, and would like them to do that again this year. The Board members prefer the Shores in Emmetsburg and Edgewater BBQ if available. Dawn, will call and see if the venue and caterer are available.

*Motion to approve the Annual Meeting/Dinner to held on May 16<sup>th</sup> at The Shores in Emmetsburg, pending availability:* Bruce Reimers

*Second:* Amy Ouphachack

*Discussion:*

*Action:* CARRIED

- c) Admin. Fees from Donations- This an agenda item from the Finance meeting that was not addressed, but brought to the full Board so as to make progress. Donna Tonderum, Fiscal Director provided a hand-out for the Board members. Some of the Outreach offices are running in the negative so it was asked if charging an Admin. fee on cash donations would help to correct this issue. The document showed a projection of how different percentages impact the General Operations line item in the Outreach offices budgets. All donations would stay within the county where they were received. The

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Board was asked what percentage should be used and if they supported this idea. Many Board members questioned if cash donations could be reallocated after the specified event was finished. It was decided that Donna would contact our Auditor at WIPFLI to see what is allowed. She will report her findings to the Board in April.

*Motion to table the Admin. fees from Donations until the April Meeting:* Glenn Bohmer

*Second:* Ron Graettinger

*Discussion:* None

*Action:* CARRIED

d) LIHEAP-23-16 Amendment 1- We received \$147,330. \$128,626 for ECIP and \$18,704 went into Program Support.

e) Spencer Outreach Update- The renovations on the building are pretty much done. The 60-day notice will be turned in and they will be ready to move. Only items left to finish are: cement needs to be poured for the ramp and some trim to go around the garage door. The final bill has not come yet but the project appears to be pretty well on-budget. An open-house will be planned once they are moved in and settled.

• Head Start Report – Irene Mayland Head Start Director, stated that the Head Start program for the month of February was fully enrolled for Head start and Early Head Start. The disability number is currently at 38. The wait lists look good. Attendance is above 85%.

CACFP Center-Based- There were 22 classrooms serving 351 children. All meals were claimed for February, one EHS room remains closed in Spencer.

CACFP Home-Based- There were 43 providers in February serving 572 children, all 43 providers claimed meals in February.

OHS ACF-PI-HS-23-03 Hurricanes Fiona and Ian Disaster Recovery Funds- This does not pertain to our program logistically at this time; Board members are encouraged to read through it if they see fit.

Finalize Self-Assessment Teams- Teams should be finalized soon. Board participation is encouraged. Irene will let them know about the dates chosen for this.

Transportation Waiver Approval- This is submitted once a year. Requesting a waiver for child safety restraint systems requirement and bus monitor requirement. This is for the 2023-2024 school year.

*Motion to approve the Transportation Waiver:* Glenn Bohmer

*Second:* Jerry Kloberdanz

*Discussion:* None

*Action:* CARRIED

Center Updates- The conversion for Alta has been submitted, waiting for a reply back. In Milford there is a good chance of forming a partnership with a church. Irene and DHS have been to the location, the Fire Marshall will need to do a walk-through.

Mitigation Strategies for Disease Prevention- This needs to be entered in policies and procedures for Head Start. This combines the COVID policy with disease prevention.

*Motion to approve the Mitigation Strategies for Disease Prevention:* Tim Fairchild

*Second:* David Scott

*Discussion:* None

*Action:* CARRIED

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

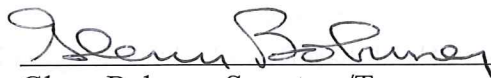
*Motion to Adjourn:* Glenn Bohmer

*Second:* Ron Graettinger

*Discussion:* None

*Action:* CARRIED

 4/25/23  
Clarence Siepker, President

 4/25/23  
Glenn Bohmer, Secretary/Treasurer

 4/25/23  
Dawn M. Hoffman, Recorder