



Board of Directors Meeting Minutes

The Shores, In-Person

Tuesday, May 23, 2023 * 5:00 pm

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

Present:

Table with 4 columns and 5 rows listing present members: Kathy Croker, Lois Boersma, Glenn Bohmer, Ron Graettinger, Kodie Borchers, Buena Vista, Osceola, Emmet, Palo Alto, Clay, Amy Ouphachack, Rick Rasmussen, Clarence Siepker, Bruce Reimers.

Absent:

Table with 3 columns and 2 rows listing absent members: Nick Carlson, Tim Fairchild, Jerry Klobberdanz, David Scott, Jennifer Sammons, Mariah Martinez.

* Red ink denotes unexcused absence.

UDMO Staff Present: Julie Edwards, Dawn Hoffman, Irene Mayland, Shakira Meyer, T.J Thayer, Tyler Henderson

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

- Announcements & Special Events- There were three guests from Head Start Region VII. Latrice Davis, Supervisory Program Specialist, Tina Youngers, Program Specialist, and Jessica Burnham, Grants Specialist. Julie introduced them, spoke briefly about the positions they hold, and welcomed them to our meeting, they were here visiting some of our Head Start facilities and meeting with various staff. They ended their day by attending the meeting.
Consent Calendar (Agenda) – Additions/Changes to Agenda and Approval of Agenda-Julie would like to make an addition to the Agenda. Under Board Business add letter d) CSBG FY2024 Application.
a) Approval of Board Minutes of April 25, 2023

Motion to approve the Consent Calendar with the addition of letter d) CSBG FY2024 Application: Bruce Reimers

Second: Amy Ouphachack

Discussion: None

Action: CARRIED

Motion to approve the April 25, 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 on 5/16/23.

April Financials

LIHEAP-23ES-16 Amendment 3

LIWAP-21ARPA-16 Amendment 3

DOE-23-16 Contract

DOE-BIL-22-16 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."

Paylocity

Roosevelt Budget Update

Head Start Utilization of COVID Funds

Head Start Fiscal Issues

Head Start Region VII visit on May 23, 2023

Fiscal Director Update

Spencer Outreach Project Update

Julie revisited three topics from the Finance meeting, that Regional Office wanted clarified so all board members are fully aware.

Roosevelt Budget Update- Due to the Head Start program being over budget funds were pulled from various sources, including the COVID funds. Regional Office asked for documentation on how much and where the funds were coming from. A detailed listing was compiled by various personnel and program directors by fiscal year. The first part of the documentation addressed funds spent prior to the filing of the 1303. It clearly identified that during each Head Start fiscal year Head Start funds spent on Roosevelt were under the \$250,000 threshold. The 1303 grant was then written. Almost immediately it became clear that the project would come in over-budget since there were many things not included, specifically the lack of an architectural plan and boiler repairs. The final aspect reviewed was an estimation of projected future overages of the 1303 project. Estimates were based on past expenses and issues that have been discovered during construction. More information will come before the Board, as the project is on-going.

Head Start Utilization of COVID Funds- With Head Start being over budget it was determined that a little more than \$182,000 could be pulled from the COVID dollars. Initially, UDMO had estimated \$110,000 would be utilized for personnel and fringe benefits. Funding was leveraged to address issues resulting from the pandemic by hiring additional staff. A Health Services Manager (RN) was hired along with a Site Assistant with a focus on health, a Classroom EHS Teacher and Substitutes. A chart was provided listing Salaries, Fringe and Indirect for these positions.

Head Start Fiscal Issues- What has been done regarding Changes in Personnel, Changes in Monitoring, and Changes in Policies. Training was added. Julie, Irene and Tyler are fairly new to their roles and feel it's necessary to be successful in implementing the changes being made. A new Fiscal Director has been chosen and was approved by Regional Office, and also by Policy Council. He will begin his new position pending Board approval. A new payroll person has also been hired, and the Accountant position has been offered.

Motion to approve the April 25, 2023 Finance/Audit Committee Report: Ron Graettinger

Second: Lois Boersma

Discussion: None

Action: CARRIED

- Board Business/Director's Report-

- a) Approval of Tyler Henderson for Fiscal Director position- Tyler has been working in the Fiscal department for 3 years now. He has been heavily involved in the implementation of our payroll system Paylocity. Our paychecks are now received twice a month instead of monthly which was a primary responsibility of Tyler's. He has been invaluable in the absence of a Fiscal Director. He has really stepped up and demonstrated great leadership. Tyler spoke a little bit about his educational background and life outside of work.

Motion to approve Tyler Henderson as the new Fiscal Director for UDMO: Glenn Bohmer

Second: Ron Graettinger

Discussion: None

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Action: CARRIED

- b) Weatherization Audit Response- The response has been accepted by the state and the monitoring has concluded for the program year 2022.
- c) Paylocity Contract approval- The contract runs from January 1, 2024- December 31, 2024. With approval we can lock in our rate for 2025 also. The total is \$26,544 per year. Additional reports will incur additional costs. Weekly meetings with Paylocity are ongoing to ensure that things continue running smoothly.

Motion to approve the Paylocity Contract running January 1, 2024-December 31, 2024: Ron Graettinger

Second: Amy Ouphachack

Discussion:

Action: CARRIED

- d) CSBG FY2024 Application- Shakira Meyer, Director of Compliance and Reporting provided a copy of and gave a brief overview of the application as it pertains to our programs. She also discussed the NPI's and which programs we report out on. The total funding from CSBG is \$433,858 with \$3,000 going to the Free Medical and Dental Clinic. This is a decrease due to the amount of people living in poverty declining based on the most recent census. Alisa Schlief is named in the document as our certified ROMA Trainer, which meets the CSBG standard for this requirement.

In reviewing the document there was a question raised by a Board member about our Vision Statement. He voiced concern that it didn't say that it was approved by the Board on the document. The general consensus was that this statement had been approved several years ago and has never been rectified or reviewed, as it is not a requirement. The first sentence states "The promotion of progressive leadership and a positive environment, achieve goals and break down barriers." He felt the word "progressive" had a political undertone that does not speak to our Mission, and that there should be a discussion about using the word. After discussion it was mentioned that we could drop the word progressive from the sentence.

Motion to approve removing the word "progressive" from the first sentence of our Vision Statement: Rick Rasmussen

Second: Bruce Reimers

Discussion: None

Action: CARRIED

Motion to approve the Board received and approved the UDMO FY2024 CSBG Application for submittal: Ron Graettinger

Second: Amy Ouphachack

Discussion: Glenn Bohmer abstained from the voting due to his involvement with the Free Medical and Dental Clinic.

Action: CARRIED

- Head Start Report – Irene Mayland, Head Start Director, stated Head Start and Early Head Start were both fully enrolled in April at 306 and 176 respectively. Disability number is at 50 so that is over the 10% requirement. Selection of students for 2023-2024 has been completed at all sites except for the 17 children in Alta awaiting the decision on conversion. Waiting lists are looking good also. The attendance is over 85%.

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CACFP Center-Based- In April there were 23 classrooms serving 330 children. One EHS room remains closed in Spencer, all meals were claimed.

CACFP Home-Based- In April there were 42 providers serving 574 children, 41 providers claimed meals.

School Readiness for Early Head Start- The Board members were furnished with copies of the data for EHS. The focus is on their progress from Fall 2022 to Spring 2023. The children have shown great improvement from Last fall until now. There will more information to share next month and the numbers for Head Start will also be available.

Transportation Waiver Approval- Notification that the Waiver that was applied for has been approved.

Center Updates, Milford and Sibley, Selection completed at all sites- Irene stated that she will bring updates to the Board next month. Selection of students for the upcoming school year has been completed at all sites.

- Date of Next Board Meeting- June 27 at 5:00 p.m. via In-Person, Zoom & Teleconference.

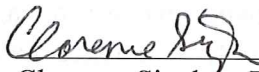
a) ADJOURN at 5:43 p.m., there being no further business.


Motion to Adjourn: Glenn Bohmer

Second: Lois Boersma

Discussion: None

Action: CARRIED

 6-27-23
Clarence Siepker, President Date

 6-27-23
Glenn Bohmer, Secretary/Treasurer Date

 6/27/23
Dawn M. Hoffman, Recorder Date