



Board of Directors Meeting Minutes

In-Person, Zoom, Teleconference

Tuesday, August 22, 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	Tim Fairchild	Dickinson
Glenn Bohmer	Emmet	David Scott	Clay
Kodie Borchers	Clay	Clarence Siepker	Pocahontas
Ron Graettinger	Palo Alto	Jerry Kloberdanz	Hamilton
Dan Hartman	Buena Vista	Rick Rasmussen	Wright

Absent:

Nick Carlson	Mariah Martinez	Jennifer Sammons
Bruce Reimers	Amy Ouphachack	

* Red ink denotes unexcused absence.

UDMO Staff Present: *Julie Edwards, Dawn Hoffman, Irene Mayland, Tyler Henderson*

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

- Announcements & Special Events-
- Consent Calendar (Agenda) –
 Additions/Changes to Agenda and Approval of Agenda-Julie would like to make some additions to the Agenda. Under Board Business add to letter a) Add Kathy Croker will be leaving the Board. Dan Hartman will be replacing her-approval needed. Under Board Business add to letter d) Approval of the Executive Director’s COLA at 3%. Under Head Start Report add letter g) Key Position Changes, Andrea Rubel, Paige Selk and Denise Graettinger.
 a) Approval of Board Minutes of June 27, 2023

Motion to approve the Consent Calendar with the addition of: under Board Business add to letter a) Kathy Croker will be leaving the Board. Dan Hartman will be replacing her-approval needed. Under Board Business add to letter d) Approval of the Executive Director’s COLA at 3%. Under Head Start Report add letter g) Key Position Changes, Andrea Rubel, Paige Selk, and Denise Graettinger: David Scott

Second: Ron Graettinger

Discussion: None

Action: CARRIED

Motion to approve the June 27, 2023 Board Minutes: Jerry Kloberdanz

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 8/15/23.

July 2023 Financials

DOE-23-16 Amendment 3

LIHWAP-21ARPA-16 Amendment 6

LIHEAP-23ES-16 Amendment 8

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General Operations Contributions
Outreach Budget Summaries
Head Start Budget with Projections
Construction Update

Motion to approve the August 15, 2023 Finance/Audit Committee Report: Ron Graettinger

Second: David Scott

Discussion: None

Action: CARRIED

- Board Business/Director's Report-

- a) Expiring Board Member terms- Approval for Nick Carlson and Tim Fairchild to remain on the Board, their terms are due to expire. Via email they have both expressed a wish to remain on the Board. Kathy Croker has resigned her position and Dan Hartman will be taking her place approval is needed for Kathy Croker's resignation, and for Dan to join the Board.

Motion to approve Nick Carlson and Tim Fairchild remaining, Motion to approve Kathy Croker's resignation and Dan Hartman taking over for her: Rick Rasmussen

Second: Lois Boersma

Discussion: None

Action: CARRIED

- b) Holding the September Board Meeting at Roosevelt in Estherville- The building should be ready to go by our next meeting on September 26th. The Ribbon Cutting has been set for that morning at 10:30. Julie felt that this may not be a convenient time for the Board members to come and see the building. So, she is proposing that we hold our meeting there instead. Board members are encouraged to come early or stay a little later to see the classrooms, kitchen, playground, and other various spaces, the meeting would be held in a newly renovated conference room. For those who would be traveling a great distance there will be a Zoom option available.

Motion to approve holding the September 26th Board Meeting at Roosevelt in Estherville: Tim Fairchild

Second: Rick Rasmussen

Discussion:

Action: CARRIED

- c) CSBG Budget Amendment Request- Tyler Henderson, the Fiscal Director spoke about the closing out of the funds, and moving them where they need to go for co-funding purposes. The dollar amounts do not change.

Motion to approve the CSBG Budget Amendment Request: Ron Graettinger

Second: Tim Fairchild

Discussion:

Action: CARRIED

- d) COLA Update- The COLA went into effect on August 22nd. For Head Start, Early Head Start and Wrap staff that came in at 6.89%. This is the largest COLA that they have ever seen come through. Other programs receiving COLA at 3% are 1st Five, Weatherization, Housing, FaDSS, LIHEAP, Central Office Custodians, and Indirect. There are a couple programs that will not be able to sustain the increase they are Outreach and KIDS. Tyler is still working on figuring out a way to make this happen, he will bring more information on this to the next meeting. The KIDS program is looking at taking 2 unpaid weeks, this may help their budget

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and allow them to receive something after October 1. The CACFP program which is run by Becky Carlin was able to receive a COLA. Previously it was thought that this would not happen. Executive Director Julie Edwards would be eligible for this COLA as well with Board approval.

Motion to approve the COLA at 3% for Executive Director Julie Edwards: Jerry Klobberdanz

Second: Rick Rasmussen

Discussion: None

Action: CARRIED

- e) Change in Housing Policy- In the existing UDMO Housing Policy Manual .4 in the Denials section states: "Prior reasons for eviction will not be taken into consideration unless behaviors are deemed dangerous or life threatening." Tanya Thelen UDMO Housing Director would like to remove that statement. The statement contradicts Housing First Practices. "We consider all clients to be housing ready-regardless of what they have done in the past. If they are denied housing it will not be because we deny them, it will be because a landlord denies them."

Motion to approve removing .4 in the Denials section of the UDMO Program Housing Policies & Procedures

Manual: Lois Boersma

Second: David Scott

Discussion: None

Action: CARRIED

- f) New Housing Inspector Job Description- The Housing department has received additional money and has more coming from the HUD grant that they were approved for. This will allow Tanya to hire for this position now, and for two additional Case Managers in the future. Their main responsibility is to inspect homes, travel to all counties, and assist with clients when needed. This person will also absorb some of the duties held previously by the Operations Director. This position was funded by Indirect, but there is not a budget for that nor is there enough duties for it to be a full-time position. So, combining those duties with that of the Housing Inspector is a good solution. Once approved the position can be posted and hired.

Motion to approve the new Housing Inspector Job Description: Rick Rasmussen

Second: Jerry Klobberdanz

Discussion: It was asked who was doing the inspecting prior to this? Julie stated that Tanya had been handling it but with her department growing she will not have time to continue.

Action: CARRIED

- g) Public Health Audit Report Review- This is notification of a review of the Audit Report for the program year ending September 30, 2022. The document is dated 7/31/23. There were no findings. This is for the WIC program which we no longer have at UDMO.
- h) 2023 Iowa BoS CoC Competition Grant Feedback- We applied for this but knew that we may not have a chance due to it being tiered. There were 3 tiers with us being in the third tier. We scored a 92%, and they also gave us good feedback. When the grant comes around again, we will be reapplying.
- i) Iowa Child Abuse Prevention Program (KIDS) Kossuth Contract- The Board members have been furnished with a copy of the contract with the changes highlighted in red. Many of these changes have already been in practice by the staff.

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Motion to approve the Iowa Child Abuse Prevention Program (KIDS) Kossuth Contract: Rick Rasmussen

Second: Lois Boersma

Discussion: None

Action: CARRIED

- j) Travel Expense, Out of Area Policy Change- There was some confusion on this policy among the Fiscal staff and other staff members concerning which meals are reimbursable. Under the Meals tab the word travel has been removed. Breakfast is reimbursable if departure is before 6 a.m. and the duration of the trip is greater than six hours. Lunch on travel status between 11:00 a.m. and 1:00 p.m. and the duration of the entire trip is greater than six hours. Dinner depart before 5:00 p.m. or return after 7:00 p.m. and the entire trip is greater than 6 hours.

Motion to approve removing the word travel from the Travel Expense, Out of Area Policy: Ron Graettinger

Second: Rick Rasmussen

Discussion: None

Action: CARRIED

- k) Accountant needed in Fiscal, who do we know? - Julie was able to share some good news with the Board. There are now 3 good applicants. There are two interviews lined up for Friday morning. H.R is working with the third candidate to set up an interview. There has been some interest but it has been primarily from people who are looking to do the job remotely, which is not an option at this time.

- Head Start Report – Irene Mayland, Head Start Director spoke about Head Start and Early Head Start for the month of June, the Head Start classrooms were closed. The attendance was down a little in the Early Head Start classrooms. In July Head start was closed also and Early Head Start the attendance was down a little there too. The waiting lists are looking good. The Conversion Grant is still sitting at Regional Office, it was resubmitted on August 1st. They will be 16 children short in Head Start because there is not permission to enroll them. They will have to wait for permission to roll them into 7 Early Head Start spots in Storm Lake. For now, they are still waiting.

CACFP Center-Based- In June there were 7 classrooms serving 84 children, all meals were claimed. One room remains closed in Spencer.

CACFP Center-Based- In July there were 13 classrooms serving 84 children, all meals were claimed, one room remains closed in Spencer.

There will be a slight increase in CACFP after October 1, 2023 for lunches.

CACFP Home Based- In June there were 39 Providers claiming meals and 560 children served.

CACFP Home-Based- In July there were 39 Providers claiming meals and 564 children served. Julie shared with the Board how the CACFP-Home Based program has been losing Providers, this is due to the reimbursement rates being so low. The program is run solely by Becky Carlin, she has been meeting with the Fiscal Director about her budget. It has been decided that as of October 1, 2023 Becky will be reducing her hours to 32 and will not work on Fridays. She will still receive benefits.

Irene Head Start Director, would like to explain the Key Position Changes first as they tie in with the approval of the Early Childhood Programs: Health Services Coordinator Job Description. Andrea Rubel, who was the Program Coordinator in Clay has been permanently laid off. Paige Selk was a Behavioral Specialist in Storm Lake, that position has also been

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permanently let go. There were 2 open positions in the kitchen in Spencer there is now one cook there and the 2 open positions will not be hired for. Instead they will be looking at getting lunches provided in a different way that aren't made from scratch. Ginny Hellyer, Site Assistant in Graettinger will be taking on part of that role, the hours have not yet been determined. The budget is looking better and the end of the 5-year grant cycle is near. The Fiscal Director will be assisting with writing the new grant.

Motion to approve the terminations of the Program Coordinator in Clay and Behavioral Specialist in Storm Lake, and the transferring of the Site Assistant in Graettinger to part-time duties in Clay: Glenn Bohmer

Second: Jerry Klobberdanz

Discussion: None

Action: CARRIED

Early Childhood Programs: Health Services Coordinator Job Description- At this time this job description falls under Denise Graettinger's responsibilities, but changes will need to be made, as Denise will be taking on new responsibilities. She will assume the role of Family Services Coordinator. Previously out of the 3 nurses, one of them facilitated supervising their own department, that would be the case again. There is one nurse on staff who could fill this role. In the Job Description, Section A 4. needs to be changed to read "Supervise and evaluate other Health Managers" versus "Mentor and assist".

Motion to approve the Health Services Coordinator Job Description with the change in Section A 4. To read "Supervise and evaluate other Health Managers" versus "Mentor and Assist": Tim Fairchild

Second: Rick Rasmussen

Discussion: None

Action: CARRIED

IM-HS-23-03 Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings- Tyler Henderson, Fiscal Director stated that this just reinforced the practices that they were already following per Head Start Standards. Basically, any kind of refund, or refund that is generated from Head Start must go back into that program.

IM-HS-23-04 FY 2024 Monitoring Process for Head Start & Early Head Start Recipients- Regional Office is saying that COVID is now considered to be over so they will be expecting us to pass CLASS, which is (Classroom Assessment Scoring System) and if it's your year for FA1 or FA2 there is guidance listed on how these Monitoring Reviews will now take place. It is expected that there will be a review before the new Head Start grant can be written for. But, there has been no notification of that, at this time.

Center Updates Milford & Emmet- Milford, Three Crosses Church has received their license from DHS they are set to start school on time with no issues. The Fire Marshall has been there and has signed off. They received the Dickinson Community Foundation grant which will help with buying supplies for the facility. Emmet- DHS has deemed things ready as long as the Fire Marshall signs off on the sprinkler system pressure once they are filled and tested. The sprinkler installers will be back working on Wednesday the 23rd of August. The Fire Marshall and Johnson Controls are expected on Friday the 25th of August. On Friday when these people have cleared out they will be moving furniture from McKinley to Roosevelt. Monday the 28th will be a work day and then the 29th school will start.

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Date of Next Board Meeting- September 26, at 5:00 p.m. at Roosevelt in Estherville, via In- Person, or Zoom.

a) ADJOURN at 5:53 p.m., there being no further business.

Motion to Adjourn: Rick Rasmussen

Second: Jerry Kloberdanz

Discussion: None

Action: CARRIED

Clarence Siepker 9-26-23
Clarence Siepker, President Date

Glenn Bohmer 9-26-23
Glenn Bohmer, Secretary/Treasurer Date

Dawn M. Hoffman 9/26/23
Dawn M. Hoffman, Recorder Date