



Board of Directors Meeting Minutes
Roosevelt Building Estherville, In-Person, Zoom,
Tuesday, September 26, 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	Bruce Reimers	Humboldt
Nick Carlson	Webster	Clarence Siepker	Pocahontas
Ron Graettinger	Palo Alto	Jerry Kloberdanz	Hamilton
Amy Ouphachack	Hamilton	Rick Rasmussen	Wright
Jennifer Sammons	Buena Vista		

Absent:

Kodie Borchers	David Scott	Jerry Kloberdanz
Dan Hartman		

* 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- None.
- 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 letter j.) LIWAP-21CAA-16 Amendment 6, letter k.) LIWAP-21-ARPA-16 Amendment 7, letter l.) LIHEAP-23-16 Amendment 6, letter m.) LIHEAP-23ES-16 Amendment 9, letter n.) LIHEAP-23ES-16 Amendment 10, letter o.) LIHEAP-23IIJA-16.
a) Approval of Board Minutes of August 22, 2023

Motion to approve the Consent Calendar with the addition of: Under Board Business, add letter j.) LIWAP-21CAA-16 Amendment 6, letter k.) LIWAP-21-ARPA-16 Amendment 7, letter l.) LIHEAP-23-16 Amendment 6, letter m.) LIHEAP-23ES-16 Amendment 9, letter n.) LIHEAP-23ES-16 Amendment 10, letter o.) LIHEAP-23IIJA-16: Tim Fairchild

Second: Nick Carlson

Discussion: None

Action: CARRIED

Motion to approve the August 22, 2023 Board Minutes: Ron Graettinger

Second: Amy Ouphachack

Discussion:

Action: CARRIED

- Finance/Audit Committee Report- The following items were reviewed and approved by the Finance Committee at their 9/19/2023 meeting.
August 2023 Financials
FaDSS-23-16 Amendment 6
LIHEAP-23ES-16 Amendment 9

“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.”

Intent to Award, ESG Regional RRH/HP 2024 Grant
IFA Intent to Award, HOME Program Award
Head Start Operation and Training and Technical Assistance Grant
Agency Budget FY2024-Brought to the Board
Outreach Contributions Percentage- Brought to the Board

Motion to approve the September 19, 2023 Finance/Audit Committee Report: Mariah Martinez

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

- Board Business/Director's Report-

- a) Expiring term for Board Member, Lois Boersma- Approval for Lois Boersma to remain on the Board, her term is due to expire. Via email she has expressed a wish to remain on the Board.

Motion to approve Lois Boersma remaining on the Board: Ron Graettinger

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

- b) Head Start/Early Head Start Operations and Training and Technical Assistance Grant Application- The funds listed are allotted for 306 Head Start children. There is a Conversion/or Change of Scope grant in the works now. Once that goes through it will decrease that amount by 17 children and in Early Head Start, which is currently at 176 it will increase by 7 children. If the Conversion grant goes through Julie would like approval to adjust the grant application as needed, concerning any conversion of slot changes. The amounts are the same for Training and Technical Assistance at \$33,314 for Head Start and \$46,156 for Early Head Start. For Operations Head Start is at \$3,723,085 and Early Head Start is at \$2,952,606 bringing the total funding to \$6,755,161.

Motion to approve the Head Start Early Head Start Operations and Training and Technical Assistance Grant Application with the caveat that the application can be adjusted if the Conversion grant goes through: Mariah Martinez

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

- c) The Free Clinic By-Laws Amendment, Item 25- "The financial affairs of The Free Clinic are subject to the supervision of UDMO. No person acting on behalf of The Free Clinic may enter into any contract to expend an amount in excess of \$250.00 without the express consent of the Executive Director of UDMO". This is how their By-Laws currently read, they would like to amend their By-Laws to increase that dollar amount to \$2,000 due to rising costs. Approval is needed.

Motion to approve amending the dollar amount in The Free Clinic By-Laws to \$2,000: Mariah Martinez

Second: Rick Rasmussen

Discussion: Glenn Bohmer is abstaining from the vote, due to his involvement with The Free Clinic.

Action: CARRIED

- d) IRS 2021 Form 990 Approval- This is the Corporate tax return, it is required for all Tax Exempt agencies, WIPFLI our Auditors help us with completing the form.

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Motion to approve the IRS 2021 Form 990: Glenn Bohmer

Second: Bruce Reimers

Discussion: None

Action: CARRIED

- e) WIPFLI Audit Engagement letter- The Board previously voted to retain WIPFLI as our Agency Auditors. This letter serves as notice that they will be conducting our Audit and the terms and fees associated with that process, this is purely informational for the Board members.
- f) Agency Budget FY2024- The Board members were furnished a copy of the entire Agency budget created by the Fiscal Director Tyler. There are more funds coming for the Housing program so those dollar amounts will be added into the Agency Programs column when they are received.

Motion to approve the Agency Budget FY2024: Glenn Bohmer

Second: Mariah Martinez

Discussion: None

Action: CARRIED

- g) Outreach Contributions Percentage- In April, 2023 the Board approved implementing a 5% fee on all Client Services donations collected through the Outreaches. The 5% goes towards the budget at each county Outreach which supports staff salaries, utilities and building expenses, anything that's not related to Client Services. This is being tracked by Fiscal and with donations being lower at this time it hasn't made much of an impact. Starting on October 1, 2023 we will see in a decrease in CSBG funds of \$13,339. These are the funds that are used to help the county Outreaches. However, we are getting into the season where donations will increase. Tyler is proposing that we up our percentage to 10% to help lessen some of the impact caused by losing the CSBG funding.

Motion to approve increasing the Outreach Contributions Percentage to 10%: Ron Graettinger

Second: Mariah Martinez

Discussion: None

Action: CARRIED

- h) FaDSS Annual Report for 2023- This has been provided for the Board to view at their leisure. Things are going well in this program and there were no findings or concerns.
- i) Annual Board Forms are going out- These forms need to be signed annually, and then returned to the Board Secretary for the Board member files held at UDMO, this keeps us in compliance for CSBG standards.
- j) LIWAP-21CAA-16 Amendment 6 -This amendment extends the contract end date to 3/31/2024 it does change the contract amount of \$362,995.
- k) LIWAP-21ARPA-16 Amendment 7- This amendment extends the contract end date to 3/31/2024, it does not change the contract amount of \$339,342.
- l) LIHEAP-23-16 Amendment 6- This amendment is to extend the contract end date to 12/31/2023, and to provide additional funding for FY24 quarter one in, Administration, ECIP, Program Support, and Assurance 16.

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- m) LIHEAP-23ES-16 Amendment 9- We received an additional \$5,000 in ECIP or crisis funds. Bringing our contract total to \$1,409,385.
- n) LIHEAP-ES-16 Amendment 10- This amendment is to extend the contract end date to 12/31/2023.
- o) LIHEAP-23IIJA-16 Contract- The total awarded amount is \$927,296. The amount obligated at this time is \$59,638.

- Head Start Report – Irene Mayland, Head Start Director spoke about Head Start and Early Head Start for the month of August. Currently Head Start is short by 17 due to waiting to see if the Conversion grant goes through. If that does happen they will increase Early Head Start slots by 7 and decreasing it permanently to 289 in Head Start. If not, the numbers will go back to what they have originally been. Disability numbers are looking good for this early in the school year. Waiting lists will stabilize after the first few months. Attendance is exceeding 85%, even though there has already been illness reported.

CACFP Center-Based- In August there were 26 classrooms serving 311 children, all meals were claimed. One room remains closed in Spencer, due to staffing those children are being served through Home-Based.

CACFP Home Based- In August there were 40 Providers claiming meals and 567 children were served. The issue of low reimbursement rates remains challenging for this program.

Conversion Updates- The Conversion grant will be resubmitted with the changes that they are asking for. They are hoping to hear more about this soon.

Center Updates- People are moved into their new locations, everyone has their licenses and are up and running.

Date of Next Board Meeting- October 24, at 5:00 p.m. via In- Person, Teleconference or Zoom.

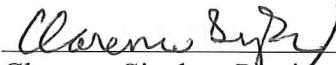
- a) ADJOURN at 5:49 p.m., there being no further business.

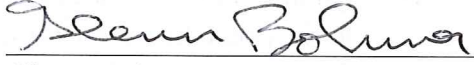
Motion to Adjourn: Tim Fairchild

Second: Ron Graettinger

Discussion: None

Action: CARRIED


Clarence Siepker, President 10/24/23 Date


Glenn Bohmer, Secretary/Treasurer 10/24/23 Date


Dawn M. Hoffman, Recorder 10/24/23 Date