



Board of Directors Meeting Minutes

In-Person, Zoom, Teleconference

Tuesday, October 24, 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	Bruce Reimers	Humboldt
Glenn Bohmer	Emmet	David Scott	Clay
Kodie Borchers	Clay	Clarence Siepker	Pocahontas
Ron Graettinger	Palo Alto	Amy Ouphachack	Hamilton
Dan Hartman	Buena Vista	Rick Rasmussen	Wright
Nick Carlson	Webster		

Absent:

Mariah Martinez	Jennifer Sammons	
Tim Fairchild	Jerry Kloberdanz	

* Red ink denotes unexcused absence.

UDMO Staff Present: *Julie Edwards, Dawn Hoffman, Tyler Henderson, Alisa Schlieff, Shakira Meyer*

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

- Announcements & Special Events- Shakira Meyer, Director of Program Development, Compliance, and Reporting gave a brief update on the Agencies Strategic Plan. She spoke about the Strategic Priorities 1-5 and where we are at with achieving our Agency goals within the 3-year plan. Board members were supplied with the dollar amount of grants that we have applied for and the amount that we have received in 2023, we have received roughly 83% of what we have applied for. Shakira will provide another update in March 2024.
- Consent Calendar (Agenda) – Additions/Changes to Agenda and Approval of Agenda-Julie would like to make one addition to the Agenda. Under Head Start Report add letter n) Head Start and Early Head Start Preliminary Budget.
 - a) Approval of Board Minutes of September 26, 2023

Motion to approve the Consent Calendar with the addition of: Under Head Start Report add letter n) Head Start and Early Head Start Preliminary Budget: Ron Graettinger

Second: Amy Ouphachack

Discussion: None

Action: CARRIED

Motion to approve the September 26, 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 10/17/23.

September 2023 Financials

HOME TBRA 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.”

TBRA 7 Contract #23-1-HM-579
CSBG FY2024 Application Approval
ESG CV-2 Desk review Results
Outreach News

Motion to approve the October 17, 2023 Finance/Audit Committee Report: David Scott

Second: Bruce Reimers

Discussion: None

Action: CARRIED

- Board Business/Director's Report-

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

Motion to approve Jennifer Sammons remaining on the Board: Glenn Bohmer

Second: Amy Ouphachack

Discussion: None

Action: CARRIED

- b) Board Member Duties and Responsibilities Training- This training is required for Board members every two years. Dawn Hoffman, Board Recorder will be sending out the link through ICAA for Board members to access and complete. Members will notify Dawn when they have completed the training.
- c) Early Childhood North Central Iowa Board and KIDS Contract- The contract runs from 9/25/23-6/30/24. The contract has been signed by all parties and will be executed in accordance with the terms outlined in the contract.
- d) Risk Assessment Update- Julie updated the Board on where we are at with this process within the Agency. There has been a lot of progress with this. Julie highlighted the areas that are being focused on now.
- e) Employee Sick Leave Policy- Sick leave can be taken for care of immediate family members. The policy has been changed to add domestic partner, or domestic partners parents. This is the same verbiage that is used in our insurance documents.

Motion to approve adding Domestic Partner, and Domestic Partners Parents to the Sick Leave Policy: Ron Graettinger

Second: Rick Rasmussen

Discussion: None

Action: CARRIED

- Head Start Report – Irene Mayland, Head Start Director, is at a Head Start Directors Caucus, and could not attend the meeting. Julie Edwards, Executive Director will fill-in for her. Julie spoke about Head Start and Early Head Start for the month of September. Enrollment is usually at 306 we have 289 because that is what Regional Office has instructed. They have been notified that the Conversion Grant subtracting 17 children from Head Start will be approved. The NOA is expected November 1st. Early Head Start would then increase from 176 to 183. Disability number is at 28 out of 48. Waiting Lists are looking good. Attendance is above the required 85%.

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CACFP Center-Based- In September there were 26 classrooms serving 324 children, all meals were claimed. One room remains closed in Spencer.

CACFP Home-Based- In September there were 38 Providers claiming meals and 538 children served. Julie reiterated 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 meets with the Fiscal Director about her budget periodically to remain on track. Statewide Voluntary Preschool Numbers- Right now they operating on a budget of 182 children, but next year we will 40 some children short which will create a budget deficit that will be challenging. The supply budget will probably have to decrease. There are different factors that can contribute to this.

New Air Quality Policy- The old policy did not limit the time spent outdoors. If there is an air-quality alert/warning in the area staff will limit time outdoors to 30 minutes or less during time period of the alert. They will monitor the children for respiratory issues, if the child did not all ready display such issues. If anything should arise the child will go inside immediately, and the supervisor or health service manager will be notified.

Motion to approve the New Air Quality Policy: Amy Ouphachack

Second: Rick Rasmussen

Discussion: It was asked if this falls back on the parents? And it would if the child had prior health issues which were not caused due to poor air quality.

Action: CARRIED

Head Start Continuation Grant: EHS Center Base 8 Slots to EHS Home-Based- There is one classroom in Spencer that has remained closed for 2 years, due to not being able to staff it. The 8 children have been served through the Home-Based program. And, this has been working well. In the new grant they would like to permanently transfer those 8 Center Based children to 8 Home Based children.

Motion to approve writing in the new Continuation grant to permanently transfer the 8 Center-Based children to 8 Home-Based children: Glenn Bohmer

Second: David Scott

Discussion: None

Action: CARRIED

Family Outcomes- This a breakdown of the family goals by site, done by the Home-Based teachers, with the family choosing the goals that they would like to work on. The scale ranges from 1-5, with 5 being the best, to determine how the families are doing with their goals.

Family Goals- A breakdown of goals by family. Who has progressed, which areas were completed and what were the percentages of those who had progressed. The lowest was at 83% and that was in Families as Advocates and Leaders. This is a hard area to get as it focuses on families becoming more active in their communities. Most are focused on making ends meet for their family.

EHS School Readiness, Fall, Winter, Spring, Summer Compare, English/Non-English, IFSP/Non-IFSP- Good progress overall, English versus Non-English students there is not a whole lot of difference in the numbers, they are doing well. The children with IFSP's are a little behind the children who are Non/IFSP but they are doing well also.

HS School Readiness- The outcomes are very similar to what is being seen in EHS. The children are making good growth, to be ready for the public-school system.

Self-Assessment 2021-2022- This is from last year and is just informational for the Board.

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Head Start Self-Assessment 2022-2023- Program components were reviewed by a team, which included inviting Policy Council, Board members and staff as relevant to the area reviewed. The process included identifying strengths, possible risks and short-term goals for each component area. Any deficiencies must also be identified. The Self-Assessment is conducted annually.

Motion to approve the Head Start Self-Assessment for 2022-2023: Nick Carlson

Second: Ron Graettinger

Discussion: None

Action: CARRIED

Program Goals 2019-2023- Julie gave a brief overview on the goals. Through the course of these goals some of the activities have been discontinued, which are shown on the chart. There is also a summary detailing the Objective and the Result.

Program Goals 2024-2028- The structure of the goals stayed the same, the colors used to highlight each goal also remained the same. Some of the monitoring and health has been changed. Some of the goals relative to the success of the program did remain the same. The attendance stayed at 85%. These are the projected goals for the next five years, there are target percentages of where they are hoping to be at. Approval is needed.

Motion to approve the Head Start Program Goals for 2024-2028: Glenn Bohmer

Second: David Scott

Discussion: None

Action: CARRIED

Preliminary Budgets for Head Start and Early Head Start- Tyler Henderson, Fiscal Director has been working with Irene Mayland and Julie on the budget. They are still working on the T&TA portion, Admin. percentages and a few small things. But, the basic framework of the budget is complete. He spoke about the various line items that go into creating the budget. This is a working document so approval is needed for them to continue the process of creating the final budget, which is due December 1st 2023.

Motion to approve the Preliminary Budgets for Head Start and Early Head Start: Nick Carlson

Second: Glenn Bohmer

Discussion: None

Action: CARRIED

Date of Next Board Meeting- November 28, at 5:00 p.m., via In- Person, Teleconference or Zoom.

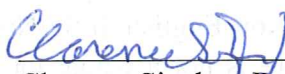
a) ADJOURN at 5:57 p.m., there being no further business.

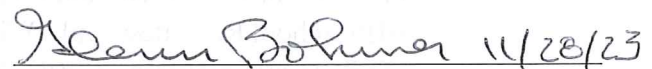
Motion to Adjourn: Ron Graettinger

Second: Glenn Bohmer

Discussion: None

Action: CARRIED

 11-28-23
Clarence Siepker, President Date

 11/28/23
Glenn Bohmer, Secretary/Treasurer Date

 11/28/23
Dawn M. Hoffman, Recorder Date

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