

Upper Des Moines Opportunity, Inc.

Board of Directors Meeting Minutes Via In-Person, Teleconference & Zoom Tuesday, November 28, * 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
Nick Carlson	Webster	Clarence Siepker	Pocahontas
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		

Absent:

Jennifer Sammons		
Kodie Borchers		

* Red ink denotes unexcused absence.

UDMO Staff Present: Julie Edwards, Dawn Hoffman, Alisa Schlieff, Tyler Henderson, Irene Mayland, Tiffany Harris

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

- Announcements & Special Events- Tiffany Harris, HR Director spoke with the Board about the UDMO Personnel Policy Manual. CSBG standards mandate that the Board review the Personnel Policy Manual every five years. And with there being 8 new policies and that have been introduced, or updated this is the right time to review it. The policies needing approval are: Family & Medical Leave Act, Employee Response to Inappropriate Client Behavior, Physical Contact, Workplace Violence, Funeral Bereavement Leave, Workplace Privacy, Bomb Threat Policy, Evacuation Policy. These policies do not come from any issues but were identified in the Risk Assessment as being necessary for our Agency.

Motion to approve the afore mentioned Policies, and the UDMO Personnel Policy Manual: Jerry Kloberdanz
Second: Mariah Martinez

Discussion: There was a question about Workplace Violence, but it has not been an issue. From the Risk Assessment it was determined that we should have a policy in place.

Action: CARRIED

- Consent Calendar (Agenda) –
Additions/Changes to Agenda and Approval of Agenda-
a) Approval of Board Minutes of

Motion to approve the Consent Calendar: Rick Rasmussen

Second: Nick Carlson

Discussion: None

Action: CARRIED

“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.”

Motion to approve the October 24, 2023 Board Minutes: Glenn Bohmer

Second: David Scott

Discussion: None

Action: CARRIED

Motion to approve the November 11, 2023 Finance/Audit Committee Report: Ron Graettinger

Second: Mariah Martinez

Discussion: None

Action: CARRIED

- Board Business/Director's Report-

- a) Outreach Offices Reduction of Hours- This was discussed by the Finance Committee and they wanted to continue the discussion at the Board meeting. They are recommending that the counties discussed be reduced to 4 days a week, there are five of them. Ron Graettinger mentioned that they would not like the Palo Alto office to go to 4 days due to General Relief being run out of that office also. He has spoken with the other Supervisors and they are willing to pay more to keep the office open 5 days a week. Palo Alto does have a surplus budget but their foot traffic is lower.

Reducing to four days would still allow employees to keep their benefits, but we may lose some, who need a forty-hour week. It was discussed that we need to let donors know where the needs are when they make a donation. Our Outreach workers plan to work on this. The word needs to get out that we need funds to keep the doors open.

Motion to approve the Outreach Offices Reduction of Hours: Rick Rasmussen

Second: Jerry Kloberdanz

Discussion: None

Action: CARRIED

- b) Skip the December 2023 Board Meeting- The Board normally votes to not meet in December due to the holidays and people being gone.

Motion to approve skipping the December 2023 meeting and reconvening in January: Amy Ouphachack

Second: Bruce Reimers

Discussion: None

Action: CARRIED

- c) INIA Amendment 1 – Infrastructure grant for Clay Outreach, the funds have not all been expended yet so the contract has a few changes. It outlines how to draw funds from the grant.
- d) CSBG FY2024 Contract- Received, outlines terms and conditions of the Contract.
- e) FFY2023 CSBG Organizational Standards Self-Assessment Acknowledgement- This was submitted in September 2023 it was reviewed and accepted by the state.
- f) ESG Desk Review- A review was completed, there were no findings.
- g) Weatherization Home Inspection Visit- This visit took place in October 2023. The majority of work completed met all guidelines and standards. There were a few findings which will require corrective action, this is due by 1/4/24. It is noted that the clients were very pleased with the work done on their homes.
- h) WIPFLI Audit Engagement Letter- This letter addresses the timeline for the Audit and also the scope of what the Audit will be looking for.

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- Head Start Report – Irene Mayland Head Start Director, stated that the Head Start program for the month of October was fully enrolled at the new number of 289 children, this number is due to the Conversion grant being in effect. Early Head Start is fully enrolled as well. Attendance is over the required 85%.
CACFP Center-Based- All meals were claimed for October, using Hy-Vee is working well.
CACFP Home-Based- There were 37 of the 38 providers claiming meals in October. There were 474 children served.
ACF-PI-OHS-23-04 All HS and EHS Grant Recipients- This document purposes standards for staff compensation that require programs to promote competitive wages for staff by August 2031. Essentially, figuring out how to pay staff the same as what they would receive if they worked for a school district. This will be a gradual process and there is no additional funding. This is the time to advocate. The Board can also comment. More to come in the future. Mental health for children and employees was mentioned. But there are barriers there. The last section focuses on Quality Improvement, new proposed requirements to test Head Start facilities for lead in water and paint.
PIR Summary Report 2023- This is run at the end of each program year for Early Head Start and Head Start. The Board members have been furnished a copy of the report to browse at their leisure. There were no obvious red flags in the report.
Center Updates- Everything is running smoothly right now. More information to be presented to the Board at the next meeting.
- Date of Next Board Meeting- January 23, 2022 at 5:00 p.m. via Zoom & Teleconference.
 - a) ADJOURN at 6:00 p.m., there being no further business.

Motion to Adjourn: Rick Rasmussen

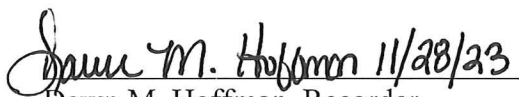
Second: Mariah Martinez

Discussion: None

Action: CARRIED

 11/28/23
Clarence Siepker, President

 11/28/23
Glenn Bohmer, Secretary/Treasurer

 11/28/23
Dawn M. Hoffman, Recorder

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