

# Upper Des Moines Opportunity, Inc.

## Board of Directors Meeting Minutes

*In-Person, Zoom, Teleconference*

Tuesday, February 27, 2024 \* 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
Jerry Klobberdanz	Hamilton	Jennifer Sammons	Buena Vista
Mariah Martinez	O'Brien	Tim Fairchild	Dickinson

### Absent:

Nick Carlson		
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\* Red ink denotes unexcused absence.

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

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

- Announcements & Special Events- ERSEA Board Training, Julie Edwards. Executive Director, spoke with the Board about the annual ERSEA training, for Board and Policy Council members. Julie is providing this training as Interim Early Childhood Director. The Board has been furnished with a Power Point which highlights Eligibility, Recruitment, Selection, the Income Eligibility Point Sheet, Enrollment, and Attendance. Julie explained this process to the Board members, there being none she concluded her presentation.
- Consent Calendar (Agenda) – Additions/Changes to Agenda and Approval of Agenda-Julie would like to make three additions to the Agenda. Under Board Business add letter h) Weatherization IPL-24-16, i) FaDSS-24-16 Contract, Amendment 1, j) Weatherization MEC-24-16.
  - a) Approval of Board Minutes of January 23, 2024

*Motion to approve the Consent Calendar with the addition of letter i) Weatherization IPL-24-16, FaDSS-24-16 Contract Amendment 1, Weatherization MEC-24-16:* Rick Rasmussen

*Second:* Mariah Martinez

*Discussion:* None

*Action:* CARRIED

*Motion to approve the January 23, 2024 Board Minutes:* Ron Graettinger

*Second:* Jennifer Sammons

*Discussion:*

*Action:* CARRIED

Finance/Audit Committee Report-The following items were reviewed and approved by the Finance Committee at their meeting on February 20, 2024.

January 2024 Financials

Outreach Updates, End of FY2023, End of Quarter 1, 2024

*"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."*

Unsheltered Rural Set-Aside Vehicles

CHI Appraisals

New Data System

Corporate Vehicle Purchase

UDMO Fundraising

Head Start/Early Childhood Programs Director Interview/Update

*Motion to approve the Finance/Audit Committee Report:* Mariah Martinez

*Second:* Amy Ouphachack

*Discussion:* None

*Action:* CARRIED

- Board Business/Director's Report-

- a) Approval of Julie Edwards as Interim Early Childhood Director- When the previous Early Childhood Director left, Julie stepped into that role. She has been approved by Head Start Regional Office and is seeking Board approval also.

*Motion to approve Julie Edwards as Interim Early Childhood Director:* Rick Rasmussen

*Second:* Tim Fairchild

*Discussion:* None

*Action:* CARRIED

- b) WIPFLI Audit Summary, Informational- Tyler Henderson, Fiscal Director spoke about the Audit summary, as of 2/7/24 the Audit is considered closed. The documentation detailing the process is solely informational for the Board.
- c) Annual Meeting/Dinner Location on May, 28, 2024- The Shores in Emmetsburg, has been mentioned as a location. There being no objections, Dawn will contact them to see if the room is available.
- d) Continuum of Care, Grant Agreement for Rural Homelessness Set-Aside- This refers to the new HUD grant for Housing. The total amount awarded is \$1,591,339 over 36 months, running from 2/1/24-1/31/2027.
- e) Board Vacancy- There is a vacancy on our Board representing Humboldt county. Julie has been working on this and may have a lead. She is hoping this person is interested and will bring more information to the March meeting.
- f) Expiring term for Board Member Jerry Kloberdanz- Approval for Jerry Kloberdanz to remain on the Board, his term is due to expire. Via email Jerry expressed a wish to remain on the Board. His incite and contributions are much appreciated

*Motion to approve Jerry Kloberdanz remaining on the Board, for another 3-year term:* Bruce Reimers

*Second:* Rick Rasmussen

*Discussion:* None

*Action:* CARRIED

- g) Appreciation letter from CHORE Client- A letter from a CHORE client in Pocahontas expressing her gratitude for the check that she received to help her with household expenses.
- h) Weatherization IPL-24-16- A contract for \$75,348 running 1/1/24-12/31/24.
- i) FaDSS-24-16 Contract, Amendment 1- The amendment was for \$380,619. Funds were moved from Other and Third-Party Payments into Administrative, Salaries, Benefits, Travel, and Space/Utilities. The FaDSS staff were able to receive a wage increase, to move Agency towards the state average in terms of wage rate.
- j) Weatherization MEC-24-16- Contract received for \$42,418, running from 1/1/24-12/31/24.

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- Head Start Report – Julie Edwards, Interim Early Childhood Programs Director, spoke briefly about the ERSEA numbers. For the month of January Head Start was fully enrolled with 289 children. Early Head Start is fully enrolled with 183 children. The Disability number is at 37, Julie said the number has increased since the printing of this form. The Waiting Lists look good, and are continuing to grow. Attendance is over 85% except for one EHS classroom which was barely under the 85%.

CACFP Center-Based- There were 24 classrooms serving 328 children for the month of January, and all meals were claimed.

CACFP Home-Based- There was one new provider added in January, for a total of 37, and there were 498 children served.

EHS Winter School Readiness Goals- English vs. Non-English, First Year vs. Repeat, IFSP vs. Non-IFSP- All English and Non-English-speaking students are meeting the target goal of 85%. Repeat students continue to outperform First Year students, with all areas having met the target goal of 85%. IFSP students are performing below the target of 85% and Non-IFSP students are well above the 85%.

HS Winter School Readiness Goals- English vs. Non-English, First Year vs. Repeat, IEP vs. Non-IEP- English vs. Non-English-speaking students, progress is good except for the English-Speaking students need to do some more work in the area of Building Positive Relationships with peers and adults. First Year vs. Repeat-Repeat students outperform first year students, all areas have met the 85% except for in the area of Building Positive Relationships with peers and adults. IEP vs. Non-IEP- All IEP and Non-IEP students are performing at or above 85%.

Notice of Award (NOA) Head Start Continuation Grant- \$3,377,581 of the total budget has been approved for draw-down at this time.

Approval of Hiring of Key Staff- Sarena Smith, Early Childhood Programs Director- Sarina Smith has applied for and has received approval from the Regional Office of Head Start to be hired as the Director of Early Childhood Programs at UDMO. Sarina is a former Head Start mother and comes to us with a variety of work experience to help her be successful in this role. She would begin her new duties in early March, Board approval is needed.

*Motion to approve the hiring of Key Staff- Sarena Smith as Early Childhood Programs Director: Mariah Martinez*

*Second: Amy Ouphachack*

*Discussion: None*

*Action: CARRIED*

Head Start Self-Assessment Process Power Point & Sign-Up- The Board has been furnished with a copy of the eight different areas of focus that are discussed during this process, this is from last year and is just informational. The plan must be presented and approved annually. Julie will be looking for Board involvement with this. There is a Power Point presentation that addresses the recommended practices for Self-Assessment. The goal is to see if they are effective in these areas and if not than they will be looking at ways to improve. This is a 5-step process which is highlighted in the Power Point.

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*Motion to approve the implementation of the Head Start Self-Assessment Process:* Mariah Martinez

*Second:* Jennifer Sammons

*Discussion:* None

*Action:* CARRIED

HHS Health & Safety Grant Awards- Head Start has been awarded some grant funds, which is basically left-over ARPA funds. Milford, Sibley, Sheldon, Hartley, Laurens, Estherville, & Emmetsburg were all awarded \$28,000 each. Storm Lake and Spencer were awarded \$42,000 each. For a total of \$280,000. A spreadsheet was prepared detailing what we thought we would spend the funds on, but there is some flexibility, if needs change. Some of the sites now have some repairs that are needed so the funds could be used to help with those. It's likely the bulk of the money will be saved for unforeseen things that pop up.

Date of Next Board Meeting- March 26, 2024 at 5:00 p.m., via In- Person, Teleconference or Zoom.

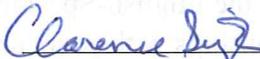
a) ADJOURN at 5:46 p.m., there being no further business.

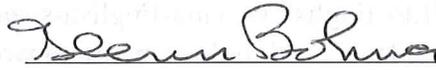
*Motion to Adjourn:* Mariah Martinez

*Second:* Jerry Kloberdanz

*Discussion:* None

*Action:* CARRIED

 3-26-24  
Clarence Siepker, President Date

 3-26-24  
Glenn Bohmer, Secretary/Treasurer Date

 3/26/24  
Dawn M. Hoffman, Recorder Date

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