



Board of Directors Meeting Minutes

In-Person, Zoom, Teleconference

Tuesday, January 23, 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	Jennifer Sammons	Buena Vista
Dan Hartman	Buena Vista	Rick Rasmussen	Wright
Nick Carlson	Webster	Jerry Kloberdanz	Hamilton
Tim Fairchild	Dickinson	Mariah Martinez	O’Brien

Absent:

Amy Ouphachack		
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* Red ink denotes unexcused absence.

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

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

- Announcements & Special Events- FY2023 Audit Presentation by Mike Webber of WIPFLI. Mike attended the meeting via Zoom. He shared a detailed presentation with the Board. He stated that all financial information provided was accurate. UDMO is in a strong financial position with no findings this year, or the prior year, and are considered a low-risk auditee. The two major programs that were focused on this year were CACFP, and Head Start. Mike concluded his presentation by taking a few questions from the Board and exited the meeting.

Motion to approve the FY2023 WIPFLI Audit Presentation as presented: Tim Fairchild

Second: Ron Graettinger

Discussion: None

Action: CARRIED

- Consent Calendar (Agenda) – Additions/Changes to Agenda and Approval of Agenda-Julie would like to make two additions to the Agenda. Under Board Business add letter h) LIHEAP-24-16 Amendment 1, and under Head Start Report add to letter a) Approval of Resignation of Travis Hayenga, Education Coordinator.
a) Approval of Board Minutes of November 28, 2023

Motion to approve the Consent Calendar with the addition of Under Board Business add letter h) LIHEAP-24-16 Amendment 1, and under Head Start Report add to letter a) Approval of Resignation of Travis Hayenga, Education Coordinator: Glenn Bohmer

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

Motion to approve the Board Minutes of November 28, 2023: Rick Rasmussen

Second: David Scott

Discussion:

“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.”

Action: CARRIED

Finance/Audit Committee Report-The following items were reviewed and approved by the Finance Committee at their meeting on January 16, 2024. With no Board meeting in December there are two months of information.

November 2023 Financials

NOA Head Start Grant #07CH010845-05-03

Head Start HHS Grant funding Opportunity

December 2023 Financials

Head Start Notice of Award

LIHEAP-23-16 Amendment 8

ESG Sub-Grant Agreement

CSBG24-16 Amendment 2

Iowa Balance of State Coordinated Services Network (MOU)

Motion to approve the November 2023 Financials and Minutes, from the December 19, 2023 Finance meeting:

Bruce Reimers

Second: Ron Graettinger

Discussion: None

Action: CARRIED

Motion to approve the December 2023 Financials and Minutes, from the January 16, 2024 Finance meeting:

David Scott

Second: Rick Rasmussen

Discussion: None

Action: CARRIED

- Board Business/Director's Report-

- a) Annual Grant Chart 2024- Shakira Meyer, Compliance & Reporting Director, spoke about the 2024 Annual Grant Chart, the practice of creating this chart began last year. The purpose of this is so that Julie can sign grants and amendments so these documents can be returned promptly to the funders without waiting for a Board meeting. Copies of grants and amendments will continue to be placed in the Board packets for review. Also, would like to have grants over \$50,000, not on the chart, be approved by the Finance Committee if the next meeting will not take place in time to apply for the grant.

Motion to approve the Annual 2024 Grant Chart, with the caveat that the Finance Committee can approve writing for a grant in the absence of a Board meeting: Ron Graettinger

Second: Nick Carlson

Discussion: None

Action: CARRIED

- b) Grant Awards 2023- Shakira Meyer, Compliance & Reporting Director, spoke about the Grant Awards for 2023. The grants are listed month by month and also the totals. The total amount applied for was \$1,834,433.98. Of that amount we were awarded \$1,520,658.98. This equates to 83% of our funding requests being awarded. There is an additional \$35,000 that was applied for but we have not heard if we will awarded yet.
- c) Approval of updated Fiscal Policies- Auto Accidents and Workers Compensation- The Auto Accident Policy has been updated and simplified the changes to the document are highlighted in yellow for the Board. The Workers Compensation Policy was just updated to reflect the title change from the HR Manger to the HR Director. The policy itself did not change.

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Motion to approve the updated Fiscal Policies, Auto Accidents and Workers Compensation: Ron Graettinger

Second: Nick Carlson

Discussion:

Action: CARRIED

- d) Weatherization Contract HEAP-24-16- The total contract amount is \$51,834,578 running from 1/1/24 to 12/31/24. We have received \$686,394 the breakdown of how these funds are divided within the budget is supplied also.
- e) LIHEAP-23IIJA Amendment 1- \$3,216 was moved from Line Item Assurance 16 to Administration.
- f) Amendment to the By-Laws- Having the Annual Meeting on the 4th Tuesday of May- In the current By-Laws it states that the annual meeting shall be held on the third Tuesday of May or at such other time as may be designated by the Board of Directors. The Finance Committee Meeting falls on the third Tuesday of the month and cannot be changed due to Fiscal reports that are ran each month.

Motion to approve amending the By-Laws to reflect moving the Annual Meeting to the 4th Tuesday of May:

Second:

Discussion:

Action: CARRIED

- g) Head Start HHS Grant Funding Opportunity- Approval by full Board- With there not being a Board meeting held in December writing for these nine grants was reviewed and approved by the Finance Committee at their meeting on December 19, 2023.
 - h) LIHEAP-24-16 Amendment 1- An amendment for \$332,857 for Regular Assistance. Increasing the contract to \$2,735,521.
- Head Start Report –
Approval of Resignation for Early Childhood Programs Director Irene Mayland- Irene has submitted her resignation as the Early Childhood Director, her last day will be February 2, 2024. The Board members thanked her for her contributions and hard work in the Head Start Program, they approved the resignation with regret.

Motion to approve the resignation of Irene Mayland, Early Childhood Director: Glenn Bohmer

Second: Tim Fairchild

Discussion: None

Action: CARRIED

Approval of Resignation of Travis Hayenga, Education Coordinator for Head Start- Travis has submitted his resignation as the Education Coordinator for the Head Start program. His last day will be February 14, 2024. Thank you to Travis for his dedication and hard work.

Motion to approve the resignation of Travis Hayenga Education Coordinator for Head Start: Glenn Bohmer

Second: Tim Fairchild

Discussion: None

Action: CARRIED

Irene Mayland, Head Start Director, stated that she would focus on the December numbers since the information was similar to November. Head Start and Early Head start are fully enrolled. The disability number is short by 13 right now but there are several children who are in the works. Irene

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feels that they should meet their number. Waiting list is in progress right now. Attendance is over the required 85% in Head Start and in Early Head Start.

CACFP Center-Based- In November there were 22 classrooms serving 335 children, all meals were claimed. In December there were 24 classrooms serving 330 children, all meals were claimed. CACFP Home-Based- In November there were 37 Providers and 480 children served. In December there were 36 Providers and 475 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.

Administering Naloxone-Naloxone is a life-saving medication that can be used to reverse an opioid overdose. The need for this policy was recognized by the Health & Advisory Committee due to the fact that it is considered common practice and becoming more common. This policy is focused on the 3 large sites where its all Head Start staff and children. There is no cost for this to the program. This will be administered by the management team. Parents will be informed that Naloxone could be distributed if needed, 911 will be called if administered.

Motion to approve the Naloxone Policy: Bruce Reimers

Second: Mariah Martinez

Discussion:

Action: CARRIED

New Point Sheet- This is the form that determines eligibility, it is approved annually, there were no changes this year.

Motion to approve the new Point Sheet, with no changes: Nick Carlson

Second: Jerry Klobberdanz

Discussion: None

Action: CARRIED

Family Outcomes- This a grid that Home Visitors use to determine the needs for each family. The data is broken down by county.

Family Goals- A listing of goals by the numbers, and how many families are working on the goals listed.

School Readiness Program Goals- These documents show copies of the goals for EHS and HS children. This also measures how the children who are on IFSP's and IEP's compare with children who are not. English speaking children, and non-English speaking children goals are measured as well. The children are doing well and continue to make progress, being at 85% or better is the goal. The three areas where there are some struggles are Language, Literacy, and Math which is common.

Parent Surveys- Home-Based and Center Based- The one change that was added was to ask how they prefer staff to communicate with them. Otherwise the survey did not change

Motion to approve the Head Start Home-Based and Center-Based Parent Surveys: Glenn Bohmer

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

NPRM Comments- New Head Start Performance Standards (NPRM) were proposed without the support of any additional funds. UDMO, Head Start program submitted a 26-page detailed response which included funding impacts to our budget. The proposals are admirable, but at a substantial cost that the programs could not support without additional funding. They are also looking at cutting

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enrollment in half which would be detrimental to our programs. This is informational for the Board and more information will coming as it is made available.

ACF-PI-OHS-24-01 Federal Reporting of standard Forms 425 & 428- Tyler Henderson-Fiscal Director stated that the PI notifies recipients of the submission requirements for Federal Financial Report Standard Form (SF)-425 for expenditures to (HHS) and (SF)-428 for tangible personal property. HHS has adopted a 2 CFR200.344 for the closeout of federal awards. The liquidation period for closeout is now no later than 120 calendar days after the end of the project period.

Executive Director's Evaluation/Compensation Discussion- The Executive Committee met in a closed-door session prior to the Board meeting. All staff members were asked to leave the room while the Committee shared their thoughts with the full Board. Executive director, Julie Edwards was then called back to the room for a discussion on her evaluation. The Board determined that Julie should receive an increase in her compensation.

Motion to approve the Executive Directors Evaluation & Salary Increase: Bruce Reimers

Second: Ron Graettinger

Discussion: None

Action: CARRIED

Date of Next Board Meeting- February 27, 2024 at 5:00 p.m., via In- Person, Teleconference or Zoom.

a) ADJOURN at 6:55 p.m., there being no further business.

Motion to Adjourn: Rick Rasmussen

Second: Glenn Bohmer

Discussion: None

Action: CARRIED

 2-27-24
Clarence Siepker, President Date

 2-27-24
Glenn Bohmer, Secretary/Treasurer Date

 3/27/24
Dawn M. Hoffman, Recorder Date

