

# Upper Des Moines Opportunity, Inc.

## Board of Directors Meeting Minutes Via In-Person, Teleconference & Zoom Tuesday, March 26, 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	Jerry Kloberdanz	Hamilton
Nick Carlson	Webster	Clarence Siepker	Pocahontas
Glenn Bohmer	Emmet	Dan Hartman	Buena Vista
Ron Graettinger	Palo Alto	Bruce Reimers	Humboldt
Amy Ouphachack	Hamilton	Rick Rasmussen	Wright
Tim Fairchild	Dickinson	David Scott	Clay
Jennifer Sammons	Buena Vista	Jerry Kloberdanz	Hamilton

### Absent:

Kodie Borchers	Mariah Martinez	

\* Red ink denotes unexcused absence.

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

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

- Announcements & Special Events- Introduction of Sarina Smith, Early Childhood Programs Director. Sarina is a former Head Start parent, she has various degrees and also has around fifteen years of management experience ranging from jobs in New York to California, she now lives in Lone Rock. She is excited to get started. We welcome her and look forward to the contributions she will make to the Head Start program.
- Consent Calendar (Agenda) –  
Additions/Changes to Agenda and Approval of Agenda-  
a) Approval of Board Minutes of February 27, 2024

*Motion to approve the Consent Calendar:* Ron Graettinger

*Second:* Nick Carlson

*Discussion:* None

*Action:* CARRIED

*Motion to approve the February 27, 2024 Board Minutes:* Glenn Bohmer

*Second:* Amy Ouphachack

*Discussion:* None

*Action:* CARRIED

Finance/Audit Committee Report-The following items were reviewed and approved by the Finance Committee at their meeting on March 19, 2024.

February 2024 Financials

CSBG-24-16 Amendment 3

CSBG-24-16 Amendment 4

TBRA 23-1-HM-579 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."*

Rapid Rehousing Project-ERA2-14 Amendment 2  
HEAP-24-16 Amendment 1  
DOE-BIL22-16 Amendment 3  
DOE-23-16 Amendment 4  
LIHEAP-23-16 Amendment 9  
LIHEAP-23ES-16 Amendment 12  
Emmetsburg Outreach Insurance Claim  
UDMO Apartments in Spencer-Update

*Motion to approve the March 19, 2024 Finance/Audit Committee Report:* Ron Graettinger

*Second:* Jennifer Sammons

*Discussion:* Tyler Henderson, Fiscal Director was asked about the Head Start numbers. He clarified that the numbers do look better now. Tyler will be presenting more on Head Start at the April meeting.

*Action:* CARRIED

- Board Business/Director's Report-
  - a) Approval of new Board Member Jennifer Hansen, representing Humboldt County- Jennifer Hansen has made application to join the Board. She will provide a Finance and Accounting background. She will meet with Julie for Orientation and begin attending meetings in April. She will be an asset, we welcome her to the Board.

*Motion to approve new Board Member Jennifer Hansen, representing Humboldt County:* Bruce Reimers

*Second:* Jennifer Sammons

*Discussion:* None

*Action:* CARRIED

- b) KIDS Request for Proposal- Jessie Hansen, KIDS Program Director became aware that Buena Vista County Public Health was no longer going to be providing home visitation services. We were strongly encouraged to apply. Jessie is seeking Board approval to write for a grant in the amount of \$350,000 to expand the KIDS program, for the Early Childhood Iowa Buena Vista, Crawford and Sac County Request for Proposal. The funds would be utilized for hiring three new staff members, supplies, professional development, and travel as required.

*Motion to approve the KIDS Program Request for Proposal:* Rick Rasmussen

*Second:* Ron Graettinger

*Discussion:* None

*Action:* CARRIED

- c) Weatherization Home Inspection Visit- This visit took place February 20<sup>th</sup> and 21<sup>st</sup>. The majority of work completed met all guidelines and standards. There were a few findings which will require corrective action, this is due by 5/10/24. It is noted that the clients were very pleased with the work done on their homes.
- d) FaDSS Diaper Distribution and Research Pilot- The FaDSS program was chosen to be a part of this pilot project. The project was amended to show, the Administration total went from \$8,262 to \$14,000. The diapering supplies went from \$4,320 to \$8,000, and total contracted amount went from \$12,582 to \$22,000. The state wanted to do some research so the purpose of this project is to see if by removing this expense from the budget are families able to move towards self-sufficiency. The project will end at the end of September. So, we will see what the outcome was at that time.

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- e) Reduction of Hours/Days for O'Brien Outreach Office, in Primghar- Recently the worker at this Outreach office resigned. She gave some good feedback, she feels that the office does not need to be open 4 days a week. The office is just not busy enough. Alisa Schlieff, Director of Outreach is proposing a 3 day a week schedule.

*Motion to approve a Reduction of Hours/Days for the O'Brien Outreach Office:* Nick Carlson

*Second:* David Scott

*Discussion:* None

*Action:* CARRIED

- f) Sale of Portion of Roosevelt Lot- We received a letter from Tiny Treasures Community Daycare Center in Estherville, they are located across the street from the Roosevelt building. They are looking to expand to address the need for daycare in Estherville, and are needing a space for a playground. The previous owner had asked if the daycare children could just use the Head Start playground, but due to insurance reasons we could not allow that.

The new owner has requested a transfer of property. The area that they are looking at is not large, but meets the minimum requirement by city standards. They want to use the space to build a playground, they would fence in the area. They would pay all the costs associated with the transfer of land, they have not offered any cash for the land. The City of Estherville is in full support of this moving forward. Head Start staff are also in favor of this as they feel it would be good for both parties. It was asked if we could lease the land to them? It was noted they probably do not have continued funding to make a lease payment.

- The Board feels that there should be a lease of the property with the clause that if the daycare should close, then the property would revert back to UDMO.
- The dollar amount will be low, possibly \$1.00 a year for 30 years and UDMO would not be liable.
- They would have to carry insurance and produce proof of insurance yearly, the first year that they fail to show proof of insurance, that would terminate the lease.
- The lease agreement could be drafted by our lawyer, to include the aforementioned clauses. Julie and Tyler will move forward with this process and see if the daycare will agree to the terms mentioned.

*Motion to approve Authorizing Julie Edwards and Tyler Henderson to negotiate a lease for the property indicated by Tiny Treasures Daycare Center at the Roosevelt building:* Tim Fairchild

*Second:* Jerry Klobberdanz

*Discussion:* None

*Action:* CARRIED

- g) Annual Cost of THO existing Client Services Software- We are paying \$10,673.66 annually for this software program.
- h) Annual Cost of EmpowOR new Client Services Software- We will be paying \$13,788 annually for EmpowOR, which will be replacing THO when it becomes obsolete. We will have to pay a set-up and a training fee of between \$16,546 and \$22,061 which is 20% less than the typical fee. There will also be a documentation storage fee, we do not have the total cost on that yet. If more training is needed that can be obtained for an additional cost. This software is very geared towards community action agencies. In the future Housing and Head Start could be added.
- Head Start Report –Julie Edwards gave the Head Start report, she stated for the month of February, Head Start was fully enrolled at 289 children. Early Head Start is fully enrolled at 174 as well.

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Disability numbers are going up, the target number should be met. If not, then a waiver will be written. Acceptance will begin in April for the next school year. Attendance is over the required 85%.

CACFP Center-Based- All meals were claimed for February. There were 23 classrooms open, serving 323 children.

CACFP Home-Based- There were 2 new Providers added this month for a total of 39 Providers for the month of February. There were 518 children served.

EHS & HS School Readiness Goals-Correction of English vs. Non-English- The information provided last month was incorrect. The data has been updated, the children in EHS are doing well and staying above the 85% minimum. The HS children are projected to be at 85%, as they have made some gains.

EHS & HS School Readiness Goals-Previously Omitted, All Children- For EHS the target of 85% has been met in all areas. For HS all areas are at 85% except for Math and Literacy but the children have made gains between fall and winter.

PBIS Schoolwide Efforts Update- A hand-out provided to the Board on where the Head Start program is currently at with PBIS. They will be updating their policies to reflect their current practices.

Key Positions Approval for Dee Graettinger, Internal Transfer from Family Service Coordinator to Program Coordinator- Dee's title has changed, approval is needed.

*Motion to approve Dee Graettinger Internal Transfer from Family Service Coordinator to Program Coordinator in Spencer: David Scott*

*Second: Amy Ouphachack*

*Discussion: None*

*Action: CARRIED*

Center Updates- Milford & Sibley- Radon testing was done in Milford it came back high twice. The next step is to contact DHS. They were advised to contact a Radon specialist. He recommended testing in every room while the children were there. The results are not back yet, a radon mitigation system may be needed. There will be more information to come. In Sibley we have received notice that the daycare is going to have daycare in our room and does not want to lease to Head Start. There may be room in the school or the Ministerial Association, there may be a few churches interested as well. There will be more updates to come.

New Grant-Certification of Health & Safety Screening- The Board needs verification that health and safety screenings are taking place in each of the classrooms. They have been provided with a list of who performed the screening in which classroom and by which staff member, and the date of the screening.

New Grant-Certification of Governance, Leadership and Oversight Capacity Screening- Organizations that accept federal funds to operate Head Start and Early Head Start programs must have strong governance systems in place. It was shown through a checklist, that these systems are in place within the program.

*Motion to approve the Certification of Health & Safety Screening & Certification of Governance, Leadership & Oversight Capacity Screening: Rick Rasmussen*

*Second: Jennifer Sammons*

*Discussion: None*

*Action: CARRIED*

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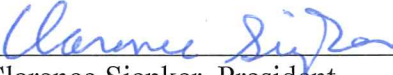
- Date of Next Board Meeting- April 23, 2024 at 5:00 p.m. via Zoom, In-Person & Teleconference.
  - a) ADJOURN at 6:03 p.m., there being no further business.

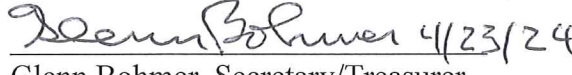
*Motion to Adjourn:* Tim Fairchild

*Second:* Jennifer Sammons

*Discussion:* None

*Action:* CARRIED

 4/23/24  
Clarence Siepker, President

 4/23/24  
Glenn Bohmer, Secretary/Treasurer

 4/23/24  
Dawn M. Hoffman, Recorder

