

Upper Des Moines Opportunity, Inc.

Board of Directors Meeting Minutes Annual Dinner/Meeting The Shores, Emmetsburg Tuesday, May 28, 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	Jennifer Sammons	Buena Vista
Glenn Bohmer	Emmet	Clarence Siepker	Pocahontas
Dan Hartman	Buena Vista	Kodie Borchers	Clay
Ron Graettinger	Palo Alto	Bruce Reimers	Humboldt
Amy Ouphachack	Hamilton	Rick Rasmussen	Wright
Tim Fairchild	Dickinson		

Absent:

David Scott	Mariah Martinez	Nick Carlson
Jerry Klobberdanz	Jennifer Hansen	

* Red ink denotes unexcused absence.

UDMO Staff Present: Julie Edwards, Dawn Hoffman, Tyler Henderson, Sarina Smith, Shakira Meyer, Becky Carlin, Elisa Umscheid, Tiffany Harris, Kyle Dietrich, Shelly Charapata, Tanya Petersen, Heather Lundberg, Jessie Hansen

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

- Announcements & Special Events- Election of Officers. Clarence Siepker's term as President has expired, with Rick Rasmussen filling the Vice President role he will move up to President. Thank you, Clarence, for your service. This leaves a vacancy in the Vice President role.
- Consent Calendar (Agenda) –
Additions/Changes to Agenda and Approval of Agenda- We are waiting for a few more Board members to arrive who are on their way. Clarence requests that we hold off on nominations until they arrive. So, we will add letter a) Election of Officers under Other Business. There is a quorum to attend to Board business.
a) Approval of Board Minutes of April 23, 2024

Motion to approve the Consent Calendar with the caveat that we will move Election of Officers until more Board members can arrive: Glenn Bohmer

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

Motion to approve the April 23, 2024 Board Minutes: Glenn Bohmer

Second: Dan Hartman

Discussion: None

Action: CARRIED

Finance/Audit Committee Report-The following items were reviewed and approved by the Finance Committee at their meeting on May 21, 2024.

April 2024 Financials

Outreach Update

"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."

28E Agreements
Indirect Budget
Head Start NOA
FaDSS Funding for FY2025
FaDSS 24-16 Amendment 2
Weatherization DOE-BIL-22-16 Amendment 4
CSBG FY2024 Final Allocation
CSBG-24-15 Amendment 6

Motion to approve the May 21, 2024 Finance/Audit Committee Report: Ron Graettinger

Second: Jennifer Sammons

Discussion:

Action: CARRIED

- Board Business/Director's Report-
 - a) UDMO Community Needs Assessment Approval- Shakira Meyer, Compliance and Reporting Director spoke with the Board members in April and provided them with the assessment documents for their perusal. She also supplied the Board members with a copy at the meeting. She highlighted the key findings of the assessment. Compiling this information keeps us in compliance with the CSBG Organizational Standards. This document, upon approval is submitted with the CSBG Application.

Motion to approve the UDMO Community Needs Assessment: Glenn Bohmer

Second: Amy Ouphachack

Discussion: Shakira and the team were commended on a job well done.

Action: CARRIED

- b) CSBG FY2025 Application Approval - The Board was provided with the complete FY25 CSBG application packet in their Board Folder. Shakira Meyer, Director of Compliance and Reporting gave a brief overview of the documents and highlighted, due to the reduction over the past 3 years, our total funding is \$424,992. A breakdown of where these funds will be utilized throughout the Agency was provided to the Board members, with \$3,000 going to the Free Clinic. UDMO will be reporting on the same NPI's as FY24.

Motion to approve the CSBG Application: Glenn Bohmer

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

- c) Outreach Schedule & Update- Tyler Henderson, Fiscal Director gave an overview regarding the outcome of Strategic Planning for the Outreach offices. All offices will remain open, but they will have reduced hours and days of operation. Staff wanted these changes to take effect immediately so the changes will take effect June 1, 2024. Staff have a had a week off in May and will have a week off in June, July and August. The offices will be closed on Fridays from Jan. 1st through September 30th. They will be open extra during LIHEAP season to ensure people are getting this service as needed, and Fridays will be considered a staff workday. By adding these off weeks, we can save \$57,693. By adding an additional 14 days off that would result in a savings of \$25,152.91. These totals combined would be \$82,845.90, saved in Outreach.

Some other ideas include looking more into fund-raising. Additionally, the city and county funding was determined to be acceptable to go towards operating expenses as Unobligated Funding. This

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would allow us to use \$119,300 from counties and \$39,187 from cities, so combined with the savings from closures there would be a \$241,332.90 savings for Outreach.

- d) 28E Agreements, Letter from the Attorney- A copy of the letter addressing the use of city and county funding to help with the Outreach offices. The current 28E agreements that we have now should be updated to reflect this. Language in the agreements should include how the public as a whole is benefitting from the services being funded by the governmental entity.
- e) Indirect Budget- We are at a reduced rate of 17.9% right now previously we were at the rate of 18.5%. If we can justify our expenses being higher this year there is a possibility of this going back up. Tyler has worked with WIPFLI on creating a roadmap for our Audit this year with the goal of us up ending out at 18.5%.
- f) Head Start NOA- Funds for the continuation of Head Start for \$3,337,845, \$16,657, for Training and Technical Assistance, and \$23,078 for Early Head Start.
- g) Weatherization DOE-24-16 Contract- In the amount of \$462,754.

- Head Start Report – Sarina Smith, Early Childhood Director gave the Head Start report, she stated for the month of April, Head Start was fully enrolled at 289 children. Early Head Start is fully enrolled as well. They have met their target number of 47 for Disabilities. Attendance is over 85%.
CACFP Classrooms- There were 24 classrooms serving 328 children, all meals were claimed in April.
CACFP In-Home Daycares- There were 41 providers who served 574 children in April.
Transportation Waiver Request Approval needed- This is done annually to waive the Child Restraint Systems and a Bus Monitor.

Motion to approve the Transportation Waiver Request: Ron Graettinger

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

Key Role, Internal Transfer, Jerilyn Stofferan from Education Coach to Coach Coordinator- Approval to move Jerilyn from her current role to Coach Coordinator.

Motion to approve the internal transfer of Jerilyn Stofferan from Education Coach to Coach Coordinator: Kodie Borchers

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

Head Start IM-24-01 Strategies & Recommendations for Supporting Mental Health- The document highlights the Head Start Performance Standards and related strategies for integrating mental health support across all Head Start programs.

Head Start PI-24-02 FY2024 Head Start Funding Increase- Detailing the funding level for Head Start is at \$12,271,820. The COLA came through at an increase of 2.35% per eligible recipient. Instructions on one-time Program Improvement Funding Requests.

Head Start PI-24-03 New Eligibility Provisions for American Indians and Alaska Native programs- These provisions really do not apply to our program.

Head Start PI-24-04 New Eligibility Provisions for Migrant and Seasonal Head Start programs- These provisions really do not apply to our program.

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Center Updates- Sibley- We will be going ahead with the Christian Reformed Church. Blue prints of the floor plans have sent to the architect and they have been accepted. They will go to the Fire Marshall for approval, the date has been set for August 26, 2024.

- Other Business

- a) Election of Officers- Clarence Siepker's term as President has expired, Rick Rasmussen as Vice President will now move up to fill that role. This leaves a vacancy in the Vice President role. Nominations are called for, Glenn Bohmer nominates Tim Fairchild. Ron Graettinger moves for nominations to cease. This is a two-year term.

Motion to approve Tim Fairchild as Vice President: Glenn Bohmer

Second: Ron Graettinger

Discussion: None

Action: CARRIED

Glenn Bohmer's term as Secretary/Treasurer has expired, nominations are called for. Hearing none, Glenn Bohmer volunteers to remain in his position for another two-year term. The person in this role also leads the monthly Finance Committee meetings.

Motion to approve Glenn Bohmer as Secretary/Treasurer: Ron Graettinger

Second: Tim Fairchild

Discussion: None

Action: CARRIED

- Date of Next Board Meeting- June 25, 2024 at 5:00 p.m. via Zoom, In-Person & Teleconference.

- a) ADJOURN at 5:27 p.m., there being no further business.


Motion to Adjourn: Glenn Bohmer

Second: Amy Ouphachack

Discussion: None

Action: CARRIED


Clarence Siepker, President 6-25-24
Date


Glenn Bohmer, Secretary/Treasurer 6/25/24
Date


Dawn M. Hoffman, Recorder 6/25/24
Date

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