



Board of Directors Meeting Minutes

In-Person, Zoom, Teleconference

Tuesday, June 25, 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	Mariah Martinez	O’Brien
Kodie Borchers	Clay	Clarence Sieper	Pocahontas
Ron Graettinger	Palo Alto	Jennifer Sammons	Buena Vista
Tim Fairchild	Dickinson	Rick Rasmussen	Wright
Jennifer Hansen	Humboldt		

Absent:

Amy Ouphachack	Dan Hartman	
Nick Carlson	Jerry Klobberdanz	

* Red ink denotes unexcused absence.

UDMO Staff Present: *Julie Edwards, Dawn Hoffman, Tyler Henderson, Tanya Petersen, Shakira Meyer, Alisa Schlief*

Rick Rasmussen calls the meeting to order. Dawn Hoffman does roll call. A quorum is present.

- Announcements & Special Events- Housing Policies & Procedures Manual Approval, Tanya Petersen Housing Director gave a brief overview on her Policies and Procedures Manual for the Housing program. She highlighted necessary changes and took questions from the Board members.

Motion to approve the Housing Policies & Procedures Manual: Bruce Reimers

Second: Mariah Martinez

Discussion: None

Action: CARRIED

Shakira Meyer, Director of Program Development, Compliance, and Reporting gave a brief update on the NPI’s, per CSBG Organizational Standards. She has provided the Board with a copy of the year-end for 2023 as well as the 2024 mid-year information. She spoke briefly about the NPI process, and where the greatest impacts are being shown. Shakira will provide another update in December or January once the information has been accepted by the state. The Board is invited to ask questions if they see fit.

- Consent Calendar (Agenda) – Additions/Changes to Agenda and Approval of Agenda
 - a) Approval of Board Minutes of May 28, 2024

Motion to approve the Consent Calendar: Clarence Sieper

Second: Mariah Martinez

Discussion: None

Action: CARRIED

Motion to approve the May 28, 2024 Board Minutes: Glenn Bohmer

Second: Jennifer Sammons

Discussion:

Action: CARRIED

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Finance/Audit Committee Report-The following items were reviewed and the Financials were approved by the Finance Committee at their meeting on 6/18/24.

May 2024 Financials

Weatherization MEC-24-16 Amendment 1

Weatherization HEAP-24-16 Amendment 2

LIHEAP-24-16 Amendment 3

Head Start NOA-COLA

David Scott Resignation-To come before the full Board

Motion to approve the June 18, 2024 Finance/Audit Committee Report: Ron Graettinger

Second: Bruce Reimers

Discussion: None

Action: CARRIED

- Board Business/Director's Report-

- a) Resignation of David Scott from the Board/Finance Committee- David Scott representing Clay county has made the decision to resign from the Board/Finance Committee. David has served on the Board since June of 2009. We thank David for his years of service, and for his commitment to UDMO's mission.

Motion to approve the Resignation of David Scott from the Board/Finance Committee: Glenn Bohmer

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

- b) Vacancy on the Finance Committee now with David Scott resigning, is there anyone interested in filling that role? – Looking for a volunteer from the Board to fill the vacant role on the Finance Committee, we will revisit this, there being no one at this time who is interested.
- c) Travis Johnson has made application to the Board- He is the Attorney for Clay County. He has volunteered at our Outreach office in the past. Julie reached out to him and he was more than happy to apply.

Motion to approve adding Travis Johnson to the Board, representing Clay County: Bruce Reimers

Second: Tim Fairchild

Discussion: None

Action: CARRIED

- d) 2022 IRS Form 990- Our Agency tax return for 2022, as a Tax-Exempt Organization we are required to file a Form 990. There were no major findings. The return was prepared by WIPFLI.

Motion to approve the 2022 IRS Form 990 Return: Ron Graettinger

Second: Mariah Martinez

Discussion: None

Action: CARRIED

- e) General Operations Contributions by County, change to 20%- This first began at 5% on June 1st of 2023. It was then increased to 10% on October 1st of 2023. Tyler Henderson, Fiscal Director, provided a breakdown to the Board of how much operating money this has generated for the Outreach offices so far. The Board was also furnished with a copy of each Outreach offices monthly expenses. The total now from June 1, 2023 through May 31, 2024 is \$17,685.78. Tyler would like to continue to see progress so he is proposing increasing the contributions to 20% effective on July 1, 2024.

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Motion to approve changing the General Operations Contributions by County to 20%: Clarence Siepker

Second: Mariah Martinez

Discussion: It was asked if there had been any feedback from donors? Tyler replied that there had not been any. The contribution percentage is disclosed through our website and also on the receipts given back to donors. An exception could be made if someone is uncomfortable with their donation going towards General Operations.

Action: CARRIED

- f) UDMO Risk Assessment Update- Pretty much the final copy of the assessment. There are still a few things that we are working on. It is about time to do a new Risk Assessment the list should be much shorter this time. This is scheduled to take place the last week of July.
- g) UDMO FFY2024 CSBG Monitoring Report- We passed our monitoring review, and they concluded that we were meeting all 58 of the CSBG Organizational Standards. They were pleased with our practices and the information that we provided to them.
- h) CACFP Review Results for FY2024- Becky had her review from May 20-22, 2024. She did have a few minor corrections to make. Those have been received and accepted, her review is now considered closed.
- i) FaDSS FY2024 Contract- This contract is for \$380,619; the grant cycle ends on 6/30/2025.
- j) Food Bank of Iowa Onsite Visits Summary- The Food Bank of Iowa conducts biennial onsite visits. They sent a summary of their visit by county. They were impressed with pantry spaces overall and said that the areas looked great.
- k) Housing Grants- Permanent Supportive Housing & Home-ARP Supportive Services- These are 2 new grants that have come up. Permanent Supportive housing will help people who have some type of a disability. The Home-ARP Supportive Services is believed to work similarly to a TBRA program. There is a Zoom meeting on July 2, 2024 that the Housing Director will be attending to learn more about these grants. They would like Board approval to write for these 2 grants.

Motion to approve writing for the Permanent Supportive Housing grant & the Home-ARP Supportive Services grant: Bruce Reimers

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

- l) HEAP-24-16 Amendment 3- The previous contract amount was \$688,894. Funds were added to the following Line Items; Administration, Support, Health & Safety, Labor, Materials, Equipment/T&TA, and POI Insurance in the amount of \$446,745. This brought the contract total to \$1,135,639.
- m) Board not meeting in July, reconvening on August 27th, Finance Committee would still meet on July 16th- Approval by the Board to not meet in July, and reconvene in August. The Finance Committee will still hold their July meeting, to discuss the Financials.

Motion to approve the Board not meeting in July, reconvening on August 27th, Finance Committee would still meet on July 16th: Ron Graettinger

Second: Mariah Martinez

Discussion: None

Action: CARRIED

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- Head Start Report – Head Start Director, Sarina Smith was unable to be at the meeting. Julie Edwards, Executive Director will fill-in for her. Early Head Start & Head Start were both fully enrolled in May. The disability number is now at 52 which exceeds the target number of 47. The waiting lists are looking good, monthly attendance the target percentage of 85%.

CACFP Center-Based- In May there were 24 classrooms serving 322 children. Four breakfasts and 5 lunches were not claimed due to an IHP error. Non-creditable milk was purchased and served.

CACFP Home-Based- In May there were 38 providers serving 533 children.

Early Head Start & Head Start School Readiness Goals- The Board members have been furnished with copies of tables showing the progress the children have made in various areas. The areas that were focused on are; English/Non-English fall to spring 2023-2024, IFSP/Non IFSP, IEP/Non IEP, Fall, Winter, Spring, Summer compare, and First Repeat 2023-2024. Good progress was made overall.

Update of Self-Assessment 2022-2023, Summary of 2023 & 2024- Head Start Self-Assessment 2022-2023- This is from last year and is just informational for the Board. Program components were reviewed by a team, which included inviting Policy Council, Board members and staff as relevant to the area reviewed. The process included identifying strengths, possible risks and short-term goals for each component area. Any findings must also be identified, there were no findings. The Self-Assessment is conducted annually.

Motion to approve the Head Start Self-Assessment for 2023-2024: Glenn Bohmer

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

Head Start Policies- Updated, New & Deleted- The Mental Health Observation policy has been updated. Added policies include; Holiday and Birthday policy, Social Emotional Learning, and Vision. Deleted policies include; Second Step, Picture Word Inductive Model, Speech Screening, Safety Recalls, NAEYC Code of Ethical Conduct. The Head Start Program has chosen not to pay for NAEYC anymore.

Motion to approve the Head Start Policies: Lois Boersma

Second: Ron Graettinger

Discussion: None

Action: CARRIED

One-time Funding Grant- Regional Office has mentioned that Head Start would be eligible to write for a one-time funding grant. The grant does not stipulate where the funds can go, some appliances and supplies are needed at various locations. The grant cannot exceed \$250,000.

Motion to approve Head Start writing for the One-Time Funding Grant: Lois Boersma

Second: Jennifer Sammons

Discussion: None

Action: CARRIED

Center Updates- Radon Mitigation system has been installed in Milford. Head Start in Spencer was not greatly impacted by the recent flooding, waiting for water and electrical to resume operations there. Staff can still assist families through home visits if possible or they can work in childcare centers which are being set-up in Spencer. In Sibley the process is going forward, waiting on the Fire Marshall at this time. The Roosevelt building in Estherville has not been affected as of yet.

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


a) ADJOURN at 5:33 p.m., there being no further business.

Motion to Adjourn: Mariah Martinez

Second: Jennifer Sammons

Discussion: None

Action: CARRIED


Rick Rasmussen, President 8-27-24
Date

 8-27-24
Glenn Bohmer, Secretary/Treasurer Date


Dawn M. Hoffman, Recorder 8/27/24
Date

