

Upper Des Moines Opportunity, Inc.

Board of Directors Meeting Minutes In-Person, Teleconference, Zoom Tuesday, August 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 | 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 | Travis Johnson | Clay |
| Mariah Martinez | O’Brien | Jerry Kloberdanz | Hamilton |
| Kodie Borchers | Clay | | |

Absent:

| | | |
|------------------|--|--|
| Jennifer Sammons | | |
| | | |

* Red ink denotes unexcused absence.

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

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

- Announcements & Special Events- Executive Directors Evaluation. It was mentioned last year that this document did not really fit for the Executive Directors role, it has been updated. Tiffany Harris- HR Director highlighted the changes and took questions from the Board. The Board did not approve this at the meeting as there were some members who wanted more time to review it. We will revisit this in September at the next meeting.
- Consent Calendar (Agenda) – Additions/Changes to Agenda and Approval of Agenda-
 - a) Approval of Board Minutes of June 25, 2024

Motion to approve the Consent Calendar: Nick Carlson

Second: Clarence Siepker

Discussion: None

Action: CARRIED

Motion to approve the June 25, 2024 Board Minutes: Glenn Bohmer

Second: Jerry Kloberdanz

Discussion: None

Action: CARRIED

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

July 2024 Financials

Weatherization HEAP-3E-16 Amendment 2

FaDSS-24-16 Amendment 3

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KIDS Contract

Head Start Notice of Award

CSBG Application-Accepted

Weatherization Contract BHE-24-16

Outreach Quarter 3 Budgets

Outreach Recovery Update

Accepted Outreach Bid

UDMO Apartments- Julie gave an update to the full Board about the apartments in Spencer. We have four properties in Spencer that we have already refurbished using grant funds. We are not able to put anymore money into them, and also, they do not generate much income for us. It was previously decided that they should be sold. They have been listed and will be shown, there are 4 entities interested in buying them. CHI was interested in the properties but after the flooding in June, it is now not possible for them to purchase the properties. This will be a clean sale with no restrictions. The funds will be put into an emergency reserve fund. The assessed value was just over \$1.4 million dollars, when the assessment was done in November 2023. More information to come as things progress.

These items were reviewed and the Financials were approved by the Finance Committee on 8/20/24

Motion to approve the August 20, 2024 Finance/Audit Committee Report: Ron Graettinger

Second: Bruce Reimers

Discussion:

Action: CARRIED

- Board Business/Director's Report-

- a) There is a vacancy on the Finance committee now, volunteers to fill that role? Julie asked the Board if there was anyone who would like to serve on the Finance Committee. Amy Ouphachack and Jennifer Hansen both stated that they would be willing to serve on the Finance Committee. This fills the vacancy, they will begin their new duties in September.

Motion to approve appointing Amy Ouphachack and Jennifer Hansen to serve on the Finance Committee:

Bruce Reimers

Second: Jerry Kloberdanz

Discussion: None

Action: CARRIED

- b) Policy-Natural Disaster Response- After the flood in Spencer in June 2024 it became apparent that we needed to establish a new policy to help with staff guidance. Julie explained how the policy will work, and what is expected of employees should a natural disaster occur.

Motion to approve the Natural Disaster Response Policy: Bruce Reimers

Second: Jerry Kloberdanz

Discussion: None

Action: CARRIED

- c) WIPFLI Engagement Letter- The Board voted to retain WIPFLI as our Agency Auditors. This letter serves as notice that they will be conducting our Audit, and outlines the terms and fees associated with the process. This is purely informational for the Board.
- d) Outreach Budget Update- Tyler gave an update on the state of the Outreach office budgets. He will be bringing this information before the Board quarterly. He is focusing on the end of quarter 3 2024. Quarter 3 donations were up which has really helped, also changing the percentage amount to 20%

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has had a positive impact. When you combine Client Services and General Operations there was a total net increase of \$86,682.05. The Outreach staff has gotten good at explaining that we need funds to be able to continue operating.

- e) Outreach Accepted Bid- A bid has been accepted to begin work on the reconstruction of the Outreach office in Spencer. Cory Elbert Contracting has already demoed the building, this was covered by insurance. Julie and Tyler did solicit bids, the bulk of the feedback that they received indicated that most people could not meet the deadline and didn't even know when they would be able to view the building. Cory Elbert did submit his bid being as detailed as possible, with the understanding that minimal change orders will be allowed. The bid came in at \$158,545.16. The cabinets, doors, floors, windows and finishes have been chosen and ordered. There will be electrical and HVAC expenses on top of this. Tjarks Plumbing and Heating and Loren Bates Electric will be handling these items. Some additional work in the basement will be done as well. Tyler is looking into getting flood insurance but this is not an easy process as insurance companies are not wanting to insure for this. There will be more information shared as it becomes available.
- f) CSBG Grant Budget Amendment Request- Some of the co-funded programs did not need to use all of their allotted funds, so those funds can be utilized elsewhere. Those left-over funds totaling \$10,000 will be used towards some extra costs associated with our new data system, EmpowOR for Outreach.

Motion to the CSBG Grant Budget Amendment Request: Glenn Bohmer

Second: Clarence Siepker

Discussion: None

Action: CARRIED

- Head Start Report – Sarina Smith, Head Start Director, stated for the months of June & July, Head Start was not in session. Early Head Start was fully enrolled at 174. Disability numbers are over the target number of 47, attendance is over the required 85%.

CACFP Center-Based- In June there were 9 classrooms serving 129 children. One breakfast and one lunch could not be claimed due to error. Non-creditable milk was purchased and served. Manwich was served instead of standardized recipe. For July, there were 12 classrooms serving 51 children. All meals were claimed.

CACFP Home-Based- For the month of June there were 38 providers serving 528 children. In July there were also 38 providers serving 523 children.

ACF-OHS-IM-24-02 Fiscal Year 2025 Monitoring Process for Early Head Start & Head Start- This Information Memorandum outlines the Office of Head Start monitoring process for fiscal year 2025. It details the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 and Focus Area 2. The monitoring will begin in October 2024. Board participation will be needed.

ACF-OHS-PI-24-05 Final Rule on Supporting Head Start Workforce & Consistent Quality Programming- The rule updates Head Start Performance Standards to increase support and stability for the Head Start workforce. The changes also improve the quality of services Head Start programs provide to children and families. The final rule is effective immediately. Programs are expected to comply with some of the update requirements 60 days after the rule is published (October 21, 2024).

Center Updates- Everything is going well at First Christian Church in Sibley. The one-time funding grant was approved for \$248,021.

- Date of Next Board Meeting- September 24, 2024 at 5:00 p.m. via Zoom, In-Person & Teleconference.

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a) ADJOURN at 5:59 p.m., there being no further business.

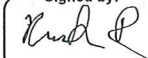
Motion to Adjourn: Glenn Bohmer

Second: Bruce Reimers

Discussion: None

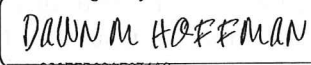
Action: CARRIED

Signed by:

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Rick Rasmussen, President

 8/27/24
Glenn Bohmer, Secretary/Treas.

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Dawn M. Hoffman, Recorder

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