



**Board of Directors Meeting Minutes**

***In-Person, Zoom, Teleconference***

**Tuesday, September 24, 2024 \* 5:00 pm**

*“We are dedicated to helping build stronger communities by addressing the effects of poverty on individuals and families.”*

**Present:**

Glenn Bohmer	Emmet	Bruce Reimers	Humboldt
Nick Carlson	Webster	Travis Johnson	Clay
Jennifer Hansen	Humboldt	Clarence Siepker	Pocahontas
Ron Graettinger	Palo Alto	Amy Ouphachack	Hamilton
Tim Fairchild	Dickinson	Rick Rasmussen	Wright
Kodie Borchers	Clay	Jerry Kloberdanz	Hamilton
Mariah Martinez	O’Brien	Jennifer Sammons	Buena Vista

**Absent:**

Lois Boersma	Dan Hartman	
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\* Red ink denotes unexcused absence.

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

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

- Announcements & Special Events- None.
- Consent Calendar (Agenda) –  
Additions/Changes to Agenda and Approval of Agenda-Julie would like to make some additions to the Agenda. Under 4. Board Business add; letter i) Insurance, letter j) CSBG FFY 2025 Contract, letter k) LIHEAP-25-16 Contract, Letter l) LIHEAP-24-16 Amendment 5. Under 5. Head Start Report add; letter f) Head Start Continuation & TTA Grant.  
a) Approval of Board Minutes of August 27, 2024

*Motion to approve the Consent Calendar with the addition of letter i) Insurance, letter j) CSBG FFY 2025 Contract, letter k) LIHEAP-25-16 Contract, Letter l) LIHEAP-24-16 Amendment 5. Under 5. Head Start Report add; letter f) Head Start Continuation & TTA Grant: Bruce Reimers*

*Second: Jennifer Hansen*

*Discussion: None*

*Action: CARRIED*

*Motion to approve the August 27, 2024 Board Minutes: Clarence Siepker*

*Second: Amy Ouphachack*

*Discussion:*

*Action: CARRIED*

The following items were reviewed and the Financials were approved by the Finance Committee at their meeting on 9/17/24.

Finance/Audit Committee Report.

August 2024 Financials

PepsiCo. Community Impact Award

Iowa CHAMP Funds Amendment 1

Spencer Apartment Updates

*“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.”*

*Motion to approve the September 17, 2024 Finance/Audit Committee Report:* Ron Graettinger  
*Second:* Jennifer Sammons

*Discussion:*

*Action:* CARRIED

- Board Business/Director's Report-
  - a) Executive Directors Evaluation Form- This was brought before the Board again this month. Some of the Board members requested a little more time to look over the document to see if they felt changes were needed. It was mentioned that they would like to see Julies goals from the last year, and also her new goals moving forward. She is happy to add those on.

*Motion to approve the Executive Director's Evaluation Form, with the caveat that there will be a section for Julies goals added:* Ron Graettinger

*Second:* Jerry Kloberdanz

*Discussion:* None

*Action:* CARRIED

- b) UDMO Agency Budget- Tyler Henderson, Fiscal Director prepared a document showing the Agency budget for 2025. This begins on October 1, 2024. The Agency budget is a little smaller because we no longer have COVID funds to add in there. The budget is projected at \$18,033,360.

*Motion to approve the UDMO 2025 Agency Budget:* Jerry Kloberdanz

*Second:* Nick Carlson

*Discussion:* None

*Action:* CARRIED

- c) Spencer Apartments Update- We do have an accepted offer on all four of the properties listed. The document shows appraised amount, listed price, and accepted offers. The properties are now going through the inspection process. The 13-plex needs a roof replacement on the building and the garage, so an agreement was reached to split that cost. The 8-plex #1 we are allowing some funds for electrical upgrades. With the cost of splitting the needed repairs, we will now be at approximately \$1,433,000 profit from the sale of these buildings.
- d) Spencer Outreach Office Update- The contractors have been working. The HVAC system is set to be completed within the next week. A lot of the electrical has been completed, some of the drywall has started to go back up. The new windows have all been ordered. Since the office is being remodeled, one of the restrooms will be refurbished to be ADA compliant. The floor in the food pantry area will also be getting a little bolstering to help with the weight of refrigerator and freezers. The timeline to have the work done should be on-schedule. The HVAC system has been reworked also. The state came in to visit and they were surprised by how high the water was, and that we had already began the repairs.
- e) Expiring Term for Board Member Bruce Reimers- Bruce's term is due to expire at the end of September. He has expressed a desire to remain on the Board.

*Motion to approve Bruce Reimers for another 3-year term on the Board:* Jerry Kloberdanz

*Second:* Jennifer Sammons

*Discussion:* None

*Action:* CARRIED

- f) Agency Risk Assessment Update- The Agency has really done a lot of work on the Risk Assessment there are not a lot of things left to tackle. The items left were flagged as not as important as some of the other more pressing needs. There will be more to come on this topic as the items left are dealt with.

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- i) Insurance Update- Tyler Henderson, Fiscal Director gave an update on the property insurance. It has been a struggle updating insurance due to the age of some of our buildings. Roosevelt and a few of our older Outreach buildings are scaring off some of our potential insurers. Tyler is working through this process and will bring additional information to the Board should it become necessary to do so.
  - j) CSBG FFY 2025 Contract- This contract runs from 10/1/24-12/31/2025. Dollar amounts are not set at this time but the estimated figure is around \$428,000.
  - k) LIHEAP-25-16 Contract- This contract runs from 10/1/24-12/31/2025. There is no set budget at this time, but we will be awarded. They will wait to see how much money is returned from fiscal year 2024 before finalizing their 2025 budget. There will then be an amendment.
  - l) LIHEAP-14-16 Amendment 5- The state holds a certain amount of funds in reserve every year. They have now released those funds resulting in an additional \$147,902 to be divided between four different line items. For a total of \$3,024,235.
- Head Start Report – Sarina Smith, Early Childhood Programs Director, spoke briefly about the ERSEA numbers. For the month of August Head Start was fully enrolled with 289 children. Early Head Start is fully enrolled with 183 children. The Disability number is at 28, the target number is 47. Attendance is over the requirement of 85%.
    - CACFP Center-Based- There were 24 classrooms serving 326 children for the month of August, and all meals were claimed.
    - CACFP Home-Based- There were 38 providers in August, with 38 claims for the month and there were 529 children served.
    - ACF-OHS-IM-24-03 American Indian and Alaskan Native Agencies for Early Head Start & Head Start- As we do not have anyone in our programs who are American Indian or Alaskan natives, this does not apply to our program.
    - Head Start Performance Standards- The new Performance Standards were previously released. This is a document showing when you must be in compliance. Some of the standards will begin to take effect on October 21, 2024. Head Start leadership staff are currently looking at the standards to make sure that they are where they need to be.
    - Center Updates- Head Start is currently working on translator devices for each of their sites. This would help with their budgets by decreasing the need for additional interpreters, while retaining the staff that we currently have in those roles. Right now, the focus is on communication with families, translations, and training sessions and professional development.
    - Head Start Continuation & TTA (Training & Technical Assistance) Grant- This grant will run from 3/1/2025-2/28/2026. For Program Operations Head start is at \$3,766,818, Early head Start is at \$3,065,752. For TTA Head Start is at \$33,314 and Early Head Start is at \$46,156. All together the total funding for this grant is \$6,912,040.

*Motion to approve writing for the Head Start Continuation & TTA Grant: Jerry Kloberdanz*

*Second: Jennifer Sammons*

*Discussion: None*

*Action: CARRIED*

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- g) Weatherization Home Inspection Visit- The visit took place in August 2024. The majority of the work completed met all guidelines and standards. There were a few findings that will require corrective action, this is due by 11/15/24. It is noted that the clients were very pleased with the work done on their homes.
- h) Behavioral Mental Health Admin. Services Organization Grant- This would be a new realm, for UDMO to step into, this would mean diversifying the services that we offer. We do have several partnerships with providers who are already offering these services. We would become an entity of the state and oversee providers if we were awarded this grant. You would be undertaking a huge responsibility with this. At this time there is only one other community action agency with an intent to bid and that is New Opportunities out of Carroll Iowa. There is a map provided showing 7 service areas we would primarily be concerned with service area 2. There is a bidder's conference coming up tomorrow that we could sit in on. The actual dollar amount being awarded is not known at this time, you have to agree to provide services and be reimbursed at a later date. We do have staff available to take this on and may need to add additional staff going forward. The actual staff needed is not known at this time.

Shakira Meyer, Compliance Director went through the time-line for the grant. The letter of intent was submitted prior to the deadline on 9/18/24, all this does is to allow us to participate in the bidder's conference. If we move ahead with this we can submit questions up through 10/7/24. The actual proposal is due by 10/18/24. Between 11/18 and 11/19 there is a notification to bidders regarding presentations. If we wrote a successful bid, we would have to do an oral presentation via Microsoft Teams on 11/20 or 11/21. With the state then making their final decisions they would put out an intent to award notice by 12/30/24. Then from January 2025-June 2025 contract negotiations will take place. Shakira feels that we have a lot of the strengths needed to take this on but, there are a lot of variables, and right now we don't know what the expected deliverables are. Once awarded you will not have to reapply-you can quit or they can remove you, if certain milestones are not met.

Julie is looking for input from the Board on this. Jerry Kloberdanz has knowledge of this situation so he will be abstaining from any voting but does have information to share with the Board. It was mentioned that we don't even know what the state will be requiring of us. It was asked if there was a known dollar amount? All that is known on this is that the state has allowed over \$21,000,000 for mental and behavioral health services to be divided amongst the agencies administering those programs. Some comments were made by Board members that they feel this will be too big of an undertaking for our Agency, and we don't even know how much funding we will get. Rick Rasmussen, Board President has called for a roll-call vote to see if we should proceed.

*Motion to approve writing for the Behavioral Mental Health Admin. Services Organization Grant with the caveat that after attending the Bidders conference on 9/25/24, that if it is determined that this is not right for us we have the option to not proceed any further, Julie will report out on this to the Board afterwards:* Glenn Bohmer

*Second:* Jennifer Sammons

*Discussion:* Dawn Hoffman took a roll-call vote. There were 10 yeses, 1 no, and Jerry Kloberdanz abstained from the voting. Julie will inform the Board after the Bidders Conference on if we will be moving forward with this or not.

*Action:* CARRIED

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UDMO Board of Directors Meeting Minutes

Tuesday, September 24, 2024

Page | 5

Date of Next Board Meeting- October 22, 2024 at 5:00 p.m., via In- Person, Zoom, or Teleconference.

a) ADJOURN at 6:25 p.m., there being no further business.


*Motion to Adjourn:* Bruce Reimers


*Second:* Jerry Kloberdanz

*Discussion:* None

*Action:* CARRIED

Signed by:

 \_\_\_\_\_ 10/22/24  
Date  
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Rick Rasmussen, President

 10/22/24  
Date  
Glenn Bohmer, Secretary/Treasurer

 \_\_\_\_\_ 10/22/24  
Date  
Dawn M. Hoffman, Recorder

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