

NORTH IOWA COMMUNITY ACTION ORGANIZATION
218 5th Street SW - P.O. Box 1627
Mason City, Iowa 50402-1627

BOARD OF DIRECTORS
Meeting Minutes

1. The Board of Directors of North Iowa Community Action Organization (NICA) held its meeting on May 17th, 2016 at the Central Park Building in Mason City, Iowa. The purpose of the Board meeting was to transact business and hear program reports. The Board meeting convened at 7:00 p.m. **OS – 5.5**

2. Roll call was taken and attendance at the meeting was as follows:

<u>County</u>	<u>Present</u>	<u>Absent</u>
Butler	Tom Heidenwirth	Kevin Jungling Sarah Pepples
Cerro Gordo	Jay Urdahl Michael Herman	Stephanie Broege
Floyd	Jim Erb	Sam Offerman Karissa Barnett
Franklin	Corey Eberling	Stacia Creason
Hancock	Renee Denny	Florence Greiman Katie Spieker
Kossuth	Pam Wymore Linda Vaudt	Dona Nielsen
Mitchell	Robert Nash	Joel Voaklander
Winnebago	Mike Stensrud	Ryan Williams
Worth	Donna Orton	Dave Haugen

Staff present: Marta Kramer, Barb Kellogg, Cindy Davis, Lori Wink, Lisa Koppin, John Beyer, and Amy Hoffman. **OS – 5.1**

Staff absent: Dick Goerdts, Kristi Brant, Sheila Shannon, and Lori Brandt (excused)

Jay Urdahl, Board President, took a minute to introduce Robert Nash as the newly elected Low-Income Representative for Mitchell County.

3. The agenda for the Board meeting and the minutes from the previous Board meeting were available to the Board prior to the meeting. Pam Wymore made a motion to approve the agenda and minutes. Mike Herman seconded the motion. Motion carried. **OS – 5.5**

New Contracts

4. **Health Programs (Item 1)**

HIV Core Medical Support

Lisa Koppin, Health Services Coordinator, shared that this year, beginning April 1, 2016 represents the fourth year of a four year project for the HIV program. The Living with HIV program was funded for \$46,421 and runs through March 31, 2017.

The goal of this program is to ensure that all persons living with or affected by HIV/AIDS get proper care and support; case management, advocacy, information and referral services at no charge. This grant provides for a .4 FTE (about 16 hours/week) social worker to deliver these services. However, NICA0 is being awarded additional dollars to move this to a half-time position. There are also specific dollars designated for assistance with services such as: dental care, medical transportation, housing, and emergency financial assistance, as well as interpretation services. Many of these patients, previously covered under the Iowa Care program, have now transitioned out to Medicaid or to the Iowa Health and Wellness Program. Lisa commented that persons living with HIV now live long fulfilling lives, so it is important for them to access medical services early during the onset of HIV in order to prevent premature onset of AIDs. The case manager assists patients to locate the proper medical care, helps them prioritize needs as well as working with them to create and monitor a care plan to reach specific health goals. A very important function of this program is to promote adherence to medication as it is critical to these patients maintaining optimum health. Lisa also noted that \$2000 of this allows the Aids Drug Assistant Program – Premium/Co-Pays/COBRA (ADAP-PCC) to provide assistance with patient co-pays, insurance premiums, and COBRA, etc. Currently, NICA0 is assisting approximately 26 individuals. This past year we have arranged financial counseling sessions for this population. Corey Eberling made a motion to approve the HIV Core Medical Support contract. Linda Vaudt seconded the motion. Motion carried.

5. **Weatherization (Items 2)**

Department of Energy (DOE)

John Beyer, Weatherization Coordinator, explained to the board that the Weatherization program uses state, federal and local utility money to help reduce the heating and cooling costs for low-income persons, particularly the elderly, disabled, and children. This is accomplished by improving the energy efficiency of their homes, thereby reducing the households' energy bills. The installation of energy efficient measures for each home is based on a computerized energy audit which determines the cost effectiveness of each measure. Energy efficiency measures include high density wall and attic insulation and blower door – guided air infiltration reduction. John informed the Board that the DOE contract is one of the main funding sources for the Weatherization program in the amount of \$181,457 and this is an \$18,000 increase over the previous year. The contract runs from April 1, 2016 through March 31, 2017. Jim Erb made a motion to approve the DOE contract. Tom Heidenwirth seconded the motion. Motion carried.

Contract Amendments

6. Health Programs (Items 3, 4, &5)

Healthy and Well Kids – Iowa (*hawk-i*)

The *hawk-i* amendment in the amount of \$1000 increases the budget to \$7,956 and runs through June 30, 2016. Lisa Koppin, Health Services Coordinator, indicated that the additional funding will be used to print new guidelines and outreach materials for the *hawk-i* program.

Family Planning

Lisa explained that the Family Planning program received an additional \$1,828 for the purchase of long term birth control methods such as IUD's and Nexplanon. The additional funding brings the budget to \$510,612 and runs through September 30, 2016.

Women, Infants, and Children (WIC)

The WIC amendment adds \$65,730 to the budget bringing the total to \$595,018. The State WIC office was informed by the United States Department of Agriculture (USDA) that the Iowa WIC program had received additional funding for the current program year, as the funding awarded at the beginning of the grant year is only a preliminary amount until the actual federal budget is approved. The State also included additional dollars in this award from its reserve, to accommodate NICAO's transition to the eWIC system. The amendment was also used to adjust for the indirect cost budget as well as for supplies and training.

Linda Vaudt made a motion to approve the *hawk-i*, Family Planning, and WIC amendments. Mike Herman seconded the motion. Motion carried.

7. Head Start (Item 6)

Cindy Davis, Head Start Coordinator, explained that this amendment represents the second half of the Head Start program funding. The amendment is in the amount of \$1,263,318 bringing the contract total to \$2,526,637. The contract period for Head Start is January 1, 2016 through December 31, 2016. Tom Heidenwirth approved the Head Start amendment. Renee Denny seconded the motion. Motion carried.

8. Weatherization (Item 7)

Home Energy Assistance Program (HEAP)

John Beyer, Weatherization Coordinator, informed the Board that the HEAP funds will allow the Weatherization program to continue to weatherize homes throughout the year. NICAO customarily receives an amendment mid-year after the unused HEAP funds from the previous year are reallocated by the State. The amendment is in the amount of \$338,765 and brings the contract total to \$679,837. Corey Eberling made a motion to approve the HEAP amendment. Linda Vaudt seconded the motion. Motion carried.

9. Provider Claim Systems (PCS) (Item 8)

Lori Wink, PCS Coordinator, updated the Board about the \$61,723 amendment from the Iowa Department of Public Health (IDPH) that will be used to process Care for Yourself claims. These funds were reallocated by the IDPH from the previous year's unused funds

and bring the contract total to \$1,025,389. Lori also commented that PCS has recently requested more funding to close out this year's contract as they are in the process of completing the FY 2017 contract on Iowa Grants which will conclude the last year of a six year award period. Pam Wymore made a motion to approve the PCS amendment. Renee Denny seconded the motion. Motion carried.

Reports

7. Head Start

A hand-out was provided to the Board that contained information about changes and program updates. Cindy Davis, Head Start Coordinator, reviewed the hand-out with the Board.

Program Updates:

Cindy informed the Board that on May 3rd, there was a kitchen fire at the Algona site. It happened at noon while the children and staff were eating. Staff followed procedures and everyone was able to get out of the building unharmed. Because of the amount of time it will take to clean up from the fire, children will not return until next school year. They had attended 138 days of school which meets the minimum requirement of 128 days of school for Head Start. Families have been informed and teachers are completing final home visits with families.

The Head Start program began the Triennial On-Site review process. The first of three reviews was the Environmental Health and Safety review that took place on May 3rd through the 5th. In the exit interview Cindy met with Joe Sugura, the Environmental Health and Safety Area Content Lead with Danya International, Joe indicated the review was successful with no performance standard findings. Cindy noted that NICAIO will need to provide information to the Office of Head Start (OHS) due to Algona being unavailable for review because of the kitchen fire. As part of the program requirements, all classrooms are to be reviewed and therefore NICAIO Head Start will need to follow-up with OHS.

Cindy also explained that during the review they do annotate any Life Safety concerns. These are concerns with buildings such as no illuminated exit signs, width of doorways and hallways not sufficient, or fire alarms not tied into fire departments. We have 4 buildings, Aplington, Clarksville, Garner and Clear Lake that do not have fire alarms tied directly to the Fire Department.

On May 2nd we received information that describes how to apply for the additional funds that are available to Head Start and Early Head Start grantees. The 1.8% Cost of Living Allowance (COLA) will amount to \$44,929 dollars to the program. The grant is written to apply the 1.8% increase to all staff with the remainder amount being used for the increase in rent and utilities. Along with the increase our program must generate an additional \$11,232 of non federal share funds. This will be completed by in kind funds raised in two new collaboration classrooms, one in Charles City and one in Hampton. Mike Herman made a motion to approve the COLA 1.8% increase. Jim Erb seconded the motion. Motion carried.

Cindy, prior to the board meeting, made the proposed Early Head Start Enrollment Guidelines available via the Board portal. The guidelines were approved by the Policy Council on April 26, 2016. Cindy thanked the Board for their availability to vote via email/phone regarding the Early Head Start changes as it allowed it to keep moving forward. Mike Stensrud made a motion to approve the Early Head Start Enrollment Guidelines. Tom Heidenwirth seconded the motion. Motion carried.

Head Start Reports:

Financial Report: Cindy shared the financial report for the Head Start grant as of April 30, 2016, which showed a total of \$927,022.54 spent. The percentages for all grants issued to North Iowa Community Action Organization through Head Start are listed below:

		<u>Grant amount</u>	<u>Spent YTD</u>	<u>% spent</u>
Jan 1, 2016	Head Start Grant	\$2,526,637	\$927,022.54	36.69%
July 1, 2015	Transportation CGHW	\$ 66,422	\$ 43,547.10	65.56%
July 1, 2015	Transportation NCI	\$ 8,000	\$ 4300.05	53.75%
July 1, 2015	FMC Preschool Support	\$ 16,363	\$ 16,363.00	100.00%

Head Start Acceptance: Cindy reported that there are currently 258 children enrolled, 30 children have dropped from the program since the beginning of the year as they have moved away from the area. As of April 1st, any children that leave the program are not required to be replaced.

Meal Report: During April, Head Start served 3710 child breakfasts, 3965 child lunches and 213 snacks. There were a total of 357 children receiving meal service, 224 of which Head Start completes the claim. For claim purposes, 216 children are categorized as free, 1 as reduced price and 7 as over guidelines.

In-Kind: The In Kind amounts finalized for the month of April reports \$158,160.67 collected. The amount required for collection in the grant year is \$631,660.

Credit Card Reports: Cindy shared the credit card reports finalized for the month of March. The reports provided are for the Visa credit card, Hy-Vee Credit card, Casey gas card, and the Wright Express card used for vehicle gas.

Recruitment: Cindy showed a spreadsheet that indicated the first round of acceptance has been completed and Head Start currently has 181 out of 227 children accepted for the 2016/2017 year.

Correspondence: Cindy encouraged the Board, especially the new members, to learn more about Head Start by checking out the Early Learning and Knowledge Center at <http://eclkc.ohs.acf.hhs.gov/hslc>.

8. Community Services Block Grant (CSBG) OS – 9.4

Barb Kellogg, Associate Director of Planning and Development, provided three new policies for Board review. The following policies were recommended during the CSBG On-Site visit:

1. Child Support Services – informs custodial parents in single-parent families about child support services available within the Department of Human Services.

2. Client Income Eligibility and Verification – clarifies what is required to verify income for eligibility to receive services provided with CSBG program funds.
3. Non-Documented Citizens – verifies that NICAIO will not ban non-citizens from CSBG supported programs.

Tom Heidenwirth made a motion to approve the Child Support Services, Client Income Eligibility and Verification and Non-Documented Citizens policies. Jim Erb seconded the motion. Motion carried.

Cindy Davis, Head Start Coordinator, reported on the Results Oriented Management Accountability (ROMA) survey that was presented to all NICAIO staff. Cindy was happy to inform the Board that 89% of the staff participated in taking the survey. Of those participating, 73% want NICAIO to be results oriented. This means that NICAIO employees want the services they provide to clients to have a positive influence and move them forward. Another important part of the ROMA process was creating a new brochure for NICAIO with all of the programs and a short description of the services provided. The new brochures will aid staff in marketing all of the programs that NICAIO has to offer as well as assist them with making referrals within the agency. In addition, NICAIO is working on developing a brochure that describes what transpires with individuals or families as a result of the services provided to them by NICAIO programs. **OS – 4.3**

The Strategic Plan goals and objectives were shared with the Board. It was explained that the top needs were received from the community assessment survey. As part of the ongoing strategic planning process, a dashboard will be created for the board portal to allow the Board to see progress on the goals and objectives. **OS - 6.1, 6.2, 6.3, 6.4**

The CSBG 6-month Program Report for period ending March 31, 2016 was made available to the Board on the board portal prior to the meeting. This report updates the Board on the progress and outcomes of the agency's CSBG goals and objectives outlined in their FY 2016 Community Action Plan and Application. The final page shows the CSBG Client Characteristics and provides the big picture as far as the demographics of the clients served by NICAIO.

The Board was asked if they had any additional ideas or comments about the Strategic Plan or FY 2016 CSBG 6-month Program Report. Hearing nothing further, Tom Heidenwirth made a motion to approve the Strategic Plan and FY 2016 CSBG 6-month Program Report. Jim Erb seconded the motion. Motion carried.

A CSBG amendment request in the amount of \$19,600 was provided to the Board on the portal. It will be used for salaries, rent, telephone, and other consumable supplies. The amendment will bring the budget total to \$340,195. Renee Denny made a motion to approve the CSBG Amendment. Linda Vaudt seconded the motion. Motion carried.

Barb Kellogg, Associate Director of Planning and Development also took a minute to remind the Board that NICAIO's Bylaws are available on the board portal. In addition, Barb made the board aware of a proposed revision that is on the portal as well.

9. **Community Services Block Grant (CSBG) FY'17 Work Plan and Applications**

The Board was informed that the FY 2017 CSBG Annual Work Plan and Application is due to the Iowa Department of Human Rights by June 3, 2016 in the amount of \$340,195. Cindy indicated that NICAO is required to obtain Board approval to submit the application which supports the Outreach, Self Sufficiency Development, Home Visitation Parent Education, Free Tax Preparation, Financial Literacy and Financial Assistance functions of the organization. In addition, it supports the administrative functions involved in strategic planning, community needs assessment, and resource development for NICAO. CSBG funds will be utilized primarily for salaries and fringe benefits as well as for office space, liability insurance, office supplies, technology costs, telephone, internet, postage costs, mileage reimbursement, staff development, and the annually negotiated Indirect Cost rate for CSBG funded employees. Linda Vaudt made a motion to approve the FY 2017 CSBG Annual Work Plan and Application. Cory Eberling seconded the motion. Motion carried.

OS – 4.2

10. **Audit Committee**

Jay Urdahl, Board President, reported on the Audit Committee meeting that was held via email and phone as minimal activity had occurred since the previous meeting. The Audit Committee was emailed the credit card activity for February and March as well as the monitoring activity for their review. There was no out-of-state travel to report. Jay noted that these are normal reporting activities that occur during each Audit Committee meeting. Since there weren't any Audit Committee minutes, Jim Erb made a motion to approve the Audit Committee report as provided by Jay. Mike Herman seconded the motion. Motion carried.

11. **Financial Statements**

The Board was provided a summary of the NICAO contracts on the Board Portal that totaled \$12,724,593 through April. The March financial statements were also provided to the Board prior to the meeting. The summary noted new contracts totaled \$227,878 and contract amendments totaled \$1,732,364. All new and amended contracts were covered and acted on during the course of the meeting. Marta Kramer, Fiscal Officer, reviewed the closeouts noting the Bridges Mentoring balance of \$12,013.96 will be carried over into the current grant year, the Emergency Solutions Grant funds in the amount of \$49,404.44 were returned to the State in May 2015, and the \$324,242.63 in Home Energy Assistance Program (HEAP) funds was returned to the State and will be reallocated into the current contract. With no further questions from the Board, Marta asked for approval of the financial statements as presented. Mike Stensrud made a motion to approve the March and April financial statements. Corey Eberling seconded the motion. Motion carried. **OS – 8.7**

Jay Urdahl adjourned the meeting at 7:55 p.m.

Respectfully submitted,



Joel Voaklander
Secretary