

NORTH IOWA COMMUNITY ACTION ORGANIZATION  
218 5<sup>th</sup> 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 (NICAO) held its meeting on November 16<sup>th</sup>, 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 7:15 p.m. OS – 5.5 & 5.9
2. Roll call was taken and attendance at the meeting was as follows:

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

Staff present: Dick Goerdt, Kristi Brant, Marta Kramer, Sheila Shannon, Cindy Davis, Melissa Nelson, Lori Wink, Lisa Koppin, John Beyer, Lori Brandt and Amy Hoffman. OS – 5.1

Prior to the start of the Board meeting, Tiffany Keimig, Training Director for the Iowa Community Action Association provided a power point presentation that covered the Iowa Individual Assistance Grant Program and the Iowa Disaster Case Management Program both of which are currently activated in certain counties in Iowa in response to the flooding that occurred this year. Tiffany explained that the Department of Human Services (DHS) shall coordinate case management services locally through one or more contracted entities. The DHS shall implement an ongoing contract with a provider of a statewide program with local office. Tiffany noted that the Iowa Community Action Association (ICAA) is a great fit for this with the community Outreach offices located in every county in Iowa.

Once Iowa’s Governor proclaims a state of disaster emergency or a major disaster declaration is announced by the President of the United States, then the community action network would implement the program with minimal delay.

The Iowa Individual Assistance Grant Program (IIAGP) provides financial assistance for disaster-related needs in these categories: food, temporary housing, home repair, and personal property. The maximum benefit to a household who is at or below 200% of the federal poverty guidelines is \$5,000 depending on the category. The timeline for households to apply for this IIAGP was initially 45 days and that has been extended to December 7<sup>th</sup>, 2016.

The Iowa Disaster Case Management (IDCM) is a time-limited service provided to households in order that they may develop and carry out a disaster recovery plan. The case managers provide guidance, advice, and referrals to obtain service or assist in obtaining resources to address a serious need that is essential to the household. Disaster recovery needs may include basic and immediate needs such as: food, clothing, shelter, or first aid. Longer term needs may include: financial, physical, emotional, or spiritual well-being. Tiffany encouraged the Board to think about whom some of the partners would be in their communities as NICAIO would want to establish relationships with them. Tiffany inquired which counties had a Long Term Recovery Committee in their county. This committee could consist of a variety of partners that may include but would not be limited to: faith-based, non-profits, Habitat for Humanity, Council on Aging, Social Services, Mental Health, Food Stamps, WIC, as well as the Emergency Management Coordinator. The IDCM is provided to assist with case management for 180 days from the date a disaster declaration is implemented.

Amy Hoffman, Emergency/Energy Assistance Coordinator, shared the number of applications that have been received by IIAGP to date per county:

<u>County</u>	<u># of Applications</u>
Butler	83
Cerro Gordo	17
Floyd	66
Franklin	2
Hancock	1
Kossuth	12
Mitchell	0
Worth	<u>2</u>
Total	<u>183</u>

Lori Brandt, Outreach & Family Development Coordinator, commented that the counties affected continue to be receiving applications daily and will through the December 7<sup>th</sup> deadline.

The Board thanked Tiffany for the presentation about the Iowa Individual Assistance Grant Program and the Iowa Disaster Case Management.

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

## New Contracts

### 4. **Health Programs (Items 1 thru 10)**

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

Dick Goerd, Executive Director, indicated that *hawk-i* funds are used to conduct outreach activity that identifies children without health insurance and subsequently enrolls them in this state insurance program. The *hawk-i* contract is for \$6688 and runs through June 30, 2017. Lisa Koppin, Health Services Coordinator, explained one staff person coordinates the outreach activities for the “healthy and well kids in Iowa” program. The goal of *hawk-i* is to increase the number of children with health care coverage and provide outreach to community groups including faith-based groups, medical providers, schools, and special populations to increase health care coverage participation. This program also offers a “dental only” option of coverage.

#### 1st Five Healthy Mental Development Initiative

This contract is a new source of funding for NICAO. Dick Goerd, Executive Director, commented that Lisa Koppin, Health Services Coordinator, was instrumental in obtaining this contract to enhance the Child Health services that NICAO already offers. Lisa shared that a new program coordinator had just been hired to provide oversight for this program. The 1st Five program is a public-private partnership bridging primary care and public health services in Iowa. 1st Five promotes the use of developmental tools that support healthy mental development for young children during the first five years. By using a tool for all children that includes social-emotional development and family risk factors, providers are able to identify children at risk for developmental concerns that, if left untreated, would play out later in life. The contract period is October 1, 2016 through September 30, 2017 and is funded in the amount of \$80,000.

Lisa added that 1st Five works with local child health agencies operating in 88 Iowa counties with participating medical practices, impacting approximately 136,971 children from birth to 5 who are seen for well-child exams at these practices. The intent of the 1st Five Initiative is to continue to expand throughout Iowa. The coordinator’s focus will be coordinating referrals, interventions and follow-up. The coordinator will also advocate for children in the community to receive standardized developmental screening and promote healthy mental development for children.

#### Child Health

The Child Health program received funding from Title V of the Maternal and Child Health Block Grant. Lisa Koppin, Health Services Coordinator, explained that the primary goal is to assist families to establish medical and dental homes, and access cost-effective preventive health services. The focus is to increase access to health care for children. NICAO targets low-income families-those on Medicaid or those who are uninsured or underinsured.

NICAO also provides a limited number of gap-filling services, including lead testing, oral health services and developmental screening. In addition, the families of newly eligible Medicaid children are informed of the services available to them, emphasizing the importance of regular preventive health care. NICAO is also able to assist in arranging for transportation.

During this last year a variety of services were provided to 6,101 children. This contract is for \$198,543 and runs through September 30, 2017.

### Maternal Health

Lisa Koppin, Health Services Coordinator, noted that with the passing of the Social Security Act in 1935, the federal government through the **Title V** program pledged to support the health of mothers and children. The Maternal Health contract is for \$216,972 with a contract period of October 1, 2016 through September 30, 2017. Lisa added that Maternal Health's goal is to improve infant and maternal health. Iowa's services are targeted to Medicaid eligible and other uninsured women. NICA O provides non-medical psychosocial support and promotes prenatal care, dental care and mental health services, when needed. This program is staffed mainly by RNs. The goal is to arrange early prenatal care for pregnant women and to assure pregnant women have medical, as well as dental homes. Many times in order to arrange for prenatal care and health care coverage, NICA O determines presumptive eligibility for Medicaid and provides prenatal education. Last fiscal year 352 women were enrolled in this program, and NICA O had 519 unduplicated women in care.

### Women, Infants, and Children (WIC)

This program that is under the US Department of Agriculture, provides federal grants to states for supplemental foods, healthcare referrals, nutrition education for low-income, pregnant, breastfeeding and non-breastfeeding postpartum women, infants and children up to age 5 who are found to be at nutritional risk. Dick Goerd, Executive Director, indicated that this contract in the amount of \$589,244 is year 6 of a 6 year project period with the Iowa Department of Public Health.

Lisa Koppin, Health Services Coordinator, reported that WIC operates through 1,900 local agencies in 10,000 clinic sites, in 50 State health departments, 34 Indian Tribal Organizations, the District of Columbia, and five territories. Around 53% of babies born in the US are enrolled in the WIC program. NICA O currently provides services 2 to 3 days a week in Cerro Gordo County, 1 day each month in Hancock, Mitchell, Worth and Butler, and the rest of the counties twice each month. The average cost of a food package per participant per month is currently \$55.04. We finished the year with 2,782 participants and our caseload assignment for this year is 2,754

Lisa noted that the biggest challenge will be continuing to adapt to the FOCUS program for staff and participants. The e-WIC card allows participants to shop for WIC items with a debit card that is pre-loaded with their food package. Program objectives for next year include: assisting mothers with completion of "breastfeeding plans" prior to their admittance for hospital delivery and providing education sessions on Ellyn Satter's "division of feeding responsibilities" for child care business and providers.

### Child Care Nurse Consultant (CCNC) & Child Care Nurse Consultant - EPI

Lisa Koppin, Health Services Coordinator, explained that the Cerro Gordo, Hancock and Worth Early Childhood Initiative is continuing its support of the Child Care Nurse Consultant approximately 2 days each week. Exceptional Persons also supports this program for Butler and Franklin County 1 day each week. The CCNC provides services to child care providers and

businesses within the area. This program is voluntary participation for child care businesses. The CCNC's required tracking of her activity includes: number of child care visits, number of child care businesses participating in their Quality Rating System and the number of special needs children with care plans in place.

Lisa indicated that assistance can range from caring for children with special needs, to playground assessment, to developing health and safety policies. The CCNC also provides multiple educational opportunities for the registered child care programs and their staff, as this has been proven to be the most effective way to improve quality in child care. Both funding sources allow for a minimal amount of funding to help child care providers with replacement of faulty or dangerous equipment. Last year NICAO provided 35 visits during the transition period that occurred due to a position vacancy and the significant time needed to train the newly hired CCNC. The CCNC contract is for \$34,662 and the CCNC – EPI contract is for \$18252.0. Both contracts run from July 1, 2016 through June 30, 2017.

#### I-Smile @ School

This program involves 3 staff members who travel with dental equipment to schools on specified days to provide oral health screens, fluoride varnish, and sealants. Children must have parental consent submitted prior to the visit. The ultimate goal for many of the children is to find them a dental home, and to definitely get immediate needs treated as soon as possible.

Lisa Koppin, Health Services Coordinator, explained that this will be the 4<sup>th</sup> year providing the I-Smile @ School program. NICAO provides services to 8 counties and the schools that qualify (40% and above for free and reduced lunches).

Lisa added that between I-Smile, the Sealant Grant, and an ECI grant, we provided 3,256 oral health screens, 3,117 fluoride varnishes and 1,406 sealants last year.

#### I-Smile

In 2005, the Iowa legislature passed House File 841 the IowaCare Act and as a result the I-Smile Dental Home project, now known as I-Smile was created. The original intent of the program was to assure dental homes for children 0-12.

Lisa Koppin, Health Services Coordinator, shared that the I-Smile activities include: linking with local Boards of Health, addressing health disparities, oral health planning and needs assessment, development of partnerships, establishing referral networks, agency staff training and protocols, outreach to health care providers, coordination of school screening and audit process, and oral health promotion.

The I-Smile @ School contract is for \$60,806 and the I-Smile contract is for \$128,250. Both contracts run from October 1, 2016 through September 30, 2017.

#### Community Outreach & Collaboration Grant

The Community Outreach & Collaboration grant is with Delta Dental of Iowa and seeks collaboration from NICAO's Maternal and Child Health contracts. Lisa Koppin, Health Services Coordinator, noted that the goals for this grant include seeking ways to increase member and community understanding and awareness of the Dental Wellness Plan. NICAO

wants to make the program successful by providing coordination of dental homes for adult members by linking community partners, dental providers, and healthcare providers (including emergency departments). NICAO would like to see continuous enrollment, preventive exams, and follow-up preventive exams completed. This year members can actually choose another carrier: MCNA which is a Medicaid Dental carrier covering the entire state of Iowa. This grant runs from October 1, 2016 through June 30, 2017 in the amount of \$21,250.

Linda Vaudt made a motion to approve the *hawk-I*, 1<sup>st</sup> Five Healthy Mental Development Initiative, Child Health, Maternal Health, WIC, CCNC, Child Care Nurse Consultant-EPI, I-Smile @ School, I-Smile, and Community Outreach & Collaboration contracts. Pam Wymore seconded the motion. Motion carried.

**5. Family Resources (Item 11)**

Community Services Block Grant (CSBG)

This contract provides a portion of the funding to support a county office in each of NICAOS 9 county service area. The contract is for \$340,195 and runs from October 1, 2016 through September 30, 2017. The Outreach offices are a first point of contact for clients to access services provided by NICAOS. The services include: scheduling, application intake, referrals within NICAOS as well as outside resources that may benefit the client. Lori Brandt, Outreach and Family Development Coordinator, shared a flyer on the board portal that indicates the sites and hours of operation for each of the county outreach offices. Lori explained that the site in Butler County was moved from Manly to Northwood. The goal is to increase applications as Northwood is the county seat. Lori also informed the Board that they are currently taking the Disaster Case Management and Iowa Individual Assistance applications that Tiffany presented on earlier in the Board meeting. In addition, NICAOS received funds from the United Way to assist with housing. Dave Haugen made a motion to approve the CSBG contract. Joel Voaklander seconded the motion. Motion carried.

**6. Family and Child Development (Items 12 & 13)**

FMC (Floyd, Mitchell, & Chickasaw) Empowerment

The FMC Empowerment Board provides funding to NICAOS in order to offer Head Start Preschool services in Floyd County to those children that fall above Head Start eligibility guidelines. Cindy Davis, Head Start Coordinator/Community Liaison, commented that TLC in Charles City will extend the day from 3.5 to a 5 hour day. The Washington Collaboration classroom in Charles City will have preschool in the morning and Head Start in the afternoon allowing the program to run from 8:00 am to 3:00 pm 5 days a week. This contract is for \$15,664 and runs from July 1, 2016 through May 31, 2017.

Early Childhood Transportation

Dick Goerdts, Executive Director, indicated that NICAOS receives these funds in the amount of \$8,000 from the Early Childhood, North Central Board in order to provide transportation for children to and from Head Start in Winnebago County. Cindy Davis, Head Start Coordinator/Community Liaison shared that all children coming into the Forest City classroom ride on the school buses. In the afternoon 1 bus driver transports the Head Start children home. The contract period is July 1, 2016 through June 30, 2017.

Mike Stensrud made a motion to approve the FMC Empowerment and Early Childhood Transportation contracts. Jim Erb seconded the motion. Motion carried.

**7. Energy Assistance (Item 14)**

Low-Income Home Energy Assistance Program (LIHEAP)

This program commonly referred to as LIHEAP is well under way for the winter heating season. Applications are being taken at the county Outreach sites. Dick Goerd, Executive Director, explained that this federal program was established in 1981 and receives a congressional appropriation. The purpose for this funding is to help eligible households with a portion of their annual heating and/or cooling costs. The government is currently operating under a continuing resolution through December 9<sup>th</sup> and therefore the funding stands at \$3.9 billion which is the same as last year. This provides \$51 million to the state of Iowa and serves an estimated 96,000 homes each year. The contract in the amount of \$141,389 runs through September 30, 2017. The initial contract has start-up funds to make appointments and take applications. Additional funding will be amended to the contract to make assistance payments later this month or in December. Amy Hoffman, Emergency/Energy Assistance Coordinator, informed the board that as of the meeting 2,096 applications had been approved with an average payment of \$460 per household. Corey Eberling made a motion to approve the LIHEAP contract. Dave Haugen seconded the motion. Motion carried.

**Contract Amendments**

**8. Head Start (Item 15)**

The Head Start amendment is used to provide an across the board cost of living increase of 1.8% to Head Start staff for salaries. This increase was retroactive to January 1, 2016. The amendment in the amount of \$44,929 brings the Head Start budget to \$2,571,566. The remainder will be used to offset increases in health insurance, rent, building maintenance, and utilities. Cindy Davis, Head Start Coordinator/Community Liaison, reminded the Board that this amendment occurred between scheduled board meetings and the Board was asked to approve the request for these funds via email in order to keep the process moving forward. Cindy thanked the Board for their quick response to the email request. Joel Voaklander made a motion to approve the Head Start amendment. Jim Erb seconded the motion. Motion carried.

**9. Interstate Power and Light (IPL) (Item 16)**

Dick Goerd, Executive Director, informed the Board that IPL is one of 3 public utilities that support NICA's Weatherization program. This amendment in the amount of \$157,000 allows NICA to operate the weatherization program year round by providing the needed funds. This contract runs through December 31, 2016. Florence Greiman made a motion to approve the IPL amendment. Corey Eberling seconded the motion. Motion carried.

**Reports**

**12. 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 indicated that the Head Start Policy Council voted to change their meetings to the 2<sup>nd</sup> Tuesday of the month; by doing this, they are able to share and discuss information from the 6 weeks prior.

The new Head Start Performance Standards were distributed September 7<sup>th</sup>, 2016 with compliance adhered to by November 7<sup>th</sup>, 2016. To be compliant we needed to have a plan in place to illustrate how NICAO Head Start will meet the requirements of the new standards. The plan states NICAO Head Start will update our service plans to match the new performance standards and will determine how to meet the following changes:

- background checks and fingerprinting results prior to hire
- working with school districts on a timeline to meet the duration changes
- transition plans for Early Head Start students
- working with Policy Council members on developing parent committees
- developing a plan of action for parents to complete when 90% attendance is not being met

Cindy informed the Board that the Manly Early Head Start classroom opened November 1<sup>st</sup> – we are fully enrolled at 8 children.

**Head Start Reports:**

Financial Report: Cindy shared the financial reports for Head Start, Early Head Start and the Training and Technical Assistance along with all other grants received by North Iowa Community Action through Head Start, and they are listed below.

**Grants spending:**

		<u>Grant amount</u>	<u>Spent ytd</u>	<u>% spent</u>
Jan 1, 2016	Head Start Grant	\$2,394,741.00	\$ 1,755,398.06	73.30%
Jan 1, 2016	Head Start T/TA	\$ 26,945.00	\$ 22,440.72	83.28%
Jan 1, 2016	Early Head Start	\$ 146,252.00	\$ 50,526.60	34.55%
Jan 1, 2016	Early Head Start T/TA	\$ 3,628.00	\$ 5,881.33	162.11%
July 1, 2016	Transportation CGHW	\$ 61,641.27	\$ 4,227.56	6.86%
July 1, 2015	Transportation NCI	\$ 8,000.00	\$ 0.00	0.00%
July 1, 2015	FMC Preschool Support	\$ 15,664.00	\$ 3,203.50	20.45%

Head Start Acceptance: Cindy made the Board aware that Head Start is currently at full enrollment with 227 children. As children drop, we will continue to replace them within 30 days.

Early Head Start Acceptance: In addition, the Early Head Start (EHS) program is currently at full enrollment with 16 students; EHS continues to take applications in order to maintain an active waiting list.

Meal Report: In September NICAO Head Start served 3,018 child breakfasts, 2,947 child lunches, and 76 snacks. Cindy added that there were a total of 252 children receiving meal services, 191 of which Head Start completes the claim. Head Start does not complete the

claim for 36 children in Hampton, 8 children in Rockford, and 17 children at Charles City Washington.

*In-Kind:* The In-Kind report noted finalized amounts for the month of September YTD were \$516,448.30 collected. The amount required for collection in the grant year is \$642,892.00.

*Credit Card Reports:* Cindy explained to the Board that the credit card reports finalized for the month of September are available on the website. Those provided are the Visa credit card, Hy-Vee Credit card, Casey gas card, and the Wright Express card used for vehicle gas.

*Recruitment:* Cindy provided a spreadsheet on the board portal that displays the current recruitment activity for Head Start.

**Correspondence:** For additional information regarding the Head Start program, Cindy directed the Board to access the Early Learning and Knowledge Center at <http://eclkc.ohs.acf.hhs.gov/hslc>.

Jim Erb made a motion to approve the Head Start report as provided. Mike Herman seconded the motion. Motion carried.

#### 13. **Community Services Block Grant (CSBG) OS – 9.4**

Cindy Davis, Head Start Coordinator/Community Liaison, reported on the FY 2016 CSBG Annual Report. The funding section noted that funding received in FY 2016 from federal, state, private and in-kind contributions totaled \$11,203,177. Cindy reviewed the charts that shared the target levels indicating NICAO's progress toward meeting the National Performance Indicators (NPI). The NPI's included information about employment; economic enhancement; community engagement, enhancement, and empowerment through maximum feasible participation as well as expanding opportunities through community wide partnerships; agency development; emergency assistance and child & family development. In addition, services for individuals and/or families for emergency needs such as food boxes, clothing, transportation, and referrals. Cindy informed the Board that the complete report is available on the board portal for their review. Dave Haugen made a motion to approve the CSBG FY 2016 Annual Report. Linda Vaudt seconded the motion. Motion carried.

#### 14. **Audit Committee**

Florence Greiman, Audit Committee Chairperson, reviewed the minutes from the meeting that was held on November 3<sup>rd</sup>. The committee reviewed the employee insurance coverage benefits renewal. The health insurance quote included a 7.42% increase. The single and family rates for all 3 health insurance plans offered to NICA O employees were reflected in the Audit Committee minutes that were made available to the Board on the board portal website prior to the meeting. The renewal also included Delta Dental, group life, voluntary life, and long term disability. The Avesis Vision insurance has a guaranteed rate until January 1, 2018 and the Flexible Benefits remained the same. Joel Voaklander made a motion to approve the 2017 employee insurance coverage benefits. Mike Herman seconded the motion. Motion carried.

An updated Smoke Free policy was presented to the Audit Committee as well. The Iowa Department of Public Health requested that NICA0 be more specific in identifying what the current policy includes. Therefore, the policy was renamed. The new Tobacco Free/Nicotine Free policy specifies that it covers employees, vendors, contractors, volunteers, and visitors. It also spells out the prohibited items which include: cigarettes, e-cigarettes, cigars, chewing tobacco, snuff, pipes, and snus. In response to creating the updated policy the IDPH will provide new signage and posters to promote the Tobacco Free/Nicotine Free policy at NICA0. The Audit Committee also reviewed credit card activity and out-of-state travel. Florence noted that these are normal operating activities that occur and are reported on during each Audit Committee meeting. Since the employee health insurance benefits had already been acted on, Tom Heidenwirth made a motion to approve the balance of the Audit Committee report. Corey Eberling seconded the motion. Motion carried.


#### 15. **Financial Statements**

The Board was provided a summary of the NICA0 contracts on the Board Portal that totaled \$12,608,743 through October. The September and October financial statements were also provided to the Board prior to the meeting. The summary noted new contracts totaled \$1,859,915.01 and contract amendments totaled \$201,929. Marta Kramer, Fiscal Officer noted that all new and amended contracts were covered and acted on during the course of the meeting. Jim Erb made a motion to approve the September and October financial statements. Joel Voaklander seconded the motion. Motion carried.

OS – 8.7

Jay Urdahl adjourned the meeting at 8:37 p.m.

Respectfully submitted,



Joel Voaklander  
Secretary