

WCCA BOARD MEETING
March 17, 2020

A meeting of the West Central Community Action Board of Directors was held March 17, 2020 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:04 p.m. Staff attending were: Kelly Mahlberg, Keith Bruck, Lavennia Coover, Denny Lawson, Wendy Mueller, and Brittany Schoof.

ROLL CALL

Steve Barber, Cass- Phone
Jeri Vogt, Crawford- Phone
Donna Childress, Crawford- Phone
Connie McGee, Crawford- Phone
Walter Utman, Harrison- Phone
Trista McLaughlin, Harrison- Phone
Joan Martens, Harrison- Phone

Lynn Bieler, Monona
Alan Armstrong, Page- Phone
Lynn Grobe, Pottawattamie
Bob Burnett, Pottawattamie- Phone
Chris Ritter, Pottawattamie- Phone
Charles Parkhurst, Shelby
Kris Harmon, Shelby- Phone

A quorum was declared.

Excused Absences:

John Hartkopf, Cass
Dustin Sheldon, Fremont
Cynthia Williams, Fremont
Carol Vinton, Mills
Coleen Driscoll, Mills
Tom Brouillette, Monona

Tim Treppe, Monona
Rudy Kinard, Montgomery
Brandi Snow, Montgomery
Rose Maxwell, Page
Bryan Swain, Shelby

ADDITIONS OR AMENDMENTS TO THE AGENDA

Wendy stated we will be removing #8 Head Start/Early Head Start Policy Updates Approval and will be adding #12 FY 2020 CSBG Allocation Amendment. Lynn Grobe made the motion to approve the additions and amendments to the agenda, Walter Utman seconded. Motion was carried.

APPROVAL OF JANUARY MINUTES

Lynn Grobe made the motion to approve the January minutes, Lynn Bieler seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2019 AUDIT PRESENTATION BY DAVID GINTHER OF GRONEWOLD, BELL, KYHNN & COMPANY P.C.

Keith provided each board member present with a copy of the FY 2019 Audit. Board of Directors not in attendance, were emailed a copy of the audit prior to the board meeting. A hard copy of the audit was

also mailed to them. David Ginther, CPA of Gronewold, Bell, Kyhnn and Company P.C. presented the FY 2019 Audit and gave an overview of the audit. He stated that the auditor's report issued an unmodified opinion. There were no instances of non-compliance, findings or questioned cost related to the financial statements, internal controls or that pertain to costs for federal awards and required statutory reporting. David commended Keith and his staff on their great work in the Fiscal Department.

FINANCE COMMITTEE REPORT FY 2019 AUDIT APPROVAL

Charles Parkhurst stated that David Ginther went over the FY 2019 Audit during the finance committee meeting and there no findings or issues as stated on page 49. Lynn Bieler made the motion to accept the FY 2019 Audit, Joan Martens seconded. Motion was carried. Wendy thanked Keith and his staff on their great work in the Fiscal Department.

MANUAL OF ACCOUNTING POLICIES AND PROCEDURES APPROVAL

Keith went through the current policies and the proposed changes to the Manual of Accounting Policies and Procedures. Changes include: #219 Security of Financial Data- system accounting data is backed up daily in fifteen minute snapshots, #421 Capitalization of Equipment- increased to \$5,000, #743 Competitive Bid Process- bid amounts changed to \$0-\$999 for those not needing formal documentation, \$1,000-\$1,499 for telephone and online quotes and \$1,500 or more for written quotes, and #749 Determining Need for Purchase Order- increase to \$2,000 and this will follow Davis Bacon requirements needed for Head Start/Early Head Start. Lynn Bieler made the motion to accept the policy changes and approve the updated Manual of Accounting Policies & Procedures, Trista McLaughlin seconded. Motion was carried.

PLANNING & EVALUATION COMMITTEE REPORT CSBG FY 2020 NPI AND FY 2021 GRANT DISCUSSION

Due to attendance there was not a Planning and Evaluation Committee meeting prior to the Board Meeting. Brittany updated the board on the 6-month FY 2020 NPI reports that will be submitted to DCAA at the end of the month. The reports are used to present a uniform and coherent national picture of community action outcomes. Overall, we are right on track and have adjusted a few targets to better reflect more accurate and achievable outcomes. A copy of the reports were attached to Brittany's staff report. Brittany then reviewed the FY 2021 CSBG grant application and NPI's. It is an abbreviated application this year and is due June 5th. Brittany will present the full grant application to the Planning and Evaluation Committee at the May board meeting and then to the Board of Directors for approval.

2020 COMMUNITY NEEDS EXECUTIVE SUMMARY APPROVAL

Brittany presented the 2020 Community Needs Executive Summary that was included in the board packet. This is required for CSBG and is valid for 3 years. She went through the surveys and assessment that were used to compile the data and explained the results. The Executive Summary helps show us where the biggest needs are for assistance in our 10 county area and what CSBG funds should be used for as well as agency resources. The Executive Summary showed we have lost overall population in 7 of our 10 counties and have seen an increase in the rate of people living in poverty. The main causes of poverty include: lack of higher education, living wage job opportunities, lack of affordable housing, and substance abuse issues. West Central Community Action is committed to operate programs and collaborate with other organizations in order to assure the best possible support and outcomes for clients. While WCCA does not meet every need identified in the survey, the agency has services and referrals

options in place to combat many of the issues. The Community Needs Assessment Executive Summary is used along with our agency's mission and vision to determine what CSBG funding should be used for along with other agency resources. Bob Burnett made the motion to approve the 2020 Executive Summary. Trista McLaughlin seconded. Motion was carried.

STRATEGIC PLANNING COMMITTEE REPORT

Wendy Mueller stated the Strategic Planning Committee met March 13, 2020 to review the FY 2020 6 month NPI reports and FY 2021 CSBG Grant Application. Brittany also presented the 2020 Executive Summary to the committee. Everyone received a copy of the updated FY 2020 Strategic Plan in their board packet. There was one update to the plan, Ivy received additional unsubsidized placements for the SCSEP program making the total 5 or 7% of enrollees have obtained employment. All goals are making progress. So far the completed goals include: updated WCCA logo and Agency brochure, employee satisfaction survey, CACFP marketing materials have been distributed to all WCCA outreach offices, and a new sign-in/sign-out log has been implemented at the WCCA Admin office and Council Bluffs outreach office. The committee will meet again in October to view the finalized FY 2020 Plan and create the new FY 2021 Strategic Plan.

FY 2021 ECI AREAS RFP APPROVAL

Everyone received the SFY 2021 Early Childhood Iowa Areas Request for Proposals. Last year we received \$287,921.00 and we are applying for \$233,643.00 for SFY 2021. The decrease is due to projected funding available. Proposals are due on various dates in the months of April and May. We are requesting board approval to submit the applications as we receive them. Walter Utman made the motion to approve submitting the FY 2021 ECI Areas RFP's as they are received. Bob Burnett seconded. Motion was carried.

FY 2021 WIC FUNDING APPLICATION APPROVAL

We have received notice to submit our funding application for the WIC Program beginning October 1, 2020 through September 30, 2021. This is the third year of a six year grant funding cycle with the Iowa Department of Public Health to provide WIC program services in eight of our ten counties (does not include Page or Pottawattamie counties). We will submit our application based on grant funding in the amount of \$391,070.00 and a monthly assigned caseload of 1,542. During FY 2019 the WIC Program provided program services to 2,709 participants and distributed \$1,036,340 in food benefits. The application is due by 4:00 p.m. on April 23, 2020. We are requesting board approval to submit this application in the amount of \$391,070.00. Steve Barber made the motion to approve submitting the FY 2021 Funding Application. Alan Armstrong seconded. Motion was carried.

WEATHERIZATION HOME INSPECTION MONITORING REVIEW REPORT

On February 5-7, 2020, Chris Bracy from the state conducted Weatherization home inspections on six homes. Our agency only had one corrective action item, which was to seal the return air wall cavities on one home. The other items were warranty issues that the contractor has already taken care of. However; during the review process there were several contractor discrepancies identified in three of the homes. It was discovered during the inspection that Challenger Construction failed to either insulate the appropriate amount or failed to blow any cellulose insulation into three of the homes that were inspected. WCCA was charged and paid for those services. The houses were completed during the summer months, which makes it difficult if not impossible for our inspector to detect problems with the insulation. The State assured us that we could not have caught it at the time, but we are implementing

new protocols to ensure that this never happens again. State Weatherization program required WCCA to re-inspect 19 homes completed by Challenger Construction that had sidewall insulation installed to verify work was completed. All re-inspections will be completed this week and all reports have to be submitted to the state by the end of March. WCCA staff has been closely monitoring all work completed by Challenger Construction. Challenger Construction will also have to reimburse the State of Iowa Weatherization program for the insulation that was not installed. Kelly and Wendy met with the owner and reviewed everything that was found and what he needs to do to remain a contractor for our program. A copy of the letter was enclosed in your board packet that we reviewed with him. Kelly is working hard to get additional contractors to bid on projects, but it has been difficult to get any other contractors to do the work. The State commended WCCA that overall energy reductions were good and the clients seem extremely happy with the work completed.

FY 2020 HS/EHS COLA SUPPLEMENTAL/QUALITY IMPROVEMENT APPLICATION APPROVAL

Lavennia presented the Quality Improvement funding increase application for FY 2020. Head Start's projected amount is \$72,352 and Early Head Start's is \$33,672. The funding is flexible and based on community needs and Lavennia explained what the funds can be used for. Lavennia would like to use the funds to hire additional staff, provide T/TA for children with trauma and transportation services in areas that do not have it. Keith stated the Cost of Living Adjustments for Head Start is \$63,583 and Early Head Start is \$33,860. Keith explained that COLA can be used to offset higher operating costs, so the additional funds will be used to supplement the new curriculum that has been purchased for the program. The FY 2020 HS/EHS COLA Supplemental/Quality Improvement Application is due May 15, 2020. Joan Martens made the motion to approve submitting FY 2020 HS/EHS COLA Supplemental/Quality Improvement Application, Lynn Bieler seconded. Motion was carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

Wendy explained that there were four Head Start handouts in your board packet. 1- Information memorandum regarding the inclusion of children with disabilities. It's just a reminder that Head Start agencies are required to have at least 10% of enrollment slots occupied by children with disabilities as defined under the Individuals with Disabilities Education Act. We are meeting this requirement. 2- Program Instruction that lowers the Head Start Service Duration Requirement to 45%. All Head Start programs must provide 1,020 annual hours of planned instruction for 45% of its classrooms. We are at 95% of our classrooms meeting the requirement. 3- Information Memorandum to purchase Modular Units for Head Start/Early Head Start programs. This does not pertain to us, but if in the future we needed to purchase one it is now allowed. 4- Program Instruction regarding the funding increase, COLA and Quality Improvement funds. Head Start received a \$550 million dollar increase over FY 2019 funding level. \$193 million is for the COLA which is 2%, \$100 million for EHST expansions, \$250 million for quality improvement and \$4 million to re-establish the Tribal Colleges and Universities Head Start Partnership Program. Also included is attachment A which shows allowable uses of quality improvement funds as specified in the Head Start Act. Head Start/Early Head Start training with the Board of Directors and Policy Council on Saturday, March 7th was cancelled due to low numbers. Lavennia will be sending out an email with the training link so you can review at your own pace and will also be providing a training binder to everyone at the May board meeting with various Head Start materials. Lavennia, Keith, and Wendy have met with all school partners. The meetings have gone extremely well and we are hoping to have all contracts signed and in place by April/May. We had full enrollment for the month of February and March prior to the shut down for both Head Start and Early

Head Start due to COVID-19. Currently, there is 1 open position in the program. Wendy was contacted by the property owner, who owns the land around our Atlantic Head Start center. He is wanting to have the trees removed between our property lines. Denny and Keith met with the property owner and a tree contractor. It will be a big process and the tree contractor on site quoted us \$25,000 for the entire project with a projected 70% cost to WCCA. Keith and Denny will be getting two more bids on the project. Head Start and Early Head Start classrooms have closed for 4 weeks due to COVID-19. The Office of Head Start issued guidance that all grantees were required to pay staff even with the classroom closures. All staff will work until Friday, March 20th, while the Management Head Start staff will continue to work to ensure our families are being taken care of.

APRIL BOARD MEETING

Wendy recommended that we do not have an April meeting and that May 19th will be the next meeting. Walter Utman made the motion to not have an April Board of Directors meeting, Alan Armstrong seconded. Motion was carried.

FY 2020 CSBG ALLOCATION AMENDMENT

Keith explained that Division of Community Action Agencies received its final FY 2020 CSBG grant award notice from the US. Department of Health and Human Services, Administration for Children and Families on March 2nd. WCCA's final FY 2020 allocation is \$544,296. Keith reviewed the budget amendment and the additional \$10,976 has been placed into the co-funded programs line item and will be used for the outreach offices. Lynn Bieler made the motion approve the FY 2020 CSBG Allocation Amendment, Lynn Grobe seconded. Motion was carried.

STAFF REPORTS

Charles asked the Program Directors present if they had anything to add to their reports. Lavennia included in her board report the FY 2020 Focus Area One Monitoring Protocol. It is an opportunity for grantees to discuss their program design, management and governance structure. It is designed to develop an understanding of each grantee's foundation for program services. They will give us 60 days' notice and it is completed all virtually.

FISCAL REPORT

Keith had nothing new to add to his report but was happy to answer questions.

EXECUTIVE DIRECTORS REPORT

Everyone received a copy of Wendy's board report.

- Wendy informed everyone that Molly Cummings, FaDSS Director, will be retiring June 30th after over 26 years with WCCA. Nancy Pash, CACFP Coordinator, will be retiring April 30th after over 30 years with WCCA.
- WCCA is being proactive informing all staff and clients regarding the COVID-19 pandemic. We have created a pandemic business continuity plan that has been added to the agency's disaster and continuity plan. A copy was included in the board packet.
- We are waiting for the Federal Bill Families First Coronavirus Response Act that will provide additional benefits to employees. We have closed the clothing rooms in the outreach offices to limit traffic, but are remaining open to provide emergency food pantries and utility assistance. Home visiting staff are communicating with families via phone.

- We received guidance about WIC clinics yesterday and some visits can be conducted by phone, however at this time they are still wanting us to conduct clinics.
- WCCA will be receiving \$122,782 in CSBG Disaster Funding for the FEMA declared counties (Fremont, Mills, Pottawattamie, Harrison, Shelby and Monona). We have to submit our plan on how the funds will be distributed to DCAA by May 29th. The three major requirements for funds are: The County has to be FEMA declared, the clients have to be affected by the spring flood in 2019, and the clients have to be at 125% or below the federal poverty guidelines. We will be working with DCAA to discuss the guidelines for distribution.

Alan Armstrong made a motion to adjourn at 7:04 p.m. Lynn Bieler seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary