

WCCA BOARD MEETING

January 21, 2020

A meeting of the West Central Community Action Board of Directors was held January 21, 2020 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:00 p.m. Staff attending were: Deb Martens, Ivy Nielsen, Kelly Mahlberg, Keith Bruck, Molly Cummings, Amanda Blum, Dena Matthews, Lavennia Coover, Denny Lawson, Wendy Mueller, Brittany Schoof and Danni Segebart.

ROLL CALL

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

Coleen Driscoll, Mills- Phone
Tom Brouillette, Monona- Phone
Alan Armstrong, Page- Phone
Lynn Grobe, Pottawattamie
Bob Burnett, Pottawattamie- Phone
Chris Ritter, Pottawattamie
Charles Parkhurst, Shelby
Kris Harmon, Shelby

A quorum was declared.

Excused Absences:

John Hartkopf, Cass
Dustin Sheldon, Fremont
Carol Vinton, Mills
Lynn Bieler, Monona
Tim Trep, Monona

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

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions to the agenda. Charles stated that the Personnel Committee Report will be presented after the Executive Directors Report.

APPROVAL OF NOVEMBER MINUTES

Trista McLaughlin made the motion to approve the November minutes, Chris Ritter seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

WCCA RISK ASSESSMENT

Wendy stated that the Risk Assessment needs completed every two years in order to be in compliance for CSBG Organizational Standard 4.6 and it was last completed in June 2018. There were 14 modules completed on the following areas: Risk Management Basics, Governance Risk, Facility and Building Security, Human Resources and Employment Practices, Financial Reporting and Internal Controls,

Contracts, Client and Participant Safety, Transportation, Technology and Privacy Risk Management, Special Events, Crisis Management and Business Continuity Planning, Volunteer Risk Management, Fundraising and Resource Development, and Service Delivery Risk. Wendy presented the Risk Assessment and the recommendations that were identified for further review: 1- Draft a risk management policy statement that describes the overarching goals and scope of our agency risk management program. 2 - Develop a Board of Directors self-assessment. 3 - Adopt a sign in/sign out log and have visitors wear "Visitor ID Badges", which we have already implemented this year at the Admin building and Omni Center. 4 - Develop a standardized and effective method to ensure that everyone is receiving policy changes. 5 - Review and update Workplace Violence, Workplace Privacy, and Technology policies. 6 - Create Passenger Behavior policy. 7 - Review and update staff and client safety policy and guidelines (hugging, touching, relationships). 8 - Training program for supervisors who conduct performance reviews. 9 - Periodic inspections of facilities and equipment to identify potential problems. 10 - Provide periodic training and phishing tests to gauge level of staff awareness of scams. Wendy and the program directors will address the recommended areas and make the necessary changes required.

HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Lavennia explained the changes to the Arrival and Departure and Inclement Weather/Emergency Closings policies. Lavennia presented the new Suspensions and Expulsions and Vehicle Usage policies in detail. There was discussion. The policy changes and additions have already been approved by Head Start Policy Council. Walter Utman made a motion to approve the Head Start/Early Head Start Policy changes and additions, Kris Harmon seconded. Motion carried.

SCSEP GRANT DISCUSSION

Everyone received a letter regarding the SCSEP program in their board packet. WCCA has administered this program since 1978. WCCA is one of only two Community Action Agencies in Iowa that administers the SCSEP program. We continue to struggle to get enrollments, as are many other organizations that administer the SCSEP program in Iowa. Due to the low unemployment rate and our rural communities, it is difficult to meet Senior Service America requirements. For the past 10 years we have averaged a total of 10 unsubsidized placements. For program year 2018, which ended June 30, 2019, the total grant award was \$372,522 with an administrative budget of \$49,336.00. The actual cost of administering the program which includes operating and indirect costs was \$121,290 leaving us with a deficit of \$71,954. The SCSEP program simply does not provide sufficient administrative funds to manage the program placing an increasing financial burden on WCCA. We are co-funding the SCSEP program with CSBG funds. The past four years, Senior Service America has issued additional funds at the end of the program year for an average of \$70,000, but the additional funds are not contracted or guaranteed and we cannot rely on them moving forward. In an effort to reduce administrative costs, the SCSEP Director's position was combined with the LIHEAP Director position. However, this effort is still not sufficient to cover the shortfall associated with SCSEP. Wendy is recommending to the board that we do not renew the Senior Community Service Employment Program sub-grantee contract that ends June 30, 2020. Ivy, Keith and Wendy are all in agreement with the presented recommendation. Ivy has done a great job with this program and Wendy would still like to be a host agency for whoever administers the program. Senior Service America, as the grantee from the Department of Labor, will either run the program directly or find another sub-grantee if West Central Community Action elects to no longer manage the program. The most important factor is that all current participants would remain on the program with no interruption of services. Senior Service America would hold a transitional

meeting with current participants and host agencies to discuss changes and answer any questions. WCCA would assist in the transition phase to ensure everything goes smoothly which could be 60 to 90 days after the end of the program year on June 30th. Moving forward, the LIHEAP Director will take on a larger role with that program and will administer all aspects including information systems, payments, verification, etc. The LIHEAP Director will also be trained and assist with disaster case services if needed. There was discussion. Chris Ritter made the motion to not renew the Senior Community Service Employment Program sub-grantee contract that ends June 30, 2020, Steve Barber seconded. Motion was carried.

WCCA BOARD VACANCY UPDATE

We currently have five openings on the board. Cass, Fremont, Mills, Montgomery, and Page. Molly has assisted in talking with a few people to see if they are interested and if they would be a good fit. If you know of anyone please let Wendy or Brittany know. We have recruited and seated six new members in the last twelve months but still have vacancies to fill.

FEBRUARY BOARD MEETING

Wendy recommended that we do not have a February meeting and that March 17th will be the next meeting. Trista McLaughlin made the motion to not have a February Board of Directors meeting, Walter Utman seconded. Motion was carried.

EARLY HEAD START HOME-BASED CURRICULUM APPROVAL

Danni Segebart, Head Start/Early Head Start Education Manager/Instructional Coach, presented the Growing Great Kids Curriculum Proposal for the Early Head Start Home Based Program that was included in everyone's board packet. Currently the Early Head Start Home Based Program uses Partners for a Healthy Baby curriculum and it is out of date and needs replaced or updated to be in compliance with Head Start Program Performance Standard 1302.35(d). The current curriculum does not provide the socialization piece that is required for Standard 1302.35(d). Danni recommended to the Board of Directors that we change the Early Head Start Home Based Program curriculum to Growing Great Kids. Lavennia added that all staff will be trained and this was recommended by the Office of Head Start T/A. Walter Utman made the motion to change the Early Head Start Home Based Program Curriculum to Growing Great Kids, Trista McLaughlin seconded. Motion was carried.

STAFF REPORTS

Charles asked the Program Directors if they had anything to add to their reports. Program Directors had nothing new to add but were happy to answer questions.

FISCAL REPORT

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

EXECUTIVE DIRECTORS REPORT

- There were two letters in the board packet, one from the Iowa Department of Public Health and the other is our response regarding the WIC clinic closure on December 17th and 18th, due to a staff shortage. We notified the state and called all participants to make alternative arrangements. However, we did have one participant complain to the state and they sent us a letter which required us to provide a response by December 20th, however we never received it due to email issues. We informed Bruce at the state that everyone had been taken care of and he was satisfied with our

response and understood the closure. Keith, Amanda and Wendy had a call with the State WIC staff on January 21st to have a discussion regarding declining WIC numbers and funding. The call went very well and they were very supportive and in agreement for the reasons for the declining numbers as they are declining across the state and nationwide. We did recently hire a casual nurse and hope to hire a fulltime nurse and contract with a dietician to spend our entire FY2020 award amount.

- The compliance review letter is included from the Department of Education regarding CACFP expansion funds. The review was conducted in June 2019 and everything was documented correctly and there were no findings. The one time expansion funds were issued to expand CACFP services in Adair County.
- Wendy attended FaDSS Day on the Hill with Molly on January 15th. This meeting allows us to connect with legislatures and highlight the accomplishments of the FaDSS program. The Iowa Community Action Association is asking for a 10% increase in funding (\$620,000). Current annual budget is \$6.2 million. The last increase was approximately 2% in 2015. Molly and Wendy had a call with our FaDSS State Specialist on January 17th to review the program goals for 2020 and it went really well. Kelly, our state specialist, was impressed with our goals and indicators.
- ICAA and DHS conducted a preliminary FEMA case management review on December 12th in Council Bluffs with Dena, Mindy, and Wendy. They reviewed numerous files from five counties to ensure that all paperwork was complete and accurate. ICAA and DHS were very complimentary as all of the files were complete. They did offer a few suggestions that we will be implementing. A big thank you goes to Dena and Mindy, and all the Disaster Case managers for doing a fantastic job. FEMA will be doing a formal review sometime soon. We did hire one new Case Manager for Fremont County last week and will interview another one on January 22nd. They will both get trained by ICAA and will start providing services to clients soon.
- We received our HEAP contract for Weatherization starting January 1st for \$487,295.00. Amendments will follow throughout the year. We also received our Alliant, Black Hills and Mid-American contract funds for the Weatherization program, which started January 1st and runs through December 31st. Alliant's contract is for \$38,000, Black Hill's contract is for \$48,162 and Mid-American's contract is for \$66,416.
- On December 20th, Head Start and Early Head Start purchased 12 new 2020 Chevy Malibu's with start-up funding from the new grant. These cars replaced 15, 2010 Dodge Journeys. Head Start/Early Head Start will have the joint training covering various Head Start and Early Head Start topics with the Board of Directors and Policy Council members on Saturday, February 29th held at the WCCA Admin Office from 10-2 and lunch will be provided. This training is optional. We filled five Head Start/Early Head Start positions this month. Head Start and Early Head Start had 100% enrollment for the month of January. Keith explained the two Head Start Information Memorandums in the board packet. Accounting and Reporting Capital Leases: all leases must be classified as a capital lease or operating lease based on specific criteria. Ours are operating leases. Simplification for consolidating Head Start grants: if a grantee has multiple grants they are now able to have one grant award number and streamline reporting. This does not pertain to us as both our Head Start and Early Head Start grants both start February 1st. There was an additional handout tonight from the Office of Head Start approving our waiver for the Non-Federal share match requirement for both Head Start and Early Head Start for the current grant year that ends January 31st. It reduces the required amount of \$932,000 to \$482,000. We are still waiting to see what the COLA amount is going to be. We do know that it was approved for a little less than 2%. We will begin holding meetings with our school partners in February and March to discuss the upcoming 20-21 school year. I would like to have all contracts in place by May.

- Senior Service America will be doing their annual Compliance and Data Validation Review of the SCSEP program by March 31st. They will review a sample of our participant records, 10% of our slots, and a minimum of 7 participant files. Ivy will also complete a Compliance Review Questionnaire.
- Gronewold, Bell, Kyhnn and Company were here December 9-12th to conduct our annual agency audit. They conducted the exit interview on January 9th. The audit will be presented at the March board meeting. Wendy thanked Keith and the Fiscal staff for all of their hard work.
- Our annual insurance coverage review with Molyneaux Insurance on December 18th. It went very well and we will only see a small premium increase for our coverage for 2020.
- Wendy finished her last County Board of Supervisor meetings last week in Monona County. She thanked all the counties for their continued support.
- Wendy is continuing to visit classrooms and offices in our 10 county area. She visited the outreach offices in Harrison, Pott, Montgomery and Monona counties and also the Head Start classroom in Mapleton.
- The restroom remodel started last week to fix the leak and convert the two restrooms into one unisex restroom.

PERSONNEL COMMITTEE REPORT

Charles Parkhurst dismissed all staff. Charles stated that the Personnel Committee met prior to the Board of Directors meeting and explained the process and read the performance appraisal and compensation conducted by the Personnel Committee. Wendy's Annual Performance Appraisal was completed with the result of an overall exceptional rating. The Board of Directors reviewed the annual performance appraisal and compensation. A motion was made by Walter Utman to accept the annual performance appraisal and approve compensation for the Executive Director as presented by the Personnel Committee, Chris Ritter seconded. Motion was carried.

Steve Barber made a motion to adjourn at 7:34 p.m. Trista McLaughlin seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary

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

WCCA BOARD MEETING
May 19, 2020

The 54th Annual Meeting of the West Central Community Action Board of Directors was held May 19, 2020 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:02 p.m. Staff attending were: Keith Bruck, Lavennia Coover, Denny Lawson, Wendy Mueller, and Brittany Schoof.

ROLL CALL

Jeri Vogt, Crawford- Zoom
Donna Childress, Crawford- Zoom
Connie McGee, Crawford- Zoom
Dustin Sheldon, Fremont- Zoom
Walter Utman, Harrison- Zoom
Trista McLaughlin, Harrison- Zoom
Joan Martens, Harrison- Zoom

Carol Vinton, Mills- Zoom
Brandi Snow, Montgomery- Zoom
Lynn Grobe, Pottawattamie- Zoom
Bob Burnett, Pottawattamie- Zoom
Chris Ritter, Pottawattamie- Zoom
Charles Parkhurst, Shelby
Kris Olson Harmon, Shelby- Zoom

A quorum was declared.

Excused Absences:

John Hartkopf, Cass
Steve Barber, Cass
Cynthia Williams, Fremont
Coleen Driscoll, Mills
Tom Brouillette, Monona
Lynn Bieler, Monona

Tim Trepas, Monona
Rudy Kinard, Montgomery
Alan Armstrong, Page
Rose Maxwell, Page
Bryan Swain, Shelby

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF MARCH MINUTES

Walter Utman made the motion to approve the March minutes, Jeri Vogt seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2019 ANNUAL REPORT

Everyone received a copy of the FY 2019 Annual Report in their board packet. This report highlights all the work West Central Community Action did last year. Wendy thanked Brittany for completing another great annual report.

APRIL EXECUTIVE COMMITTEE REPORT

The April 23, 2020 Executive Committee meeting minutes and handouts to approve the FY 2020 CSBG Disaster Supplemental Recovery Application and the FY 2021 CSBG regular grant application were

included in the board packets. Both grants were submitted to DCAA on April 23rd. Brittany reviewed and presented the FY 2021 CSBG grant application at the March 17, 2020 board meeting. The FY 2020 CSBG Disaster funding will be used to assistance households that were affected by the March 2019 flooding in Fremont, Harrison, Mills, Monona, Pottawattamie and Shelby Counties. We will be providing \$82,407 in direct assistance to clients. We will also be reimbursing \$9,744 to the Fremont and Mills County food pantries as they were greatly utilized last year during the 2019 flooding. The remaining balance will be used for administrative and supply costs.

MAY EXECUTIVE COMMITTEE REPORT

The May 8, 2020 Executive Committee meeting minutes were emailed to the Board of Directors. The Executive Board of Directors and Policy Council Executive Committees approved the Head Start/Early Head Start One Time Activities Response to COVID-19 that was due May 15th. We will be receiving \$105,560 and will use the funds for Child Plus onsite training to enhance program processes that can be completed remotely in case staff are required to work from home in the future, Trauma Training, Infectious Disease Training, purchase PPE equipment, update food service equipment as we will be unable to serve children family style due to the virus. If funds are still available we would provide educational care packages to children who will be entering kindergarten. We are operating under the guidance that all funds will have to be spent by the end of the grant year January 31st.

PERSONNEL POLICY UPDATE APPROVAL

Everyone received a copy of Personnel Policies #401 Timekeeping, #508 Use of Equipment, #701 Employee Conduct and Work Rules, #703 Sexual and Other Harassment. Denny went through each proposed change. Kris Olson Harman suggested adding “bullying behavior” to #703 and everyone agreed with the suggestion. Personnel Policies #721 Risk Management and #722 Passenger Behavior are new additions to our manual. Wendy added that many of these changes were recommendations from the Risk Assessment that was completed in January. These changes have already been presented and approved by the Head Start Policy Council. Bob Burnett made the motion to approve changes and additions of the presented personnel policies and approve the entire WCCA Personnel Policy Manual. Kris Olson Harmon seconded. Motion carried.

FY 2021 ORGANIZATION BUDGET APPROVAL

2020-2021 Organizational Budgets was provided to all Board of Directors in their board packet. Keith included the previous year’s 2019-2020 budget to show a comparison. Keith stated this is a requirement for CSBG but is a great overview for the Agency. There is a slight increase from the previous year but we are receiving additional funding through the Cares Act. Carol Vinton made the motion to approve the Annual Agency Wide Organizational Budget for 2020-2021, Chris Ritter seconded. Motion was carried.

CSBG CARES ACT SUPPLEMENTAL FUNDING APPLICATION APPROVAL

Wendy stated that under the CARES Act, the Community Services Block Grant or CSBG received \$1 Billion to be distributed to Community Action Agencies. We received our contract last week and we will be receiving \$747,627. As part of the CARES CSBG application we have to provide a supplemental needs assessment regarding COVID-19, to assess the challenges communities and families are facing. The needs assessment allows the agency to make the most informed strategic decisions possible regarding funding. A copy of the needs assessment executive summary was included in the board packet. Based upon the findings and after talking with outreach staff, WCCA is focused on assisting clients with their basic needs of food and shelter. WCCA will use a majority of the CSBG CARES

funding to establish a rent/mortgage program for households up to 200% of the federal poverty guideline and provide additional funds to our six food pantries to help with food insecurity. WCCA will also update technology components to assist in connecting with clients in various methods, such as ipads, computers and Zoom. Funding will also be used to purchase PPE to help keep staff safe while working with the public. We will also hire two part-time employees for the Crawford and Page County outreach offices to assist with clients. The remaining funds will be used for various administrative costs. The CARES CSBG funding plan aligns with our mission and vision. We are requesting board approval to submit the application and CSBG plan once it is received from DCAA. Walter Utman made the motion to approve submitting the CSBG CARES Act plan and application that is aligned with WCCA's mission and vision once it is received. Brandi Snow seconded. Motion was carried.

CCR&R FY 2021 FUNDING REQUEST APPROVAL

We are in the process of preparing our budget and training plan for FY 2021. This renewal is in the third year of the five-year grant cycle. We are projecting to receive \$724,462.00 in federal and state program funding. We were informed that CCR&R programs will be receiving a 5% increase for FY 21, which amounts to an extra \$35,223 for a total grant award of \$760,685.00. Additionally, there are three Pay for Performance Measures available to the host agencies. The Pay for Performance measures and funds are: 1- 95% or above of submitted QRS applications require no follow-up. Incentive pay is 2% of the base contract amount or \$20,834.00. 2- 95% or above of all completed Registered Child Development Home and Child Care Assistance Applications are submitted without additional follow-up. Incentive pay is 2% of the base contract amount or \$20,834.00. 3- Adding regulated child care programs within the region to the Department of Human Services baseline count taken July 1st each year. Incentive pay \$25,000.00 for the Gold Standard. If we meet all the Pay for Performance Measures in our contract we could receive an additional \$66,668.00. We employ 9 CCR&R staff positions to provide resources, education and advocacy to support quality child care. We deliver the following two core services in a 17 county area in Southwest and West Central Iowa. 1- Provider Services: Technical assistance, consultation, coaching, and training designed to improve the quality of environments. Targeted consultations will include provider registration; regulatory requirements; infant and toddler care; recruitment and retention strategies; and the Iowa Quality Rating and Improvement System with an emphasis on onsite services. 2- Community Services: Provide outreach and partnerships with businesses and community organizations. We will also provide data to community partners as to the available capacity of child care, the expense and the technical assistance available from CCR&R. We are requesting board approval to submit the FY 2021 CCR&R budget and training plan by June 1, 2020 to the Iowa Department of Human Services. Chris Ritter made the motion to approve submitting FY 2021 CCR&R budget and training plan. Brandi Snow seconded. Motion was carried.

HEAD START TRANSPORTATION WAIVER APPROVAL

Lavennia Coover presented the Head Start Transportation Wavier. We are requesting a transportation waiver for both the child safety restraint system and bus monitoring requirements. Trista McLaughlin made the motion to approve the Head Start Transportation Wavier. Chris Ritter seconded. Motion carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

Head Start and Early Head Start classrooms are closed for the remainder of the school year. The Office of Head Start provided guidance that all Head Start/Early Head Start staff will continue to get paid until the end of the school year which is May 22nd. Early Head Start staff will continue to get paid until June

30th as they are open year round. Staff are continuing to check in with families weekly and provide educational materials. Most staff are teleworking with a few coming into the office off and on to complete tasks. Program Instruction 20-03 was included in the board packet. It discusses the FY 2020 Head Start Supplemental Funds in response to COVID-19. It provides: Funding for One-Time Activities in Response to COVID-19 that was approved May 8th. Also, funding for existing Head Start grantees to offer Supplemental Summer Programs (\$500 million). Wendy stated that after further evaluation and communication with staff it is not going to be feasible to have a summer program to serve children transitioning to kindergarten in the fall. Plus with the uncertainty of COVID-19 we are unsure if we would even be able to have classes. We have decided to not apply for the Supplemental Summer Program funds. Office of Head Start will be conducting the Focus Area 1 (FA1) monitoring review by phone during the week of 6/1/2020. Lavennia and her staff have been working on the questions and will be prepared for the review. On March 10th, Kathy DeGeorge Evans from the Iowa Department of Human Services made an unannounced visit to Harlan due to a complaint that was received concerning a child in the Harlan Head Start Center. Lavennia explained the situation of the complaint and it was unfounded. Wendy added that the complaint had nothing to do with our staff it was strictly on a child behavior. However, Kathy DeGeorge Evans did find that the classroom was out of sorts and uncleanly, requiring action. Head Start closed shortly after her visit due to COVID-19. Lavennia explained what resolution will be taken once staff return and the classroom reopens. Kathy was going to provide Lavennia with a referral but has not heard back to date. We have received all the school contracts back for the 20-21 school year. Early Head Start classrooms are in the process of planning for re-opening. They will be surveying parents on if they are planning to send their children back into the classroom. We are working on guidelines and are tentatively looking at staff returning in July and reopening with children mid-July. Brandi Snow commended Lavennia and her staff on planning to reopen to provide services to children and families.

CORPORATE RESOLUTION

Keith Bruck stated with Nancy Pash retiring and staff being off due to COVID-19, we needed to add additional check signers to our accounts. Amanda Blum and Ivy Nielsen have been added as check signers.

BOARD OF DIRECTORS VACANCY UPDATE

Wendy stated we still need board members in Cass, Fremont, Mills, and Page counties. Molly and Wendy have reached out to a potential board member in Montgomery County. Her name is Pat Berendes and she has agreed to become a board member and will be the private representative for Montgomery County. Pat will be seated at the August board meeting

JUNE AND JULY BOARD OF DIRECTORS MEETINGS

Wendy stated she does not feel we will have anything needing approval in June or July. The Executive Committee meeting can always be scheduled if needed. Walter Utman made the motion to not have a June or July Board of Directors meeting. Carol Vinton seconded. Motion was carried.

STAFF REPORTS

The Directors present had nothing new to add to their reports.

FISCAL REPORT

Keith had nothing new to add to his report.

EXECUTIVE DIRECTORS REPORT

- Wendy sent out a COVID-19 survey to all employees on April 15th, regarding how West Central was responding to the pandemic. A copy was included in your board packet. We had a good response with 95 employees participating in the survey. Wendy thanked all staff who took the time to complete the survey.
- Included in the board packet is a letter from DCAA regarding our onsite LIHEAP program audit that was conducted on February 20th. There were no findings and no response is required. Wendy thanked Ivy Nielsen, Amy Lugsch, and the entire LIHEAP staff for their hard work and attention to detail to ensure that all program requirements are being maintained. There is also a LIHEAP program notice, which states that agencies can now allow applicants who are unable to qualify for the program using standard verification periods, to use a 30 day look ahead period for households who have recently lost their jobs due to COVID-19. It also allows agencies to increase the amount of crisis funds we can pay from \$500 to \$1,000. LIHEAP will be receiving additional crisis funds due to the CARES ACT. The State of Iowa received 4.2 million dollars and the new contracts should be issued soon. The funds will be used to provide crisis money to clients facing disconnect notices. There was also a press release announcing that LIHEAP has been extended to June 30th to further assist clients.
- The WIC FY 21 grant application was submitted in April. We will have the annual WIC audit on May 22 via zoom. Included in the board packet was a letter from the state regarding the WIC mid-year progress report. Strengths included: our community partnerships and increasing our referrals to the WIC program and working through the current COVID-19 pandemic while still trying to hire additional staff. They recommended that we cross train staff, which Amanda has already implemented and also look at alternative evaluation methods to decrease staff time and decrease human errors. Thank you to Amanda and her staff for a job well done. A letter from the Iowa Department of Public Health was included in the board packet. They reviewed our agency audit and it complies with their standards and there were no findings associated with funding from the Iowa Department of Public Health. There is also a summary of the May 5th WIC virtual clinic assessment conducted by Charles Lorinser, who is our WIC State Program officer and our responses to the visit. Overall the report is really good with our participation the past three months being consistently above the state average and the kept appointments is higher than the state average. The report stated that participants were treated with respect and that staff do an excellent job of creating positive report with the participants. Information is documented properly as well. WIC staff are working in the admin office and servicing all clients by phone. The waiver for seeing clients in person was extended until June 30th. We have been ordering supplies and protective equipment for staff so they will be ready to return once it is safe to see clients in person.
- The Department of Labor released the new funding opportunity for the SCSEP program and applications are due June 15th. As you know we will not be applying and our contract ends June 30th. Ivy and Wendy had a conference call with Chris Garland and Susie (SCSEP Program Officer) on May 15th to discuss the transition phase of the program. It was a great call and Wendy thanked them for their understanding and willingness to work with us during this transition phase. We both want as little of disruption as possible to participants. Ivy calls all participants every other week to check in with them to see how they are doing and if they have obtained unsubsidized employment. Ivy has been on several calls with Senior Service and they are working on a 4 phase plan to bring

participants back into the workplace. Ivy has been contacting host agencies to see if they are open and what precautionary measures are in place.

- Weatherization staff are completing online trainings and assisting with other programs when needed. We have been ordering PPE equipment so staff will be ready to go back into homes when allowed. The State has sent out a draft of safety precautions for home entry for the Weatherization program. At this time we have received no further instruction from the state on when a reopening could occur.
- Brittany and Wendy had our exit interview with Greg Pieper and Lori Easter, CSBG State Program Managers on May 4th regarding our 3 year CSBG audit and organizational standards. A big congratulations goes out to Brittany for having a clean audit with no findings. The state program managers commented that everything was organized, all documents were in order and they had no issues or concerns. They also stated that our By-laws were excellent and easy to follow. They also liked our board minutes that Brittany composes. Wendy also thanked Keith and the management staff for providing the documentation for the CSBG audit. We will be receiving the letter at a later date. Everyone received a copy of the letter from DCAA regarding CSBG increasing the eligibility to 200% of the federal poverty guidelines from 125%. This is for all CSBG grant awards. This increase will allow us to assist more households in need.
- Outreach offices are continuing to receive numerous monetary food pantry donations. We are very appreciative of all funds we have received. The number of food pantries we are distributing has doubled in most areas. We are so thankful that we can provide the necessary items for families in need. Kelly and Wendy have been grocery shopping weekly to help supply the food pantries with essential items. Outreach offices are still locked at this time and the plan is to open by appointment only on June 15th once we have the necessary safety equipment in place. The clothing rooms will not reopen at this time. Outreach staff are working hard to assist clients by phone and mail.
- Included in the board packet was a letter from Iowa Department of Human Rights approving our FaDSS budget extension that we requested. We now have until September 30th to expend all grant funding. Denny, Brittany, Keith and Wendy conducted FaDSS Director interviews on May 5th and 6th. We interviewed 6 qualified candidates and offered the job to Mindy Williamson. She is currently the WCCA Disaster Case Management Coordinator. She started on May 18th and will work with Molly until her retirement on June 30th. FaDSS staff continue to telework and are conducting virtual visits with their participants.
- FEMA Case Management services will come to an end on June 30, 2020. We have notified all Long-Term Recovery Groups, published a press release in all six counties with a FEMA declaration, and informed the Emergency Managers. Anyone still needing case management services will be referred and managed by our outreach staff.
- WCCA continues to be proactive in getting information out to all staff and clients regarding the COVID-19 pandemic. We are also posting information on our Facebook page. We have implemented new Pandemic office setting guidelines for all staff and will be adding additional equipment to ensure staff safety when meeting with the public. Staff who are currently telecommuting (CCR&R, FaDSS and HR) may return to the office on June 1st if they would like. The remaining staff will slowly integrate back into the offices starting July 6th using a stair step approach. We will continue to provide information and make decisions regarding closures as necessary. The Harlan Administrative office continues to have staff working. We all have separate work areas and are practicing social distancing. We are cleaning common spaces frequently.

Chris Ritter made a motion to adjourn at 7:02 p.m. Walter Utman seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary

WCCA BOARD MEETING
August 18, 2020

The West Central Community Action Board of Directors was held August 18, 2020 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:02 p.m. Staff attending were: Keith Bruck, Lavennia Coover, Denny Lawson, Wendy Mueller, Brittany Schoof, and Danni Segebart.

ROLL CALL

John Hartkopf, Cass- Zoom
Jeri Vogt, Crawford- Zoom
Donna Childress, Crawford- Zoom
Connie McGee, Crawford- Zoom
Cynthia Williams, Fremont- Zoom
Walter Utman, Harrison- Zoom
Trista McLaughlin, Harrison- Zoom
Joan Martens, Harrison- Zoom
Carol Vinton, Mills
Coleen Driscoll, Mills- Zoom

Tom Brouillette, Monona- Zoom
Alan Armstrong, Page- Zoom
Rose Maxwell, Page- Zoom
Lynn Grobe, Pottawattamie
Bob Burnett, Pottawattamie- Zoom
Chris Ritter, Pottawattamie- Zoom
Charles Parkhurst, Shelby
Bryan Swain, Shelby
Kris Olson Harmon, Shelby- Zoom

A quorum was declared.

Excused Absences:

Steve Barber, Cass
Dustin Sheldon, Fremont

Lynn Bieler, Monona
Rudy Kinard, Montgomery

SEATING OF NEW BOARD MEMBER

Wendy introduced Pat Berendes to serve as the Private Representative for Montgomery County. We received two nomination letters for Pat, one from Montgomery County General Assistance and the other one from Porchlight to fill the private representative board seat for Montgomery County. Pat lives in Red Oak and is active in the community. She started Porchlight a nonprofit 14 years ago. Porchlight has two main projects: the Backpack and School supply program and the Crisis Project, which provides assistance to individuals and families who have a crisis from financial, homelessness or domestic abuse. Carol Vinton made a motion to seat Pat Berendes, Private Representative for Montgomery County to the West Central Community Action Board of Directors, Bryan Swain seconded. Motion was carried.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF MAY MINUTES

Carol Vinton made the motion to approve the May minutes, Cynthia Williams seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2019 IRS FORM 990 PRESENTATION BY DAVID GINTHER OF GRONEWOLD, BELL, KYHNN AND CO.

David Ginther from Gronewold, Bell, Kyhnn and Co. P.C. presented the FY 2019 IRS Form 990 in detail to the Board of Directors via Zoom. IRS Form 990 was emailed and mailed to all Board of Directors in their monthly board packet.

FY 2019 IRS FORM 990 APPROVAL

Keith Bruck stated that David Ginther from Gronewold, Bell, Kyhnn and Co. P.C. presented the FY 2019 IRS Form 990 to the Board of Directors and is requesting approval to accept the FY 2019 IRS Form 990 by the Board of Directors. Alan Armstrong made the motion to approve accepting the FY 2019 990 Form, Joan Martens seconded. Motion was carried.

PLANNING COMMITTEE REPORT

HEAD START/EARLY HEAD START SCHOOL READINESS GOAL APPROVAL

Danni Segebart presented the Head Start/Early Head Start School Readiness Goals to the entire board that were presented at the Planning Committee meeting. School Readiness Goals are used to show progress in the development of children. Danni and Lavennia worked with T/TA to update the SRG to have them useable for all teaching staff and parents. The goals are broken down by young infant through preschool, all areas are aligned with the Early Learning Outcomes Framework (ELOF). The Education Team included family engagement in the goals as it is vital to the program. Carol Vinton made the motion to approve Head Start/Early Head Start School Readiness Goals, Alan Armstrong seconded. Motion was carried.

SUPPLEMENT TO CURRENT CURRICULUM

Danni Segebart stated that our current Creative Curriculum is for in person class settings and does not support virtual settings. There are multiple components with these options which can be utilized if we should have to shut down again and have to teach virtually. Creative Curriculum now has what they call the Cloud, which would allow teachers to use the current curriculum virtually. Danni is recommending to the Board of Directors to add a virtual platform that also supports virtual professional development and parenting curriculum for a cost of \$16,000.00. Alan Armstrong made the motion to approve the supplement to the Head Start/Early Head Start current curriculum, Trista McLaughlin seconded. Motion was carried.

PERSONNEL POLICY UPDATE APPROVAL

Everyone received a copy of Personnel Policies #105 Nepotism, #108 Conflict of Interest, Ethics, The Hatch Act, and Religious Activities, #201 Employment Categories, #317 Tax Sheltered Retirement Program 403 (b), #400 Establishing Pay and Pay Increases, #510 Emergency Closings, #511 Workplace Violence, #701 Employee Conduct and Work Rules, #707 Electronic Use Policy, and #715 Whistleblower Protection. Denny went through each proposed change and a majority of the changes were removing the Senior Community Service Employment Program. These changes have already been presented and approved by the Head Start Policy Council. Chris Ritter made the motion to approve changes of the presented personnel policies and approve the entire WCCA Personnel Policy Manual. Carol Vinton seconded. Motion carried.

USDA RURAL DEVELOPMENT 2020-2021 BUDGET APPROVAL

Keith reviewed the board handout USDA Statement of Budget, Income and Equity for the Shelby County Early Childhood Center for the period of October 1, 2020 to September 30, 2021. Walter Utman made the motion to approve the USDA Rural Development 2020-2021 Budget. Alan Armstrong seconded. Motion was carried

FY 2021 LIHEAP CONTRACT APPROVAL

We have not received the FY 21 LIHEAP contract yet, however we are expecting to receive a similar start-up budget to FY 20 of \$181,948. Amendments will be forth coming throughout the program year. We will end FY 20 with a budget of \$3,275,884. We are requesting Board approval to accept and have the Board President and Executive Director sign the FY 21 LIHEAP start-up contract once it is received from the State. Carol Vinton made the motion to approve the Board President and Executive Director to sign the FY 2021 start-up contract, Alan Armstrong seconded. Motion was carried

FY 2021 CSBG, FaDSS, LIHEAP, AND WEATHERIZATION CONTRACT DESIGNEE APPROVAL

The Chairperson of the Board of Directors is the official authorized to execute any amendments related to the FY 2021 CSBG, FaDSS, LIHEAP, and Weatherization contracts. We are requesting board approval to allow Charles

Parkhurst as Board President to designate the Executive Director and Fiscal Officer to execute amendments on behalf of the Chairperson of the Board of Directors. Walter Utman made the motion to approve the Board President to designate the Executive Director and Fiscal Officer to execute amendments on behalf of the Chairperson of the Board of Directors, Chris Ritter seconded. Motion was carried.

FY 2021 CACFP CENTER BASED AND HOME BASED FUNDING APPLICATION APPROVAL

We are in the process of completing the FY 2021 CACFP Center Based renewal funding application. The application is due into the State on August 31, 2020. We receive cash in lieu of commodities at 17 of our Head Start & Early Head Start classrooms. We are included on 6 school districts CACFP reimbursement. We are projecting to receive \$160,000 from the State of Iowa for meal reimbursements in FY 2020. We are requesting board approval to submit the FY 2021 CACFP Center Based renewal funding application. Alan Armstrong made the motion to approve submitting the FY 2021 CACFP Center Based renewal funding application. Jeri Vogt seconded. Motion was carried.

We are in the process of completing the FY 2021 CACFP Home Based renewal funding application. The application is due into the State on August 31, 2020. This program provides reimbursement to licensed home care providers that serve CACFP approved meals to income eligible children. We are projecting to reach 100 homes per month and employ a Program Specialist and Nutrition Representative. We are projecting to receive \$630,000 in meal reimbursements and \$118,000 in program delivery/administration costs for a total reimbursement of \$748,000 for FY 2020. We are requesting board approval to submit the FY 2021 CACFP Home Based renewal funding application. Trista McLaughlin made the motion to approve submitting the FY 2021 CACFP Home Based renewal funding application. Chris Ritter seconded. Motion was carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- Wendy stated we received notice of one-time COVID-19 funds in the amount of \$319,886.00. We will utilize the funds for: laptops for all teachers, curriculum for virtual learning, trainings, PPE Equipment, diapers for families and virtual meeting equipment. All funds need to be spent by the end of the grant year 1/31/21.
- The Focus Area One monitoring review was conducted remotely June 1-5. The report contains information about our performance and compliance with the requirements of the Head Start Performance Standards. We only had one issue, which was that some of our Early Head Start staff lacked the specific qualifications at the time of hire. We, along with the Head Start Regional Office were already aware of the issue prior to our review. We are having difficulty finding and hiring staff with the specific qualifications needed for Early Head Start. Staff in question are currently enrolled in the CDA program and will be certified in the near future. Wendy was extremely pleased with the report and thanked Lavennia and her staff, Keith and Denny for doing such a great job on answering the questions.
- Notification of Head Start/Early Head Start continuing grant application in the amount of \$5,155,546 for a funded enrollment of 272 for Head Start and 92 for Early Head Start. This amount includes the award, quality improvement funding, and COLA. The application is due November 1. We will present the application at the October board meeting for submission.
- Notice of Award for the Quality Improvement Funding and COLA in the amount of \$203,467. The funds will be used for hiring additional staff in the Head Start classrooms, transportation for Missouri Valley, and contract with a Mental Health Consultant.
- Lavennia stated that all staff are back in the office now and currently in two weeks of virtual pre-service. Harlan Early Head Start was the only center open this summer. Staff followed new policies and procedures regarding COVID-19 and it went very well. Head Start classrooms will open September 1st with a maximum capacity of 10 children vs. 16 children. Head Start enrollment will be 212 vs. 272 children. Madison Avenue Early Head Start is an open concept location that will only have two classrooms with 16 children. If COVID-19 restrictions are lifted they will enroll more children. Staff that will not be needed in their current classrooms due to the restrictions, will be utilized in other locations. Currently there are 71 children accepted for Early Head Start and 173 children for Head Start. They are still waiting to hear back from a few school

districts on number of accepted children. Staff are required to wear face masks except during lunch. Children will not have to wear face masks but will practice social distancing as much as possible. All children will have their temperatures taken every morning.

SEPTEMBER BOARD MEETING

Wendy stated that the Board of Directors voted to have a minimum of six meetings per year. Wendy recommended that we do not have a September meeting and October 20, 2020 will be the next meeting. Walter Utman made the motion to not have a September Board of Directors meeting, Carol Vinton seconded. Motion was carried.

STAFF REPORTS

The Directors present had nothing new to add to their reports.

FISCAL REPORT

Keith had nothing new to add to his report.

EXECUTIVE DIRECTORS REPORT

- Included in the board packet was a letter of Intent to Award the WIC grant for our 8 counties. WIC staff continue to work in the administrative office and are servicing all clients by phone. The waiver for not seeing clients in person was extended until September 30, 2020. Amanda and her staff will have face to face clinics starting in September for Monona, Mills and Shelby Counties. We are beginning renovation of the garage space at the admin building for the Shelby County WIC clinic and office space for the WIC staff. We obtained bids and received approval from the state to use our current WIC grant funding for the project as we have funding that needs to be expended by the end of September. The project will be completed by September 30. WIC hired a nutritionist in July and new WIC Dietician started this week, we are now completely staffed.
- We received a letter from Center for Workforce Inclusion (Formerly Senior Service America) regarding our program fiscal review. There were no findings and all requirements were met. Congratulations to Keith and his staff for having everything in order. We will be done with administering the Senior Service Program on August 31. Ivy has done a good job of getting all required documentation complied and is continuing to recertify participants prior to the end date. Senior Service America will be administering the program starting September 1. All of our current participants placed at WCCA will continue as normal.
- Included in the board packet was a letter from Gronewold, Bell, Kyhnn and Co regarding their limited scope audit of our 403b plan. All information tested was complete and accurate under DOL's rules and regulations for reporting.
- The letter from the Iowa Department of Human Rights accepting our FY 2021 CSBG grant application was included in the board packet.
- All Community Action Agencies statewide are administering a new Mid-American Energy Program. We are assisting clients up to 200% of the Federal Poverty guideline that have been affected by COVID-19 and are behind on their utility bills. We can guarantee funds up to \$500 per household. We can also use the funds in conjunction with our ECIP funds. We received our 6th budget amendment for LIHEAP granting us additional ECIP funds in the amount of almost \$145,000. We have seen a large increase in clients needing assistance with their utility bills this year. Our CARES ECIP funding of almost \$224,000 should be fully expended in the next two weeks. Staff continue to be busy assisting households with disconnect notices. We have started to work on preparing for the FY21 LIHEAP season.
- We received at least one application from every county that were awarded EFSP funds. All funding for Phase 37 and CARES were awarded to food pantries including our own. Everyone has until December 31 to spend the funding.
- Keith and Wendy are participating on a FaDSS advisory committee to help determine a 3-5 year funding plan for the FaDSS program based on need and program costs. Long term changes are going to have to be made to ensure that FaDSS remains a quality, innovative, and responsive program.

- Weatherization is on step 3 of the re-opening process, which allows contractors to return to work on the jobs that were in process when the program was suspended. We had 8 homes in process that are being completed. After work is completed on all 8 homes we will notify the Iowa Department of Human Rights and discuss any issues. Once all issues are resolved we will be able to move to the final step of fully resuming our weatherization program.
- Cass County received a Disaster Declaration on August 14 and we will be taking applications for the Iowa Individual Disaster Assistance grant program. The program provides grants of up to \$5000 for households with incomes up to 200% of poverty. The money can assist with home repairs, replacement of clothing or food and temporary housing expenses. Applicants have 45 days or until September 28 to submit a claim at our office in Atlantic. We can also provide case management services for 180 days to anyone affected by the disaster. We were also notified on Monday that the Governor applied for FEMA Individual Assistance for the 27 declared counties which includes Cass County.
- As part of our Risk Assessment report that was presented in January it was identified that we should provide training for supervisors. All program directors including myself attended an in-person supervisor training on July 23, at the administrative office. Kathy Peterson from People Works presented training on Documenting and Discipline and Legal Pitfalls to Avoid for Managers and Supervisors. A lot of good information was presented and I think everyone benefited from the training.
- Starting August 3 all WCCA staff are required to wear masks when entering WCCA buildings, walking in common spaces or meeting with other staff members. I appreciate their cooperation.

Carol Vinton made a motion to adjourn at 7:09 p.m. Alan Armstrong seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary

WCCA BOARD MEETING
October 20, 2020

The West Central Community Action Board of Directors was held October 20, 2020 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:01 p.m. Staff attending were: Keith Bruck, Lavennia Coover, Denny Lawson, Wendy Mueller, Brittany Schoof, and Amanda Blum.

ROLL CALL

Steve Barber, Cass- Zoom	Lynn Bieler, Monona- Zoom
Jeri Vogt, Crawford- Zoom	Alan Armstrong, Page- Zoom
Donna Childress, Crawford- Zoom	Bob Burnett, Pottawattamie- Zoom
Connie McGee, Crawford- Zoom	Chris Ritter, Pottawattamie- Zoom
Walter Utman, Harrison- Zoom	Charles Parkhurst, Shelby
Trista McLaughlin, Harrison- Zoom	Bryan Swain, Shelby
Joan Martens, Harrison- Zoom	Kris Olson Harmon, Shelby- Zoom
Carol Vinton, Mills- Zoom	

A quorum was declared.

Excused Absences:

John Hartkopf, Cass	Tom Brouillette, Monona
Dustin Sheldon, Fremont	Pat Berendes, Montgomery
Cynthia Williams, Fremont	Rose Maxwell, Page
Coleen Driscoll, Mills	Lynn Grobe, Pottawattamie

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF AUGUST MINUTES

Alan Armstrong made the motion to approve the August minutes, Chris Ritter seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

STRATEGIC PLANNING COMMITTEE REPORT AND APPROVAL

Everyone received a copy of the 2019-2020 Strategic Plan. Wendy stated the Strategic Planning Committee met on October 16th and reviewed the 2019-2020 Strategic Plan. Overall many of the goals were accomplished and those that were not met, have been moved to next year's Strategic Plan. COVID-19 had a large impact on many of our services this past year. It also decreased our overall numbers that will be report this year on the FY 20 CSBG Report. Anytime a client receives a service for WIC, Head Start, Food Pantry, clothing room, etc., they are supposed to fill out a basic intake form which gets the households basic demographic information and income. This information is then entered into our NIFCAP database which calculates the total number of households and individuals served each fiscal year. Due to the fact that we were providing services remotely and clients were not required to fill out the documents are reported numbers were lower. Wendy stated we know we have provided services to more households than what was reported. Everyone also received a copy of the 2020-2021 Strategic Plan. When we start to set goals for the new fiscal year we need to look at information from our Community Needs Assessment, Risk Assessment, and Customer Satisfaction data. We also have to structure the plan around the Three National Goals and use the Results Oriented Management and Accountability Cycle. The FaDSS employment goal, enrolling registered child care providers in CACFP, continuing to fill job positions, and board vacancies were carried over from 2019-2020 plan. Additional goals added were: implement online LIHEAP

applications, households have access to food pantries, increase partnerships, succession plans for all directors, and that Head Start children will attain school readiness levels. The committee agreed all goals align with WCCA's mission statement. Trista McLaughlin made the motion to approve the 2020-2021 Strategic Plan, Walter Utman seconded. Motion was carried.

HEAD START 2020 SELF-ASSESSMENT APPROVAL

Lavennia presented the Head Start 2020 Self-Assessment. The three broad programs goals are: WCCA Head Start will empower families and maintain strong community connections that will enable children to be successful in transitioning to future learning environments, WCCA Head Start will be recognized as the leader in the community for Early Childhood programs, and WCCA Head Start will strengthen parent engagement in all aspects of the program. Lavennia explained the current progress for each goal and results to date. She also included a chart that identifies each action step/strategy and it will be updated throughout the year to track progress. Kris Olson Harman asked if we have a point of contact for AEA and Lavennia explained that each consultant builds relationships with AEA in their area to attain that point of contact. Walter Utman made the motion to approve the Head Start 2020 Self-Assessment. Alan Armstrong seconded. Motion carried.

HEAD START 2021-2022 GRANT SUBMISSION APPROVAL

Keith presented the 2021-2022 Head Start Grant Budget for 2/1/2021-1/31/2022. Keith explained each category in detail. A discussion was held in regards to mental health contracts. Lavennia stated that in order for WCCA Head Start to meet the requirements for mental health, we have contracted with a consultant who has a mental health license to oversee our mental health staff. Chris Ritter made the motion to approve submitting the Head Start 2021-2022 Grant. Kris Olson Harmon seconded. Motion carried.

FY2020-21 HEAD START/EARLY HEAD START NON-FEDERAL SHARE WAIVER APPROVAL

Keith explained that we are requesting a waiver for a portion of the Non-Federal Share matching requirements in the amount \$820,000 for the Fiscal Year 02/01/20 thru 01/31/21 Head Start and Early Head Start Programs. Due to COVID-19 there were less opportunities for parents to interact in the classrooms. Our Non-Federal Share on our full grant award is \$1,417,511 and we are projecting to generate \$597,511 for the program year. Keith reviewed the waiver request handout. Chris Ritter made the motion to approve the FY 2020-21 Non-Federal Share Waiver Request, Walter Utman seconded. Motion was carried.

WIC PROPOSED SERVICE REGIONS

On September 15, Iowa Department of Public Health along with the State program directors for WIC, Maternal Child Health, I-Smile and 1st Five held a zoom meeting regarding proposed changes in service area for all programs. They are proposing to issue two contracts per Region. One contract for WIC services and one contract for Maternal Child Health, I-Smile and 1st Five. The state also proposed changing all the service territories. Their stated reason for the change is to provide consistency and quality across the state. The state was accepting feedback on the proposed changes until September 29. Included in your board packet was our response that was sent to the state. We currently provide WIC services to 8 of our 10 counties. We don't service Page or Pottawattamie. The new proposed regions would divide our service territory in half. Four counties in Region 2 and four counties in Region 3. Our top concerns outlined in the letter include:

- The current regions do not align with our service area, which causes issues when providing bundled services to families such as LIHEAP, Head Start/Early Head Start, Outreach services, Weatherization, and FaDSS.
- Services to families will be interrupted by the new changes because families in many counties will be required to work with new service providers.
- West Central Community Action has established community partnerships that provide additional and enhanced services to WIC families.
- We will compete with other Community Action Agencies for overlapping service territories.
- The proposed timeline is that the new Request for Proposal for WIC will be released early 2021 and will be implemented starting October 2021. The other RFP won't be released until 2022.

- We have consistently delivered high-quality WIC services for many years. Numerous clients over the years have provided feedback that our services and staff provide services at the highest level. We want to continue to provide high-quality services to all eight of our current counties.

We also proposed possible alternatives:

- Consider redesigning the regions with fewer disruptions to Community Action Agency service areas across the state. Region 2 and 3 could be divided vertically instead of horizontally.
- West Central Community Action Agency suggests that MCAH, I-Smile, and 1st, 5 territories could be combined while leaving the current WIC service area intact.
- As an alternative to redistricting, we believe establishing a statewide referral process, and MOU's between programs would increase service opportunities and be far less disruptive than the current proposal.

As of now we will have to wait to see what the State's response is and what the RFP states.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- We did have to temporarily close one of the Denison Early Head Start classrooms and the Harlan Early Head Start classroom due to COVID-19 but both have reopened. There have been additional staff absences but everyone is stepping up to make sure classrooms are covered.
- Included in the board packet was the Head Start/Early Head Start 2019/2020 parent survey and the Head Start/Early Head Start staff survey. Overall the parent surveys were good and it showed that we are making progress in a lot of areas. There were high marks for school readiness, food service, family engagement and goal setting. The lowest score was for transportation, as we are unable to provide those services in many areas. The Head Start/Early Head Start staff survey also showed improvement this year. Strengths included improved communication, supportive and focused leadership, maintained full enrollment and staff. Areas that continued to need work are communication, parent involvement, challenging classroom behaviors and onboarding of new staff. Overall the results showed progress from previous years and it shows that we are headed in the right direction.
- An Information Memorandum for the Office of Head Start regarding FY21 monitoring process for Head Start and Early Head Start was included in the board packet. We will be having Focus Area 2 monitoring sometime this school year and it will be conducted virtually. We will receive a letter 45 days prior to the start of the review. Staff have already been working on getting things ready.
- A copy of the Notice of Award that approved our request to use unobligated funds from last year for playground updates and curriculum was in the board packet. The total amount was \$163,610 and the funds will need to be spent by the end of the program year January 31. A big thank you goes to Keith for getting this accomplished.
- We currently have 201 children enrolled for Head Start and 71 children enrolled for Early Head Start. We decreased our capacity this year in our stand alone centers due to COVID-19. Head Start was decreased to 212 and Early Head Start to 76 so we are close to meeting enrollment numbers.
- Lavennia received calls last week from parents expressing concerns about the conduct of an Early Head Start Employee in Council Bluffs. Lavennia and Danni interviewed staff and investigated the complaint. It was identified that an employee had witnessed a particular incident and didn't report it to her supervisor or DHS. Lavennia reported the incident to the Office of Head Start, DHS and Child Care Licensing. They issued a report today that stated we received a non-compliance for discipline and that no further action was required as we handled the situation and there were no changes to our licensing status.
- Currently, there are 9 staff positions open that we are recruiting to fill.

STAFF REPORTS

The Directors present had nothing new to add to their reports.

FISCAL REPORT

Keith had nothing new to add to his report.

EXECUTIVE DIRECTORS REPORT

- The FY 2021 CSBG grant handout from DCAA states we will receive \$544,296 for FY 21, which is the same as our final award amount for FY20.
- The Weatherization program fully resumed services after completing step 3 and 4 of the reopening process.
- Kelly Mahlberg (Weatherization Director) continues to administer and process claims for the Iowa Eviction and Foreclosure Prevention Program. So far we have approved 150 applications for payment. Statewide the program has aided over 6,000 households with \$15 million in assistance.
- The first day of LIHEAP was October 1st for disabled and elderly (60+) clients. All clients can apply beginning November 1st. The outreach offices will be open Saturday, November 7th and January 9th from 8-12:00 and have extended hours the first three weeks of November to try to accommodate and make it more convenient for clients. As of today we have taken 1500 applications, which is right on track with last year. We did receive our start up contract of \$179,003. This is a reduction from last year's contract of almost \$2,000. We will be receiving amendments throughout the year.
- Wendy provided an update on the Fremont County Outreach Office State audit.
- WIC started back to having in person clinics at four sites per month. USDA has extended in person visit waivers until February 20, 2021. We have decided that we have safety protocols in place and staff feel comfortable holding a few clinics per month. We will monitor all locations to ensure the safety of clients and staff and are planning on going back to all in person clinics in January. The new Harlan WIC clinic and office space is complete.
- The FaDSS onsite review will be January 14th. We are still unable to have staff do home visits at this time per the State. They will not allow any services at this time to be in person.
- Due to COVID-19 Wendy will not be visiting offices or classrooms at this time. As soon as the restrictions are lifted she will start again.
- At the October 1st ICAA Board meeting, Lana Shope, Executive Director of ICAA for the past 15 years announced she will be taking a new job with the Community Action National Partnership and will be leaving the end of October. The board will now be actively looking for her replacement.
- We will be having a board meeting in November and Wendy thanked everyone for attending.

Trista McLaughlin made a motion to adjourn at 7:04 p.m. Walter Utman seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary

WCCA BOARD MEETING
November 17, 2020

The West Central Community Action Board of Directors was held November 17, 2020 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:00 p.m. Staff attending were: Keith Bruck, Lavennia Coover, Denny Lawson, Wendy Mueller, and Brittany Schoof.

ROLL CALL

John Hartkopf, Cass - Zoom
Jeri Vogt, Crawford- Zoom
Donna Childress, Crawford- Zoom
Connie McGee, Crawford- Zoom
Cynthia Williams, Fremont- Zoom
Walter Utman, Harrison- Zoom
Trista McLaughlin, Harrison- Zoom
Carol Vinton, Mills- Zoom

Pat Berendes, Montgomery- Zoom
Alan Armstrong, Page- Zoom
Lynn Grobe, Pottawattamie - Zoom
Bob Burnett, Pottawattamie- Zoom
Charles Parkhurst, Shelby
Bryan Swain, Shelby
Kris Olson Harmon, Shelby- Zoom

A quorum was declared.

Excused Absences:

Steve Barber, Cass
Dustin Sheldon, Fremont
Joan Martens, Harrison
Coleen Driscoll, Mills

Tom Brouillette, Monona
Lynn Bieler, Monona
Rose Maxwell, Page
Chris Ritter, Pottawattamie

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF OCTOBER MINUTES

Walter Utman made the motion to approve the October minutes, Alan Armstrong seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

PERSONNEL POLICY UPDATE APPROVAL

Everyone received copies of Personnel Policies #108 Conflicts of Interest, Ethics, The Hatch Act, & Religious Activities, #316 Weekly Disability Income Insurance, and #401 Timekeeping. The Personnel Committee met prior to the board meeting to review the policies. Denny explained all proposed changes to the board. Walter Utman made the motion to approve changes to Personnel Policies #108 Conflicts of Interest, Ethics, The Hatch Act, & Religious Activities, #316 Weekly Disability Income Insurance, and #401 Timekeeping and the entire WCCA Personnel Policy Manual. Kris Olson Harmon seconded. Motion carried.

2021 EMPLOYEE HOURLY RATE INCREASE APPROVAL

Keith stated the Personnel Committee discussed the 2021 Employee Hourly Rate Increase options prior to the board meeting. Keith already budgets annual raises into all program yearly budgets. The Personnel Committee recommended to the board a 2.7% + \$0.20 raise effective February 1, 2021 for all employees. Alan Armstrong made the motion to approve the 2021 Employee Hourly Rate Increase of 2.7% + \$0.20. Walter Utman seconded. Motion carried.

FY 2020 CSBG FINAL PROGRAM REPORTS

Brittany presented the FY 2020 CSBG Final Program Reports. She reviewed the following four reports: Year-End Report (YE), Agency Resources Report, 2020 National Performance Indicators (NPI) and 2020 Supplemental National Performance Indicators (NPI) Report. National Performance Indicators targeting for FY 2021 will be due in January 2021. She stated that the annual CSBG report collects information about the entire Agency. It is a comprehensive look at the Agency's accomplishments over the past year. WCCA served 15,546 individuals and 6,707 households during FY 2020. The report was submitted to DCAA on October 29, 2020. She thanked all the program directors for providing her with the required documentation to complete the reports.

PROPOSED CHANGES AND APPROVAL OF THE WEST CENTRAL COMMUNITY ACTION BOARD OF DIRECTORS BY-LAWS

Wendy explained that additions are highlighted in yellow and anything crossed out is proposed to be removed. Wendy went through each proposed change, 7.05 the proposed is to add video to members participating through technological means since are meetings are conducted via Zoom. Item 8.02 the proposed change states that officers have the option for re-election for an additional term and removing that no officer elected to an office shall serve as an officer in the same office for more than one term. Bryan Swain also reviewed the by-laws. Walter Utman made the motion to approve the changes to the WCCA By-Laws. John Hartkopf seconded. Motion was carried. All Board of Directors will receive an updated copy at the January board meeting and will sign off that they received them.

HS/EHS 2021-22 ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE CRITERIA APPROVAL

Lavennia explained each proposed change to the criteria and eligibility points. Changes included additional points for EL- 100% Poverty or below. Lavennia stated they also reorganized the Family Crisis category, renamed High Risk Family to Abuse and Neglect, added ACE's Indicators, and removed Health. The changes were taken to Policy Council on November 12, 2020 and approved. Carol Vinton made the motion to approve the changes to the HS/EHS 2020-21 Eligibility, Recruitment, Selection, Enrollment & Attendance Criteria. Alan Armstrong seconded. Motion was carried.

PROPOSED CHANGES AND APPROVAL OF THE HEAD START POLICY COUNCIL BY-LAWS

Lavennia presented the proposed Head Start Policy Council By-law changes. The changes were approved by Policy Council at the November 12, 2020 meeting. Changes include: Section 1- Regular meetings of the Policy Council will be held a minimum of six (6) times per year before the WCCA Board of Directors meeting schedule. The meetings will be schedule at a minimum during the months of January, March, May, August, October and November. Section 5- A quorum shall consist of 1/3 of all counties must be represented of the current counties membership, of which fifty one percent (51%) must be Head Start Parents. Members may participate through technical means (such as conference call or video) and shall be considered to be in attendance. Section 7- The Executive Board, along with the Head Start Director, has the power to conduct business of the Policy Council between the regular meetings or in the event of not meeting the quorum. Carol Vinton made the motion to approve then Head Start Policy Council By-laws with the recommended changes. Alan Armstrong seconded. Motion was carried.

HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Lavennia explained the changes to the Reporting Suspected Child Abuse and Neglect policy. The policy changes have already been approved by Head Start Policy Council. Walter Utman made a motion to approve the Head Start/Early Head Start Policy changes, Carol Vinton seconded. Motion carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- The 20-21 Head Start/Early Head Start grant was submitted on October 28, A big thank you to Keith and Lavennia for completing it.

- There was a Program Instruction ACF-PI-HS-20-06 in the board packet for Consolidating Head Start grants including Early Head Start Child Care Center Partnerships. This is for information only as it does not pertain to our agency as we don't have any Early Head Start Child care partnerships.
- We are still working on our enrollment numbers. We currently have 198 (212) for Head Start and 74 (76) for Early Head Start.
- There was a parent complaint on November 2 about the treatment of her child in a Head Start classroom by both the teacher and assistant teacher. Lavennia reported it to DHS, interviewed the staff and submitted the incident report to Region VII. DHS and Child Care licensing interviewed the staff and child and it was determined there was no evidence that either staff caused any harm.
- With the Governors recent proclamation, all children over the age of two will be required to wear masks. Lavennia added we were already in the process of implementing this requirement. There are a few school districts that have gone all virtual. Our stand alone classrooms in those districts are going to remain open at this time. We have PPE equipment and a cleaning regiment in place to keep staff and children safe. We have hired four new staff for Head start and are continuing to advertise for eight more.

FREMONT COUNTY STATE AUDITORS REPORT DISCUSSION

Staff were dismissed and the meeting went into closed session. Alan Armstrong made a motion to end closed session, Bob Burnett seconded. Motion carried.

DECEMBER BOARD MEETING

Wendy stated in the past the board decides on whether we have a December meeting or not, if anything were to arise that needs addressed, we will have an Executive Committee meeting. Walter Utman made the motion not to have a December board meeting, Alan Armstrong seconded. Motion carried.

STAFF REPORTS

Directors were not present.

FISCAL REPORT

Keith had nothing new to add to his report.

EXECUTIVE DIRECTORS REPORT

- Included in your board packet was a LIHEAP program notice regarding application methods. The state issued guidance effective November 1, that Community Action Agencies cannot do in-person LIHEAP applications until further notice due to COVID-19 concerns. Prior to this notice we had been doing a hybrid model of in person, mail or phone applications. All in-person applications were by appointment only and we had purchased various PPE equipment for all the offices to keep staff and clients safe. With this new change we will allow clients to drop off their documents at the front desk and leave or they can schedule an appointment for a phone application or mail their application in. Clients can now completed applications on-line. The Saturday application days have been cancelled due to this change but we will still offer extended hours during the month of November.
- Wendy participated in the FaDSS Council work group committee meeting on October 30. The committee was formed to help determine a formula on how to allocate limited funding for the FaDSS program across all grantees. The FaDSS Council has determined the best way to achieve goals of need and program costs while maintaining a statewide program is to modify service area boundaries. This means that the grant will become competitive, there will be fewer grantees and our service area will be different. This is very similar to what WIC is doing and impacts our Community Action service area. This change will be implemented with the new three year grant cycle starting July 1, 2022.
- A letter from the Iowa Department of Public Health was included in the board packet. The letter is to confirm our State WIC clinic visit on November 19. The visit will be conducted remotely due to COVID-19. The review is to monitor our compliance with federal regulations and state policies. Based upon feedback that

agencies provided to the State regarding WIC, Maternal Health, I-Smile and First Five new service boundaries. It was determined to delay the WIC RFP until FY 2023, which means it will start October 1, 2022. They will also be issuing three contracts per region instead of two for WIC, Maternal Health/I-Smile, and First Five. They also changed the proposed map, unfortunately nothing changed for our service area as our territory is still split in two. We are going to have to work with other community action agencies to retain our current 8 county service area. A thank you goes out to Amanda Blum and the WIC staff for completing the FY 2020 Annual WIC report. Our FY 2020 WIC participant average was 1,504 which is down from our FY19 average of 1,640. For FY 21 our assigned participation is 1,542 and our October participation was 1,567, which is 101%. So we are starting off FY 21 well and we are hoping to continue the upward trend. We are assessing on a weekly basis about holding in person clinics vs remote services. Of the clinics we have held, very few people make appointments for in person.

- As part of the CCR&R contract requirements we are required to have a member present on the board that is involved with childcare. Brandi Snow who is no longer is on our board, who was a childcare director used to fill that requirement. Wendy asked the board the following questions: Are any of you a parent or guardian of a child in childcare? No. Are any of you involved or operate a childcare? No
- We are continuing to monitor the rising numbers of COVID-19. Masks are required for all employees and anyone entering our offices. All staff are at least 6 feet apart in their work stations. At this time we are not allowing staff to work from home. We are following the Governors proclamation and if she starts closing businesses again we will reevaluate teleworking. At this time, The Office of Head Start has not released any information in regards to paying staff if we would have to close centers. We are trying to do what is best for staff, the agency and the clients that need our help.
- Wendy has begun attending County Board of Supervisor meetings either in person or by phone, to talk about the services West Central Community Action provided in FY 20. She has met with Cass and Crawford Counties already.

Wendy wished everyone and their families a wonderful Thanksgiving and is thankful that everyone takes the time to serve on our board. Wendy appreciates your dedication to WCCA, our staff, and the many programs that we administer.

Alan Armstrong made a motion to adjourn at 7:14 p.m. Walter Utman seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary