

WCCA BOARD MEETING
March 19, 2019

A meeting of the West Central Community Action Board of Directors was held March 19, 2019 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:15 p.m. Staff attending were: Deb Martens, Ivy Nielsen, Keith Bruck, Molly Cummings, Amanda Blum, Dena Matthews, Lavenia Coover, Denny Lawson, and Wendy Mueller.

ROLL CALL

John Hartkopf, Cass- Phone	Lynn Bieler, Monona
Steve Barber, Cass	Tim Tropa, Monona
Jeri Vogt, Crawford	Rudy Kinard, Montgomery
Donna Childress, Crawford	Will Brown, Montgomery
Connie McGee, Crawford	Lynn Grobe, Pottawattamie
Walter Utman, Harrison	Chris Ritter, Pottawattamie
Trista McLaughlin, Harrison	Charles Parkhurst, Shelby
Joan Martens, Harrison-Phone	Bryan Swain, Shelby

A quorum was declared.

Excused Absences:

Dustin Sheldon, Fremont	Brandi Snow, Montgomery
Becky Fichter, Fremont	Alan Armstrong, Page
Carol Vinton, Mills	Chris Gibson, Page
Coleen Driscoll, Mills	Rose Maxwell, Page
Tom Brouillette, Monona	Samantha Noel, Pottawattamie

SEATING OF NEW BOARD MEMBER

Wendy stated a Low-Income election was held February 28th at our Shelby County WIC Clinic for Kris Olson Harmon to serve as the Low-Income Representative for Shelby County. Kris currently is an Independent Child Activist and facilitates Children in the Middle Class 4th Judicial District. She has 40 years of experience in education including Elementary Interventionist, Middle School and High School Guidance Counselor, At-Risk Counselor and English Teacher. Walter Utman made a motion to seat Kris Olson Harmon, Low-Income Representative for Shelby County to the West Central Community Action Board of Directors, Will Brown seconded. Motion was carried.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were two additions to the agenda. #8 FY 2018 CSBG Budget Amendment Request and #9 FY 2019 CSBG Budget Amendment Request. Charles Parkhurst made the motion to approve the additions to the agenda. Chris Ritter seconded. Motion was carried

APPROVAL OF FEBRUARY MINUTES

Updated February minutes were handed out tonight and emailed to those not in attendance. Charles Parkhurst made the motion to approve the February minutes. Walter Utman seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

PLANNING AND EVALUATION COMMITTEE MEETING

The Planning and Evaluation Committee met prior to the Board Meeting. Wendy updated the committee on the 6-month FY 2019 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 Wendy's staff report. Wendy then reviewed the FY 2020 CSBG grant application and NPI's. It is a full grant application this year that is due June 7th. The agency can use the Community Needs Assessment Executive Summary for 3 years to help determine what CSBG funds should be used for as well as other agency resources to combat poverty in our 10 county service area. It was last updated in 2018. Wendy 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.

STRATEGIC PLANNING COMMITTEE REPORT

The Strategic Planning Committee met March 15, 2019. The committee reviewed the 6 month NPI reports for FY 2019 and FY 2020 CSBG Grant application. The Strategic Plan was then reviewed and everyone received the updated copy as a handout tonight. Wendy stated all goals are making nice progress except for the implementation of the entry/exit security measures at all agency facilities, which has not been started to date. Danielle Hale, from CCR&R provided a wonderful presentation on the new website development, and how the use of social media is vital in getting the message out about WCCA and our services. Wendy encouraged everyone to follow WCCA on Facebook and Twitter. A couple of goals have been: the agency personnel policies and bylaws have been reviewed by an attorney, which needs to be done every 5 years for CSBG organizational standards and the CACFP program has distributed marketing materials to the outreach offices and community bulletin boards. All other goals are right on track and the committee will meet again in October to analyze the final results and create the FY 2020 Strategic Plan.

Every five years we have to review the agency's mission statement, vision, belief and values statements and it must be approved by the Board of Directors. This is another CSBG organizational standard. Wendy presented ROMA training on mission statements to the committee. The committee reviewed the mission statement and decided to keep the same mission statement we currently have which is "Empowering families and individuals to achieve their highest potential." The committee then reviewed the vision statement and will keep it the same which is "Enhanced quality of life for communities, families and individuals." We feel both statements represent what WCCA does and who we are. The committee then reviewed the beliefs and values statements and made several changes to "Service, Quality Performance and Collaboration" The committee did a great job in reviewing and updating all the statements. The Beliefs and Values are as follows: We Believe... Dignity- In treating everyone with dignity, respect and compassion. Self-Sufficiency- Opportunities through our programs minimize barriers and lead to increased self-sufficiency. Service- Our priority is to serve the best interests of individuals, families, and the community as a whole. Organizational Culture- Open communication, dedication, creativity, and cooperative relationships are essential to our success. Quality Performance- Excellence in service is solution-based and data driven with transparency and accountability. Collaboration- Partnerships are mutually beneficial to individuals, families, communities, and West Central Community Action. The Strategic Planning Committee is requesting board approval to accept the agency's mission, vision and beliefs and value statements and that all Agency programs and services are aligned with our mission and addresses poverty. Charles Parkhurst made the motion to approve that the Agencies programs and services are aligned with the mission statement and addresses poverty, Will Brown seconded. Motion was carried.

NOMINATING COMMITTEE REPORT

Trista McLaughlin stated the committee consists of Lynn Grobe, Lynn Bieler and Carol Vinton. The committee has been unable to meet due to the impended flooding conditions but so far has nominated Charles Parkhurst as

President, Joan Martens as Vice-President, and Lynn Bieler potentially for Secretary. Election of Officers will be held at the April 16, 2019 Annual Meeting. Election Ballots will be available for write-in candidates as well.

FY 2019-22 FADSS RENEWAL APPLICATION APPROVAL

We have received our grant renewal funding application for the three year period beginning July 1, 2019. This is a non-competitive renewal process and we are projecting to receive annual federal and state funding in the amount of \$401,347.00. We employ a Program Director and 5 Family Development Specialists that work with a caseload of 105 families. The program is home based and helps families overcome barriers and develop plans that will lead to self-sufficiency. We are requesting board approval of our three year FaDSS Renewal Application to the Division of Community Action Agencies. Chris Ritter made the motion to approve the three year FaDSS Renewal Application to the Division of Community Action Agencies. Lynn Bieler seconded. Motion was carried.

FY 2020 ECI AREAS RFP APPROVAL

Everyone received the SFY 2020 Early Childhood Iowa Areas Request for Proposals. Last year we received \$253,950.00 and we are applying for \$281,200.00 for SFY 2020. 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. Rudy Kinard made the motion to approve submitting the FY 2020 ECI Areas RFP's as they are received. Chris Ritter seconded. Motion was carried.

FY 2020 WIC FUNDING APPLICATION APPROVAL

We have received notice to submit our funding application for the WIC Program beginning October 1, 2019 through September 30, 2020. This is the second 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 1,650. During FY 2018 the WIC Program provided program services to 2,642 participants and distributed \$1,173,920 in food benefits. The application is due by 4:00 p.m. on April 29, 2019. We are requesting board approval to submit this application in the amount of \$391,070.00. Chris Ritter made the motion to approve submitting the FY 2019 Funding Application. Lynn Bieler seconded. Motion was carried.

AMENDED BY-LAW APPROVAL

Wendy stated that every five years our By-Laws need reviewed by an attorney. This was completed in February by Attorney Ray Aranza. Bryan Swain also reviewed the by-laws and his suggested changes are noted as well. Wendy explained that additions are highlighted in yellow and anything crossed out is proposed to be removed. Wendy went through each proposed change, a majority of the changes are grammatical. 6.02 B proposed changes to post low-income election notices in agency offices instead of posting notices in the newspapers and to also remove alternates for both low-income and private representatives. 6.02 D the proposed change states there are no limits on the number of years directors can serve. 7.01 the proposed changes are to have a minimum of 6 meetings per year instead of 8 meetings per year and that if a quorum is unable to be obtained for a meeting, the Executive Director or CSBG Director will cancel the meeting. Wendy stated that with moving from 8 to 6 meetings per year proposed meetings being held in January, March, May, August, October and November. This would not start until after May 2019. Monthly staff reports will still be sent to all Board of Directors. If there would be a need for a meeting outside a normal board meeting, an Executive Committee meeting would take place. Wendy asked the Directors if they would be interested in moving up the time of the board meetings. It was suggested to start at 6:30 instead of 7:15. Committee meetings would then start 1 hour before the board meetings. Wendy stated we will create a survey and send it out to all Directors and see what time frame would work for the majority of Directors. 7.02 the proposed change is to move the annual meeting from April to May. This change would not take effect until the 2020 annual meeting. 7.04 the proposed change is to move notice of special meetings time, place, and purpose of the meeting from 5 days' notice to 2 days'

notice. Lynn Grobe made the motion to approve the changes to the WCCA By-Laws. Rudy Kinard seconded. Motion was carried. All Board of Directors will receive an updated copy at the April board meeting and will sign off that they received them.

FY 2018 CSBG Budget Amendment Request

Wendy stated that the budget amendment reflects the changes in direct staff time and supplies being budgeted into CSBG for FY 2018. Charles Parkhurst made the motion to approve the FY 2018 CSBG Budget Amendment Request. Walter Utman seconded. Motion was carried.

FY 2019 CSBG Budget Amendment Request

Wendy stated that the budget amendment reflects the changes in direct staff time and supplies being budgeted into CSBG for FY 2019. Rudy Kinard made the motion to approve the FY 2019 CSBG Budget Amendment Request. Will Brown seconded. Motion was carried.

STAFF REPORTS

Wendy opened by introducing Amanda Blum the new WIC Director and Dena Matthews the new Outreach Director. Ivy Nielsen is the new LIHEAP Director and will continue as the SCSEP Director and Brittany Schoof is the new CSBG Director and will continue doing the Executive Secretary duties. Ivy reported that SCSEP participants are back to 20 hours starting March 23rd. She has recertification meetings on March 22nd and gained two more unsubs for a total of nine. Molly stated Mathematica has been extended to October 2019. Her on-site review is in May. Molly is also helping with Disaster Case Management in Pottawattamie County. Amanda is working on the WIC FY 2020 grant that is due April 29th. Currently, WIC is looking for a dietitian/nutrition coordinator and support staff. Staff will be attending a breastfeeding conference in May. Deb stated that CCR&R now has a mobile app. Deb is continuing to work on grants and will be submitting the Boost4Families grant tomorrow. Lavennia informed everyone that Head Start had a number of families lose their homes due to flooding. The Glenwood classroom is shut down until water is back up and running and then they will supply bottled water for drinking. She attended ERSEA training the beginning of March and brought back a lot of valuable information. Lavennia also provided the board with the Management Wheel and Head Start Performance Standards that were discussed at the WCCA Board of Directors and Policy Council training in February. Staff are continuing to recruit to have full enrollment for Head Start and Early Head Start. Wendy informed everyone that clients can still apply for LIHEAP and we are currently up on applications this year. Moratorium ends April 1st. Denny has officially moved offices and his previous office is now used for an employee orientation and training room. He has been busy cleaning up water issues from last week's flooding.

FISCAL REPORT

Keith stated the audit was submitted. He is busy working on RFP's and closeouts for Head Start.

EXECUTIVE DIRECTORS REPORT

- Wendy went over the additional handouts. Included was a letter to Gwen Howe, State Weatherization Bureau Chief, on the corrective work completed in February. This letter is in response to our onsite review conducted in January, by Chris Bracey. It was one of the best onsite reviews ever conducted. We had one finding that required corrective work which has been completed. A big thank you goes out to Kelly and his team. We also received our DOE contract for the new contract year in the amount of \$313,393.00.
- We received a letter from the Department of Public Health regarding an onsite WIC clinic visit on April 15th in Glenwood.
- WCCA will be offering Long term disability to all employees working 25 hours or more per week. The plan also includes an Employee Assistance Program which provides services to employees to help maintain a healthy and productive work environment. The EAP provides assessment and referral services, legal and financial services, work-life benefits, and resources. Several Community Action agencies in Iowa have an

EAP program and it will be beneficial for our employees. The plan also has another component called WellVIA, which provides access to doctors 24/7. These new benefits will start April 1, 2019.

- Wendy provided an informational sheet on CSBG since we have a number of new directors. CSBG was enacted in 1981 and provides flexible funding to Community Action Agencies to support their efforts in fighting poverty.
- The US Department of Health and Human Services issued an IM to all Head Start/Early Head Start agencies affected by disasters. We need to make sure we are assisting families even if a classroom or center is not operating due to a disaster. Program staff are to support families in meeting their basic needs, including nutrition, health, mental health and alternative care for their children. We also need to try to resume services as soon as possible but we have to make sure that our buildings are safe for children including outside space. Any age eligible child from a family that has had to abandon their home because of a disaster should be considered homeless and these children are eligible for Head Start services due to loss of housing. Head Start has had several classroom closures and late starts due to the weather since our last board meeting. We did not meet the enrollment requirement of 97% for Early Head Start, we had 95% for the month of February. We did meet the requirement for Head Start. This is just one month of under enrollment, it is not a concern until we don't meet the goal of 97% for four consecutive months. Due to the flooding we might be incurring more classrooms not being fully enrolled. Lavennia, Keith, Amy Tuma, and Wendy have met with the Atlantic, Fremont/Mills, Shenandoah, and Clarinda school districts so far to discuss partnerships for the upcoming school year. We will be meeting with other school districts later this month and in April. The new grant proposal indicated that we would partner with at least 8 maybe 9 school districts for the 2019-2020 school year. We had 2 reported incidents involving the Head Start program. Lavennia has reported both incidents to the Head Start Regional Office and appropriate action was taken.
- With the recent flooding both the Iowa Individual Assistance Grant Program and Disaster Case Management Program have been implemented for Crawford, Fremont, Harrison, Mills, Monona, Montgomery, Page, Pott and Shelby counties. Clients who are eligible may receive up to \$5000.00 in reimbursement for items lost during the disaster. Individuals up to 200% of poverty are eligible and have 45 days to submit a claim. Individuals can apply at the outreach offices whose counties are affected. Dena has been extremely busy with getting the program implemented in all the counties.
- Keith, Denny, Trista, Lana Shope, Executive Director of ICAA, and Wendy had a conference call with the State Auditor's office on Monday, February 25. There has been a complaint issued to the state, by an entity in Fremont County in regards to outreach office operations. They talked about how the audit would be conducted and the approximate time frame, they thought it would take approximately two weeks, however to our knowledge it is still going on.
- The Child and Adult Care Food Program which promotes good nutrition and positive eating habits in registered home child care providers will have an onsite home visit review March 26 and 27th. They will be visiting 7 of our registered in-home childcare providers. They will be visiting providers in Woodbine, Denison, Kiron, Red Oak and two in Clarinda. The reviewer will be observing daily operations and making sure that the providers are in compliance with all the CACFP rules and regulations.
- Iowa Community Action Association (ICAA) has a mentor program for new Executive Directors. Wendy participated in her first call in February with Arlene McAtee from MICA located in Marshalltown. She has been an executive director for many years. This is a great opportunity for her to learn from other experienced directors in the state.
- On March 25th at 10:00, we will have the Shelby County Chamber of Commerce at the admin building to do an ambassador visit since the agency has a new executive director. Board of Directors are welcome to attend. It is a great way to showcase West Central Community Action and our programs.
- Wendy has also attended the CCR&R and Head Start Management team meetings so far and plans to attend additional program staff meetings in the future.
- Wendy, Keith, Lavennia, and the fiscal department will attend the Wipfli conference in Des Moines April 2-4th.

- It is a CSBG requirement that all new board members must receive orientation within 6 months of being seated. We will hold a training for new board members on April 16 at 6:00, before the board meeting. If you cannot attend in person we will have the call in option available that evening for the training as well.

Charles Parkhurst made a motion to adjourn at 8:16 p.m. Rudy Kinard seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary