

WCCA BOARD MEETING  
January 15, 2019

A meeting of the West Central Community Action Board of Directors was held January 15, 2019 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:15 p.m. Staff attending were: Ivy Nielsen, Wendy Mueller, Kelly Mahlberg, Deb Martens, Molly Cummings, Keith Bruck, Lavennia Coover, Denny Lawson, and Brittany Schoof. Additional staff in attendance was Suzette Bates-Leal.

ROLL CALL

Steve Barber, Cass	Tom Brouillette, Monona
Eric Skoog, Crawford	Lynn Bieler, Monona
Becky Fichter, Fremont	Will Brown, Montgomery
Walter Utman, Harrison	Chris Ritter, Pottawattamie
Trista McLaughlin, Harrison	Charles Parkhurst, Shelby
Coleen Driscoll, Mills	Bryan Swain, Shelby- Phone

A quorum was declared.

Excused Absences:

Joan Martens, Harrison	Chris Gibson, Page
Carol Vinton, Mills	Rose Maxwell, Page
Brandi Snow, Montgomery	Samantha Noel, Pottawattamie
Alan Armstrong, Page	

SEATING OF NEW BOARD MEMBERS

Wendy introduced the following new Board Members: John Hartkopf, Cass County Board of Supervisor, will serve as the Public Representative for Cass County. Donna Childress was nominated by Crawford County Community Services to serve as the Private Representative for Crawford County. A Low-Income election was held January 7th at our Crawford County WIC Clinic for Connie McGee to serve as the Low-Income Representative for Crawford County. Connie also serves as the Secretary/Treasurer for TAP in Denison and is a past WCCA Crawford County Outreach Specialist. Dustin Sheldon, Fremont County Board of Supervisor, was unable to make it tonight, but he will serve as the Public Representative for Fremont County. Rudy Kinard, Montgomery County Board of Supervisor, will serve as the Public Representative for Montgomery County. Wendy stated we were informed after the Agenda was mailed that Lynn Grobe, Pottawattamie County Board of Supervisor, will serve as the Public Representative for Pottawattamie County. Walter Utman made a motion to seat John Hartkopf, Public Representative for Cass County, Donna Childress, Private Representative for Crawford County, Connie McGee, Low-Income Representative for Crawford County, Dustin Sheldon, Public Representative for Fremont County, Rudy Kinard, Public Representative for Montgomery County, and Lynn Grobe, Public Representative for Pottawattamie County to the West Central Community Action Board of Directors, Eric Skoog seconded. Motion was carried. Wendy read a letter from Judy Knapp to the Board of Directors stating that she has resigned from the West Central Community Action Board of Directors Low-Income Position for Shelby County. Wendy thanked Judy for her service to West Central Community Action and Shelby County. Wendy introduced Tim Trepa from Monona County Veteran Affairs. Tim is interested in serving as the Low-Income Representative for Monona County. Trista McLaughlin had everyone go around the room and introduce themselves to the newly seated Board of Directors.

## ADDITIONS OR AMENDMENTS TO THE AGENDA

#7 Weatherization Contract Designee Approval. Walter Utman made a motion to approve the addition, Charles Parkhurst seconded. Motion was carried.

## APPROVAL OF NOVEMBER MINUTES

Chris Ritter made the motion to approve the November Minutes. Lynn Bieler seconded. Motion was carried.

## OLD BUSINESS

Trista McLaughlin stated that after Joel Dirks retirement at the November 21, 2018 Board of Directors meeting, Wendy Mueller was appointed the Interim Executive Director and Keith Bruck as Deputy Director by the West Central Community Action's Executive Committee. We are requesting approval by the entire West Central Community Action's Board of Directors appointing Wendy Mueller as the Interim Executive Director and Keith Bruck as Deputy Director retroactive back to November 22, 2018. Eric Skoog made the motion to approve Wendy Mueller as the Interim Executive Director and Keith Bruck as Deputy Director, retroactive back to November 22, 2018. Walter Utman seconded. Motion was carried.

## NEW BUSINESS

### EXECUTIVE COMMITTEE REPORT

Everyone received a copy of the Executive Committee minutes from the November 28, 2018 meeting. Wendy stated that the Executive Committee approved not having a December board meeting, moving the EFSP meeting to January, approving the FY 2019 CSBG Budget Amendment and the CSBG, FaDSS, LIHEAP, and Weatherization Contract Designee so Wendy and Keith can sign contracts on behalf of the WCCA Board Chairperson. The Executive Directors hiring process was also approved.

### PLANNING AND EVALUATION COMMITTEE REPORT

#### HS/EHS 2019-20 ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE CRITERIA APPROVAL

Lavennia stated that the Planning and Evaluation Committee met prior to the board meeting to discuss the HS/EHS 2019-20 Eligibility, Recruitment, Selection, Enrollment & Attendance Criteria. Lavennia went through each change to the criteria and eligibility points. Additions included Public Assistance (TANF) within last 12 months, Poverty of 100% and below were put into one category, 3 and 4 year old age categories, and if a family has moved in the past 12 months, 2 to 5 times in the past 12 months or 6 to 10 times in the past 12 months. It was taken to Policy Council on January 10, 2019 and approved. Steve Barber stated that Policy Council felt it is much more simplified and easier to understand. Wendy agreed and thanked Lavennia. Steve Barber made the motion to approve the changes to the HS/EHS 2019-20 Eligibility, Recruitment, Selection, Enrollment & Attendance Criteria. Lynn Grobe seconded. Motion was carried.

### PERSONNEL COMMITTEE REPORT

#### 2019 EMPLOYEE HOURLY RATE INCREASE APPROVAL

Keith Bruck stated that everyone received a copy of the Office of Head Start letter informing us that the FY 2019 COLA is 1.77%. COLA funding for Head Start is \$54,559 and for Early Head Start is \$22,527 for a total of \$77,086. Keith recommended to the Personnel Committee a 2019 hourly rate increase of 2% + \$0.25 for all eligible Agency employees, effective February 1, 2019. Keith reminded everyone that last year, all employee anniversary dates were changed to February 1<sup>st</sup>. All program budgets can support this increase. Eric Skoog made the recommendation to the Board of Directors that the 2019 Hourly Rate increase be 2% + \$0.25 for all eligible Agency employees. Lynn Bieler made the motion to approve the 2019 Employee Hourly Rate Increase of 2% + \$0.25, effective February 1, 2019. Walter Utman seconded. Motion was carried.

## PERSONNEL POLICIES

Denny Lawson handed everyone a copy of Personnel Policies #103 Equal Employment and Program Services Opportunity, #305 Holiday, and #516 Family Members in the Workplace that the Personnel Committee discussed prior to the board meeting. Denny stated that on PP#103 we need to remove the 1-800 phone number as that will be a direct line to WIC with our phone system upgrade. Calls can be made to the WCCA main phone number as already stated. PP#305 include two additional Holidays for WCCA employees. The additions include Martin Luther King Day effective January 2020 and Christmas Eve effective 2019. Steve Barber asked if this is for all employees. Eric Skoog stated yes, Denny does a comparison report amongst the other CAP agencies in Iowa every two years and WCCA was in the bottom third on the number of Holidays offered. PP#516 is a new policy. Denny let everyone read it and would answer any questions. There were no questions. Charles Parkhurst made the motion to approve changes to Personnel Policies #103 Equal Employment and Program Services Opportunity and #305 Holiday and accept new PP#516 Family Members in the Workplace and approve the entire WCCA Personnel Policy Manual. Will Brown seconded. Motion carried.

## ANNUAL BOARD OF DIRECTORS MEETING

Wendy stated that each year our Annual Meeting in April is held offsite. Attendance has continued to decrease over the past few years. We still need to have an Annual Meeting but it can be done at WCCA as a regular board meeting. Our Annual Meeting will be April 16<sup>th</sup> this year. There was discussion and the Board of Directors and Management Staff agreed on having it here at WCCA rather than offsite.

## WCCA BOARD OF DIRECTORS VACANCY UPDATE

Wendy thanked Molly Cummings for her help recruiting new Board of Directors. Wendy stated that Eric Skoog will be going off our Board this month and will be replaced by Jeri Vogt, Crawford County Board of Supervisor. We will seat Jeri at the February Board of Directors meeting. Crawford County is now fully seated. Wendy already mentioned that Tim Trepa from Monona County Veteran Affairs is interested in serving as the Low-Income Representative for Monona County. Wendy has been in contact with someone from Mills County but they will not know for sure until spring, so Wendy will reach back out to the individual at that time. Molly did contact someone for Fremont County but they declined. We still need a Low-Income Representative for Cass County and Shelby County. Wendy does have someone in mind for Shelby County and will be reaching out to them.

## HEAD START & EARLY HEAD START PROGRAM UPDATE

Wendy stated the Head Start grant was submitted November 25<sup>th</sup> and we received 4 confirmation emails. We do know other agencies submitted applications. We will find out what decision was made by June 30, 2019. At the September 18<sup>th</sup> Board of Directors meeting we discussed that our Early Head Start Slots were being reduced from 131 to 103 slots effect immediately. This equals a funding decrease of \$346,234.00. However, no changes were made until December 2019. There will be \$114,000.00 supplemented by the State Early Head State program for Early Head Start Home based employees. The remaining balance is being cut by not filling a few Early Head Start positions and moving office space in Red Oak and Council Bluffs. There are projected unused funds from Head Start of approximately \$206,000.00 that will be sent back, which means we still have a projected shortfall of \$25,000.00. In years past Head Start has approved shortfalls and not requested additional funds. Wendy just wanted to make everyone aware in case we have to return funds. The new Early Head Start contract for February 1, 2019 reflects the new contract amount of \$1,302,499.00. We have been fully enrolled for both Head Start and Early Head Start which is 97% since November 2018. We are trying very hard to maintain full enrollment. The Glenwood classroom extended holiday break due to both the Teacher and Assistance Teacher resigning before the holiday. We are conducting interviews and hope to open the classroom February 4, 2019. We are continuing to look for Head Start and Early Head Start staff and are conducting interviews weekly. We need to have a joint training on the Head Start Performance Standards with our Board of Directors and Head Start Policy Council. Policy Council picked either Saturday, February 9<sup>th</sup> or February 23<sup>rd</sup>

from 10:00 to 2:00 p.m. at the Harlan Admin Office. There was discussion and the Board of Directors picked February 9<sup>th</sup> to have the training. Head Start will send everyone an invitation for the training.

#### WEATHERIZATION CONTRACT DESIGNEE APPROVAL

The Chairperson of the Board of Directors is the official authorized to execute any amendments related to the Weatherization contracts (DOE, HEAP, IPL, MEC, and BHE). We are requesting board approval to allow Trista McLaughlin as Board President to designate the Executive Director and Fiscal Officer to execute amendments on behalf of the Chairperson of the Board of Directors. Charles Parkhurst made the motion to approve the Executive Director and Fiscal Officer to execute amendments on behalf of the Chairperson of the Board of Directors. Tom Brouillette seconded. Motion was carried.

#### STAFF REPORTS

Wendy informed everyone that our WIC Director, Stephanie Mayne, resigned and her last day was January 11<sup>th</sup>. Stephanie took a job at CHI Hospital in Omaha and will be closer to her family. We are currently interviewing for the WIC Director position. Wendy added that during the holiday season, the WCCA Outreach offices assisted over 400 families with donations totaling almost \$80,000.00. Ivy has upcoming Host Agency Meetings. Beginning January 26<sup>th</sup>, SCSEP Participants hours will go from 20 hours per week to 15 hours per week. This is hopefully temporary to help with the funding shortfall. She is still taking applications and currently has a wait list. Kelly stated that the State will be in next week to do on-site inspections. He will report on that next month. Molly had 1 staff member resign. Currently, our FaDSS program has been the only Agency to meet our quota 4 months in a row for the State wide Mathematica project. FaDSS Day on the Hill is January 16, 2019 and Wendy will be attending this year. Deb stated Early Childhood Iowa Day on the Hill is January 17, 2019. Dawn Oliver with the Iowa Woman's Foundation is working with Iowa to combat the barriers woman face with daycare and trying to go to work. Danielle Hale who replaced Carol Jensen will be working on that project. Lavennia informed everyone that an updated Board Report was on the table tonight. They are continuing to fill jobs and hope to be 100% enrolled in both Head Start and Early Head Start.

#### FISCAL REPORT

Keith had nothing new to add to his report but stated the Audit was done last week and there will be a Finance Committee meeting with the Auditor in February. Steve Barber asked if he could explain the budget cut. Keith stated it was for Early Head Start. There was a budget cut previously for Head Start where some staff were let go. We are trying to moving individuals around so we do not have to cut Early Head Start staff.

Trista McLaughlin stated that there will be interviews next week for the Executive Director position. We hope to have that individual in place by March 1, 2019.

#### EXECUTIVE DIRECTORS REPORT

Wendy first thanked the Management Team for their continued hard work and dedication to WCCA & our clients the past 6 weeks. She also thanked Trista for her help and guidance, she has been amazing. Wendy finished her last County Board of Supervisor meeting in Page County today. She thanked all the counties for their continued support and thanked Keith for attending most of the meetings with her. A new IT Specialist has been hired and will start February 4, 2019. Wendy thanked Keith and Brittany for their IT support these past months. The WCCA Admin building is upgrading the phone system this month. The system is being purchased out of our building fund and will be capitalized over 10 years. With the new system we will have a conference call option for our board meetings starting this spring. The government shutdown affects our WIC, USDA, and CACFP programs. We are currently funded through March 7, 2019. If the shutdown continues past March 7, 2019 then staff would be on layoff and programs will not provide services. The Management Team attended EEOC training with Attorney, Ray Aranza on January 11, 2019. Topics included FMLA, Workers Compensation, and ADA. It was ns excellent training for supervisors. Additional handouts included the LIHEAP on-site review, there were no findings and all requirements were met. Wendy thanked her staff for

ensuring everything is done correctly. WIC year end progress report was included. We did meet all the requirements however, they did offer advice in a few areas for FY 2019. There will be a WIC Administrative review here on May 30, 2019. Wendy informed everyone we received our HEAP Contract for Weatherization starting January 1, 2019 for \$536,000.00 and amendments will follow throughout the year. We also received Alliant funds for \$29,605.00, BH \$33,231.00, and MEC for \$19,518.00 for Weatherization. These funds are carry over money from calendar year 2018 and are 3 month contracts from January to March. We are unsure of what the utility funding will be for the new program year. Wendy will be going with Molly and her FaDSS staff to FaDSS Day on the Hill January 16, 2019. It's a great way to connect with legislatures on the FaDSS Program. Wendy and Kelly plan to attend Energy Day on the Hill January 22, 2019 to help promote Weatherization and the continued need for utility funding. Lastly, there will be a new 2019 Board of Directors committee schedule mailing in February's board packets. For the new members, we have additional meetings such as Finance, Personnel, and Planning committee meetings before the regular board meetings. Please look for the colored agendas in your board packets. There is a Finance Committee meeting in February.

Trista McLaughlin reminded everyone that if you are unable to attend a WCCA board meeting, please call WCCA or email Brittany to let her know. Per the WCCA By-Laws we need at least 50% of Board of Directors in attendance to have a quorum. For those new members seated tonight, Brittany will email you her contact information.

Charles Parkhurst made a motion to adjourn at 8:09 p.m. Tom Brouillette seconded. Motion carried.

Respectfully Submitted,

Joan Martens  
WCCA Board Secretary