

WCCA BOARD MEETING
November 19, 2019

A meeting of the West Central Community Action Board of Directors was held November 19, 2019 at the WCCA Executive Office, Harlan, IA. Vice President, Joan Martens called the meeting to order at 6:00 p.m. Staff attending were: Ivy Nielsen, Kelly Mahlberg, Keith Bruck, Molly Cummings, Dena Matthews, Lavennia Coover, Denny Lawson, Wendy Mueller, and Brittany Schoof.

ROLL CALL

John Hartkopf, Cass- Phone
Jeri Vogt, Crawford
Donna Childress, Crawford
Connie McGee, Crawford
Dustin Sheldon, Fremont
Cynthia Williams, Fremont
Walter Utman, Harrison
Trista McLaughlin, Harrison
Joan Martens, Harrison

Carol Vinton, Mills
Coleen Driscoll, Mills- Phone
Lynn Bieler, Monona
Rudy Kinard, Montgomery
Lynn Grobe, Pottawattamie
Bob Burnett, Pottawattamie
Chris Ritter, Pottawattamie
Bryan Swain, Shelby
Kris Harmon, Shelby

A quorum was declared.

Excused Absences:

Steve Barber, Cass
Tom Brouillette, Monona
Tim Trepa, Monona
Brandi Snow, Montgomery

Alan Armstrong, Page
Rose Maxwell, Page
Charles Parkhurst, Shelby

Wendy informed the Board of Directors that Chris Gibson, Page County Private Representative, has resigned from the West Central Community Action Board of Directors due to meetings conflicting with her work schedule.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions to the agenda.

APPROVAL OF OCTOBER MINUTES

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

PERSONNEL COMMITTEE REPORT

PERSONNEL POLICY UPDATE APPROVAL

Everyone received a copy of Personnel Policy #306 Workers' Compensation Insurance. Trista McLaughlin stated policy #306 was brought back from the October board meeting and has been reviewed by WCCA's attorney and the Page County Auditor. Walter Utman made the motion to approve Personnel Policy #306 Workers' Compensation Insurance and the entire WCCA Personnel Policy Manual. Bob Burnett seconded. Motion carried.

2020 EMPLOYEE HOURLY RATE INCREASE APPROVAL

Trista McLaughlin stated the Personnel Committee discussed the 2020 Employee Hourly Rate Increase options presented by Keith. Trista and the Personnel Committee recommended to the board a 2% + \$0.25 raise effective February 1, 2020 for all employees. Carol Vinton made the motion to approve the 2020 Employee Hourly Rate Increase of 2% + \$0.25. Trista McLaughlin seconded. Motion carried.

PLANNING & EVALUATION COMMITTEE MEETING

HEAD START/EARLY HEAD START 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 2020-21 Eligibility, Recruitment, Selection, Enrollment & Attendance Criteria. Lavennia went through each change to the criteria and eligibility points. Changes included additional points for Dual/Shared Custody and Parents 18 years or younger. Lavennia stated they also renamed and organized the categories as follows: Referral, Family Crisis, High Risk Family, Health-Diagnosed Serious Health Problem of Applicant and Living Stability. The changes were taken to Policy Council on November 7, 2019 and approved. Bob Burnett made the motion to approve the changes to the HS/EHS 2020-21 Eligibility, Recruitment, Selection, Enrollment & Attendance Criteria. Kris Harmon seconded. Motion was carried.

FY 2019-20 HEAD START/EARLY HEAD START NON-FEDERAL SHARE WAIVER APPROVAL

Lavennia explained that we are requesting a waiver for a portion of the Non-Federal Share matching requirements in the amount \$450,000.00 for Fiscal Year 07/01/19 thru 01/31/20 for the Head Start and Early Head Start Programs. We are required to raise \$932,215.00 in NFS and we are projecting to generate \$766,461 for the program year. Lynn Bieler made the motion to approve the FY 2019-20 Non-Federal Share Waiver Request, Walter Utman 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 7, 2019 meeting. Changes include the representation from each county for Early Head Start Center Based and Home Based. Removing the Ad Hoc Members, Sergeant At Arms Representative, 0-5 Advisory Committee, and Personnel Committee. The Chairperson, Vice-Chairperson, and Secretary need to physically attend meetings. Officer Elections and Notice of Meetings will be announced 7 days prior by ordinary mail or electronically. Policy Council meetings will follow the WCCA Board of Directors meeting schedule with a minimum of six meetings per year. Meetings will also be at 5:30 p.m. and located in Harlan. Lavennia added they have had better Policy Council attendance with evening meetings rather than morning meetings as in the past. Everyone

agreed with the changes. Chris Ritter made the motion to approve then Head Start Policy Council By-laws with the recommended changes. Carol Vinton seconded. Motion was carried.

HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Lavennia explained the changes to the following policies: Outdoor Play, Outside Food and Drinks, Rest Time and Safe Sleep, Staff Training- Health Requirements, Storage of Cleaning Agents and Disinfectants, Tornado Drill, Children Transitioning out of Early Head Start, Tuition/Professional Development Reimbursement Request, Volunteer Statement, and Work Schedules. The policy changes have already been approved by Head Start Policy Council. Lynn Bieler made a motion to approve the Head Start/Early Head Start Policy changes, Carol Vinton 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 to not have a December board meeting, Trista McLaughlin seconded. Motion carried.

STAFF REPORTS

Joan asked the Program Directors if they had anything to add to their reports. Brittany presented the FY 2019 CSBG Final Program Reports. She reviewed the following four reports: Year-End Report (YE), 2019 National Performance Indicators (NPI) and Agency Resources Report. She also reviewed the FY 2020 National Performance Indicators targeting report. 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. The report was submitted to DCAA on October 23, 2019.

FISCAL REPORT

Keith had nothing new to add to his report but would be happy to answer questions. The Agency Audit will be December 9-12th.

EXECUTIVE DIRECTORS REPORT

- Wendy explained that part of our strategic plan was to survey employees regarding their overall satisfaction. Our goal was to have 60 employees out of 135 or 44% take the survey. We had a great response of 103 out of 135 employees complete it, which is 76%. Everyone received a copy of the results. 1) I am very satisfied with my job – 95% are satisfied or very satisfied with their job. 2) I would recommend WCCA as a good place to work –85% agreed or strongly agreed. 3) I like the type of work I do – 98% agreed or strongly agreed. 4) Job duties/responsibilities are clear – 82% agreed or strongly agreed. Wendy and the management team are going to look at our job descriptions and training to see where we can improve in this area. 5) I am familiar with WCCA programs – 90% were somewhat or very familiar. We are going talk about all programs at employee training day in April. 6) Do you feel WCCA's presence in our 10 counties has improved – 83.50% yes. Overall, the management team and Wendy were very pleased with the results and it demonstrates that we are moving in the right direction. Wendy will be emailing the results to the employees as well.
- The Individual Assistance Grant Program grant assistance program ended on November 4th for Fremont, Harrison, Mills and Pottawattamie Counties who were declared on September 18th. Disaster Case Management Program services will be available until March 16th.

- A press release will be going out this week in Pottawattamie, Fremont, Mills, Harrison and Shelby counties announcing FEMA Disaster Case Management services will be available until March 2021. We are under contract to provide FEMA services and our staff have been doing an excellent job assisting clients, completing various reports, and answering all of FEMA's questions. Unfortunately, FEMA has not been providing us with information that we have been requesting for over a month in regards to the budget. We just found out that they will reimburse us for rent in Fremont and Mills as our outreach offices are too small to accommodate additional staff. We are still waiting to hear about indirect and technology costs associated with the program. Keith and I were on a conference call last week with ICAA to review financial procedures. I have requested a meeting with FEMA, DHS, and ICAA representatives to clarify a few issues, but at this time they have refused. We were guaranteed in the beginning to have all of our expenses reimbursed at 100% incurred with this program. We are finding out that is not necessarily the case. Unfortunately, we don't have funds to cover costs associated with administering FEMA case management. There was additional discussion.
- Wendy and Mindy (Disaster Case Coordinator) attended a disaster meeting in Glenwood on October 17th to discuss the buyout process in Mills County.
- Molly, Mindy, and Wendy met with State Representative, Jon Jacobsen and two families on October 17th that have been impacted by the flood in Pottawattamie County. It was a great meeting and Representative Jacobsen was very complimentary on the work that West Central Community Action is doing to help individuals.
- Molly attended a disaster meeting in Crescent on November 6th with US Congresswoman Cindy Axne to talk about the flood recovery effort.
- Starting the week of January 13th, WCCA has collaborated with Bridges Out of Poverty and will host a class once a week for 10 weeks in our Council Bluffs office. We hope to have participants come from FaDSS, LIHEAP, Head Start, PROMISE JOBS, and Stars Scholars. Participants who attend all 10 weeks will receive \$300.00. The Bridges Out of Poverty curriculum is used in 300 US Communities and has a 75% success rate. It is a great opportunity to get WCCA families to realize their dreams and it's a great collaboration with other service providers. Thanks to Molly for meeting with them and getting this collaboration started.
- Head Starts enrollment numbers for October were 272 or 100% and 88 or 96% for Early Head Start with 4 pending applications for our new classroom in Harlan. We were still training the new teacher and the Office of Head Start is aware of the situation. The 4 pending children started last week making Head Start and Early Head Start both 100% fully enrolled for November. The recruitment and the enrollment process has gone a lot smoother this year. Amy Tuma and the Family Advocate staff have done a great job. The HR department is working hard to fill all open positions so we can be fully staffed. Keith submitted the Head Start/Early Head Start grant on October 29th. Thank you to Lavennia and her staff and Keith for getting everything done and submitted before the November 1st due date. There has been a lot of progress made in the Head Start and Early Head Start program and Wendy is very happy with the direction that the program is headed.
- The FY 2019 Annual WIC report was submitted on November 1st. The WIC staff did a great job completing this while Amanda has been off on maternity leave. Our FY 2019 WIC participant average was 1,640.
- Wendy is continuing to visit classrooms and offices in our 10 county area. She visited the outreach offices in Shenandoah, Sidney, Malvern, Denison, and Council Bluffs. She also met with our new disaster case managers in Sidney. The new Early Head Start classroom in Harlan looks great and Wendy encourages you to stop by.

- The first day of LIHEAP for all individuals to apply was November 1st. Saturday, October 19th and Saturday, November 16th were a success for taking LIHEAP applications. We will also be open one Saturday in January. As of today, we have taken 3,057 applications, which is ahead of last year at this time.
- Denny and Wendy attended a Human Resource Law Conference in Omaha on November 6th. It covered an array of HR topics from workplace safety, state laws, wage and hour updates, and leave policies.
- Wendy attended the Western Iowa Director's meeting on November 14th in Denison. The Executive Directors from New Opportunities, Mid Sioux, and Siouxland all attended.
- Wendy will be starting to attend County Board of Supervisor meetings next week to talk about the services West Central Community Action provided in FY 2019.

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

Trista McLaughlin made a motion to adjourn at 6:58 p.m. Lynn Bieler seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary