

WCCA BOARD MEETING
August 20, 2019

A meeting of the West Central Community Action Board of Directors was held August 20, 2019 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:10 p.m. Staff attending were: Ivy Nielsen, Keith Bruck, Molly Cummings, Deb Martens, Lavennia Coover, Amanda Blum, Denny Lawson, Wendy Mueller, and Brittany Schoof.

ROLL CALL

Steve Barber, Cass	Lynn Bieler, Monona
Donna Childress, Crawford	Tim Trepa, Monona
Connie McGee, Crawford	Lynn Grobe, Pottawattamie
Dustin Sheldon, Fremont	Bob Burnett, Pottawattamie
Trista McLaughlin, Harrison- Phone	Chris Ritter, Pottawattamie
Joan Martens, Harrison	Charles Parkhurst, Shelby
Coleen Driscoll, Mills- Phone	Bryan Swain, Shelby
Tom Brouillette, Monona	Kris Harmon, Shelby

A quorum was declared.

Excused Absences:

John Hartkopf, Cass	Brandi Snow, Montgomery
Jeri Vogt, Crawford	Alan Armstrong, Page
Walter Utman, Harrison	Chris Gibson, Page
Carol Vinton, Mills	Rose Maxwell, Page
Rudy Kinard, Montgomery	

Wendy welcomed Cynthia Williams. Cynthia is considering filling the Fremont County Low-Income Representative Board of Directors position.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions to the agenda.

APPROVAL OF MAY MINUTES

Chris Ritter made the motion to approve the May minutes, Tim Trepa seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2018 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 2018 IRS Form 990 in detail to the Board of Directors. IRS Form 990 was emailed and mailed to all Board of Directors on June 3, 2019 before it was submitted and all Board of Directors received an additional copy in their monthly board packet.

FINANCE COMMITTEE MEETING FY 2018 IRS FORM 990 APPROVAL

Keith Bruck stated that David Ginther from Gronewold, Bell, Kyhnn and Co. P.C. presented the FY 2018 IRS Form 990 to the Finance Committee. The Finance Committee is requesting approval to accept the FY 2018 IRS Form 990 to the Board of Directors. Lynn Bieler made the motion to approve accepting the FY 2018 990 Form, Bob Burnett seconded. Motion was carried.

WCCA ACCOUNTING MANUAL UPDATES AND APPROVAL

Keith explained the proposed addition to the Employee Out of Area Travel Allowance Policy. The Agency will pay for meal costs associated with a working lunch while attending a training or meeting with same day travel when no M&IE is paid. Expenses must be billed through a third party vendor directly to the fiscal department. Lynn Bieler made the motion to accept the policy addition and approve the updated Manual of Accounting Policies & Procedures, Steve Barber seconded. Motion was carried.

AGENCY AUDIT RFP APPROVAL

Keith explained the FY 10/01/18-9/30/23 Audit RFP. This is a requirement that needs completed every five years for the CSBG Organization Standards. The RFP was advertised in the newspaper, posted on our website and emailed to auditing firms. Keith presented the bid proposal from BKD CPAs & Advisors, Gronewold, Bell, Kyhnn and Co. P.C., and WIPFLi LLP. Charles Parkhurst stated the Finance Committee recommends retaining Gronewold, Bell, Kyhnn and Co. P.C. as WCCA's Auditor for FY 10/01/18-9/30/23. Steve Barber made the motion to approve Gronewold, Bell, Kyhnn and Co. P.C. as WCCA's Auditor for FY 10/01/18-9/30/23, Bob Burnett seconded. Motion was carried.

USDA RURAL DEVELOPMENT 2019-2020 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, 2019 to September 30, 2020. Keith stated that the annual budget for WCCA Early Head Start increased due to opening an Early Head Start classroom. Steve Barber asked how long this loan was for. Keith stated it is for 40 years and we are in year 14. Chris Ritter made the motion to approve the USDA Rural Development 2019-20 Budget. Tom Brouillette seconded. Motion was carried

FY 2020 LIHEAP CONTRACT APPROVAL

At the start of the FY 2019 LIHEAP Program, we received the following start-up budget and we anticipate a similar start-up budget to FY 2020: Administration \$100,627, Regular Assistance \$0, Emergency Crisis Intervention \$67,085, Client Services \$16,771 for a total contract of \$184,483. Contract amendments will be forthcoming throughout the program year. We ended FY 2019 with the following budget: Administration \$285,788, Regular Assistance \$2,377,845, Emergency Crisis Intervention \$237,794, Client Services \$35,774, Summer Deliverable Fuel Payment \$272,418 for a total contract of \$3,209,619. We are requesting Board approval to accept and have the Board President and Executive Director sign the FY 2020 start-up contract once received from the State. Lynn Grobe made the motion to approve the Board President and Executive Director to sign the FY 2020 start-up contract, Bob Burnett seconded. Motion was carried.

FY 2020 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 2020 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. Chris Ritter 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, Lynn Bieler seconded. Motion was carried.

FY 2020 CACFP CENTER BASED AND HOME BASED FUNDING APPLICATION APPROVAL

We are in the process of completing the FY 2020 CACFP Center Based renewal funding application. The application is due into the State on August 26, 2019. We receive cash in lieu of commodities at 16 of our Head Start & Early Head Start classrooms. We are included on 7 school districts CACFP reimbursement. We are projecting to receive \$147,000 from the State of Iowa for meal reimbursements in FY 2019. We are requesting board approval to submit the FY 2020 CACFP Center Based renewal funding application. Joan Martens made the motion to approve submitting the FY 2020 CACFP Center Based renewal funding application. Kris Harmon seconded. Motion was carried.

We are in the process of completing the FY 2020 CACFP Home Based renewal funding application. The application is due into the State on August 26, 2019. This program provides reimbursement to licensed home care providers that serve CACFP approved meals to income eligible children. We are projecting to reach 105 homes per month and employ a Program Coordinator and Nutrition Representative. We are projecting to receive \$670,000 in meal reimbursements and \$129,720 in program delivery/administration costs for a total reimbursement of \$799,720 for FY 2019. We are requesting board approval to submit the FY 2020 CACFP Home Based renewal funding application. Bob Burnett made the motion to approve submitting the FY 2020 CACFP Home Based renewal funding application. Chris Ritter seconded. Motion was carried.

HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Lavennia Coover explained the changes to the following Head Start/Early Head Start policies: 90 Day Evaluation, Annual Evaluation, Attendance of Children, Application for Free and Reduced Meals, Catered Site Food Production Form, Center Staff Meetings, Coloring Books and Worksheets, Daily Sign-In and Sign-Out form, File Audits, Fire Drill Log, Food Activity Request, Food for Open House, Meetings, Trainings, and Socialization Events, Food Brought From Home, Licensing/Inspections, Master File Checklist for Files, Meal Time Poem and Human Resource-Mandatory Reporting Suspected Child Abuse and Neglect. New policies presented were Anecdotal Notes, Coaching, and Creative Curriculum GOLD. The Criminal Background Checks policy was included in the board packet but there are additional changes that will be made so Lavennia will bring that policy back for approval another time. The policy changes and additions have been approved by Head Start Policy Council. Lynn Grobe made a motion to approve the Head Start/Early Head Start Policy changes and additions, Tom Brouillette seconded. Motion carried.

HEAD START TRANSPORTATION WAIVER APPROVAL

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

HEAD START SUPPLEMENTAL GRANT APPROVAL

West Central Community Action Head Start is requesting supplemental grant funds in the amount of \$31,000 to purchase and install cameras in 12 Head Start and Early Head Start classrooms. The cameras would be used for safety and programmatic purposes. The primary use of the cameras would be to ensure the safety of all individuals in the classroom. The cameras would also be used for coaching, teacher and student observations. The several different observation types could be conducted with no interruption to the children's learning in the classroom. The use of the cameras would allow the supervisor and other management staff to view the classroom in both video and real time. Other benefits include: protection of individuals, to support appropriate student behavior, improve teacher practice, and privacy. Chris Ritter asked if a sign would be posted to notify individuals cameras are in use. Lavennia stated yes there will be signs posted. Kris Harmon asked about the privacy of other children. Lavennia stated parents will not be allowed to view the cameras in order to protect the privacy of other individuals and children. Chris Ritter made the motion to approve the Head Start Supplemental Grant Application, Lynn Grobe seconded. Motion carried.

HEAD START LOCALLY DESIGNED OPTION WAIVER APPROVAL

This past year the lead teacher at the Atlantic Head Start classroom passed away. She was a Pre-K Licensed teacher, which enabled our program to partner with the Atlantic Community School District. Children will be at Head Start in the mornings and then bused to the public school in the afternoons. We are requesting a waiver on total contact hours which would allow us to continue our partnership with the Atlantic Community School District. Lavennia also stated that a school partnership in Fremont County decided last minute to no longer partner with us for the upcoming school year. We are required to serve Fremont County. Lavennia and Keith met with the Hamburg Superintendent and he has agreed to partner with us for the upcoming school year. However, their school calendar was already set and we may not meet the requirement of 1,020 hours for children, so Lavennia would like approval to submit a waiver. Lynn Bieler made the motion approval submitting the Head Start Locally Designed Option Waiver for Atlantic and Hamburg Head Start classrooms, Tom Brouillette seconded. Motion carried.

GOVERNANCE, LEADERSHIP, AND OVERSIGHT CAPACITY SCREENER

Lavennia Coover presented the Head Start Governance, Leadership, and Oversight Capacity Screener results. This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities. The areas for additional comments, questions or concerns are on the last page. Chris Ritter made a motion to accept the results of the Head Start Governance, Leadership, and Oversight Capacity Screener, Lynn Bieler seconded. Motion carried.

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 will be the next meeting. Joan Martens made the motion to not have a September Board of Directors meeting, Chris Ritter seconded. Motion was carried.

STAFF REPORTS

Lavennia added that Beth Cox from Region VII Head Start visited WCCA in July. She focused a lot on data and making sure employees are putting the right information where it belongs so we can get the reports we need. Since her visit, we are working to write procedures so staff know exactly where to enter the data we collect. Wendy stated it was a very positive visit and that Beth is happy with the direction our Head Start and Early Head Start programs are going. Staff are continuing to enroll for the upcoming school year. Family Advocates were back last week and everyone else came back August 19th. The first day of school is August 28th. Wendy added that we are continuing to fill positions.

FISCAL REPORT

Keith had nothing to add to his report.

EXECUTIVE DIRECTORS REPORT

- The LIHEAP Audit conducted on May 8th went very well. There is a letter from the Iowa Department of Human Rights stating we had no findings and Wendy commended outreach staff and Amy Lugsch on their hard work.
- There is a letter from the Iowa Department of Human Rights letting us know that our FY 2020 CSBG funding application was approved and we will be getting the contract in September. The second letter informed us we were in compliance with all 58 organizational standards for FY 2019. Wendy and Brittany worked together to ensure all documents were in order and completed. Wendy thanked Brittany for overseeing this process. Next spring we will have our on-site CSBG audit.
- There is a letter from the Iowa Department of Public Health accepting our responses to the WIC clinic visit in April and on-site administrative review in May. We did receive our FY 2020 WIC Contract for \$398,570. The new lactation room upstairs is almost complete. It will be a great addition to our agency.
- Weatherization will be having its on-site administrative review September 9-11th.

- The FaDSS program on-site visit report from May was included in the board packet. We were out of compliance on three standards. Molly and Wendy submitted our responses to the state on July 24th. It was a very successful review and Wendy thanked Molly and her staff for their great work.
- Everyone received a copy in their board packets of the Notice of Award for our start-up funds for the Head Start grant that started July 1st. We did receive the full amount we wrote for of \$276,200. The money will be used to purchase new vehicles, computer equipment, new curriculum for the classrooms, and resurfacing the playgrounds for Denison Early Head Start and Harlan Head Start.
- We did receive our Senior Service America contract for PY 2019. We will serve 73 participants with a goal of 15 unsubsidized placements.
- Auditors from the Iowa Department of Community Action Agencies were here July 23-25th to review CSBG, FaDSS, LIHEAP, and Weatherization. The review went extremely well and they wish all agencies had a thorough fiscal department like ours. Great job to Keith and his staff.
- Wendy stated we have decided to open both Fremont and Mills County outreach offices back to five days per week. Both counties have been very busy with recent disasters. Tracey Anderson will remain at the Mills County outreach office and we will hire someone for the Fremont County outreach office. We hope to fill the position soon and get them trained before LIHEAP starts October 1st.
- Kelly and Wendy worked the Iowa Community Action booth at the Iowa State Fair on August 14th. It was a great experience and they talked to lot of people about Community Action and services we provide.
- Wendy will be attending a New Executive Directors Institute training in Kansas City October 9-11th. It is sponsored by Community Action Partnership and there are at least three new executive directors from Iowa attending.
- The basement waterproofing and remodel is complete. It was a long process but we are very happy with the results.

Chris Ritter made a motion to adjourn at 7:11 p.m. Lynn Bieler seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary