

**WCCA BOARD MEETING**  
January 19, 2021

The West Central Community Action Board of Directors was held January 19, 2021 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:14 p.m. Staff attending were: Keith Bruck, Lavennia Coover, Denny Lawson, Wendy Mueller, and Brittany Schoof.

**ROLL CALL**

Steve Barber, Cass - Zoom	Alan Armstrong, Page- Zoom
Jeri Vogt, Crawford- Zoom	Lynn Grobe, Pottawattamie - 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

A quorum was declared.

**Excused Absences:**

Dustin Sheldon, Fremont	Tom Brouillette, Monona
Cynthia Williams, Fremont	Lynn Bieler, Monona
Carol Vinton, Mills	Pat Berendes, Montgomery
Coleen Driscoll, Mills	Rose Maxwell, Page

**SEATING OF NEW BOARD MEMBERS**

Wendy introduced the following new Board Members: Steve Green, Cass County Board of Supervisor, will serve as the Public Representative for Cass County. A Low-Income election was held January 4-8th at our Mills County Outreach Office for Donna Maddocks to serve as the Low-Income Representative for Mills County. Donna currently is a child care provider in Glenwood that she has operated for the past 16.5 years. Charla Schmid, Montgomery County Board of Supervisor, will serve as the Public Representative for Montgomery County. Steve Barber made a motion to seat Steve Green, Public Representative for Cass County, Donna Maddocks, Low-Income Representative for Mills County, and Charla Schmid, Public Representative for Montgomery County to the West Central Community Action Board of Directors, Alan Armstrong seconded. Motion was carried.

**ADDITIONS OR AMENDMENTS TO THE AGENDA**

There were no additions or amendments to the agenda.

**APPROVAL OF NOVEMBER MINUTES**

Bryan Swain made the motion to approve the November minutes, Chris Ritter seconded. Motion was carried.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

**NOMINATING COMMITTEE REPORT**

Every two years we need to elect officers to form a nominating committee. The committee has to be comprised of a board member from each of the three sectors. The committee will then need to meet to form the slate of officers. The following Board of Directors volunteered to be on the Nominating Committee: Steve Green, Public, Cass County, Trista McLaughlin, Private, Harrison County, and Kris Harmon, Low-Income, Shelby County. The

committee will present the slate of officers at the March board meeting and the election will be held at the Annual meeting in May.

#### WCCA BY-LAW SIGN-OFF

Wendy stated all proposed changes that were presented in November have been made and all Board of Directors received a copy of the WCCA By-Laws in the January board packets. CSBG organizational standards require that all board members receive a copy of the by-laws every two years. Board of Directors are to sign the form provided in their board packet and return as soon as possible.

#### BOARD OF DIRECTORS POLICY UPDATES

Wendy explained that every two years for CSBG Organizational Standards, Board of Directors need to complete a new Conflict of Interest, Confidentiality, and Nepotism policies. All Board of Directors received these policies in the January board packet to complete and return.

#### HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Lavennia explained the following policies: Recruitment of Children, Selection Criteria and Transitioning of Children. The policies have already been approved by Head Start Policy Council. Walter Utman made a motion to approve the Head Start/Early Head Start Policy changes, Alan Armstrong seconded. Motion carried.

#### HEAD START/EARLY HEAD START PROGRAM UPDATE

- A Notice of Award from the Department of Health and Human Services awarded us partial funds for our new Head Start/Early Head Start grant starting February 1, 2021-January 30, 2022. They awarded \$2.7 million of our \$5 million dollar grant. They only issued partial due to waiting on the release of additional federal funds. They also approved our request to purchase four new SUV's for the Head Start program. We will start the bid process in early summer after school is out. We will be trading 4-2011 Journeys.
- There is a Program Instruction in your board packet. 1. Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies. This allows the Office of Head Start to make grant renewal determinations when certain federally declared disasters or emergencies prevent collection of all necessary data required to make determinations. Some grants may be renewed noncompetitively and some are subject to open competition which is determined by DRS. Without being able to collect all the information, OHS can determine renewals. This does not affect us as we are starting year 3 of our 5 year grant.
- The Office of Head Start approved our Federal Non-Share waiver in the amount of \$820,000.00.
- We continue to work on recruiting children for both programs. We currently have 200 (212) for Head Start and 70 (76) for Early Head Start.
- Joint training with the Board of Directors and Policy Council will be on Saturday, February 6 from 9-12 via zoom. This training is optional. Lavennia and Suzette do a great job of covering various Head Start and Early Head Start topics.
- Wendy participated on a call last week with Beth Cox our Head Start Specialist from Kansas City and she continues to be supportive and appreciative of the improvements we are making with our program.
- Meetings with our school partners will begin in February and March to discuss the upcoming 21-22 school year.
- Lavennia presented the Head Start School Readiness Goals for 2020-2021. Each chart presented the checkpoint report data for Head Start, Early Head Start Center-Based, Early Head Start Home-Based and results for the WCCA program overall.
- Lavennia added that due to staff changes we have increased the class size for our Madison Ave Head Start classrooms. There were originally three rooms of ten children, now there are two rooms of fifteen. This was allowable as COVID-19 restrictions have been altered.

## FEBRUARY BOARD MEETING

Wendy recommended that we do not have a February meeting and that March 16<sup>th</sup> will be the next meeting. Walter Utman made the motion to not have a February Board of Directors meeting, Alan Armstrong seconded. Motion was carried.

## STAFF REPORTS

Brittany added that the FY2021 NPI Report projections were included with her board report. She will present the 6 month report in March.

## FISCAL REPORT

Keith had nothing new to add to his report.

## EXECUTIVE DIRECTORS REPORT

- Included in your board packet is the WIC clinic visit report from the Iowa Department of Public Health. Charles Lorinser conducted the Harlan Clinic visit via zoom on November 19<sup>th</sup>. The review covered: clinic operations, clinic intake and outtake tasks, and health and nutrition assessment and education tasks. The report contains positive program findings along with a few suggestions to improve our services. Amanda and I submitted a response to the recommendations, the letter is included in the board packet. The Iowa Department of Public Health accepted our response on December 18<sup>th</sup>. A copy of the letter was also included in your board packet. Amanda and her staff did a great job with the onsite review and the recommendations made in the review will only improve and enhance our program in the future. Our WIC administrative review will be Thursday, February 11<sup>th</sup> with Bruce Brown from the State. The National Public Health emergency declaration has been renewed, which means WIC waivers for providing services face-to-face are extended until May 2021. However, starting February 1<sup>st</sup> our WIC clinics will start seeing clients in-person if the COVID-19 positivity rate is 15% or below in the county and there is a significant number of clients who would like to be seen in person. Otherwise we will continue to provide services remotely like we have been.
- This year due to COVID FaDSS will not be holding a FaDSS Day on the Hill at the capitol, instead agencies will be contacting legislatures through email, letters, and videos to share information. The Iowa Community Action Association is asking for a \$1.2 million increase in funding. Current annual budget is \$6.2 million. The last increase was approximately 2% in 2015. Our FaDSS program review was January 14<sup>th</sup> via zoom with our State Program Specialist Lorie Easter. The review went well and she complimented the FaDSS staff on their continue work with families during the pandemic. Overall the report was very good and we will get a formal report from the State in the near future. We will have to provide responses on the standards we were out of compliance with. A big thank you goes to Mindy and her staff.
- Our overall LIHEAP application numbers are down to date along with the entire state. We should receive an additional 10% in funding once the state releases the funds.
- We received our HEAP contract for Weatherization starting January 1<sup>st</sup> for \$326,253. Amendments will follow throughout the year. This amount is significantly lower than last years of \$487,295.00. The state only transferred 10% of LIHEAP funds to Weatherization instead of the normal 15%. The 5% is being held in reserve and could be allocated at a later date if not utilized by LIHEAP. We also received our Alliant, Black Hills and Mid-American contract funds for the Weatherization program, which started January 1<sup>st</sup> and runs through December 31<sup>st</sup>. Alliant's contract is for \$40,236, Black Hill's contract is for \$48,162 and Mid-American's contract is for \$66,474. These are the same amounts as last year.
- Gronewold, Bell, Kyhnn and Company were here December 16-18<sup>th</sup> to conduct our annual agency audit. They conducted the exit interview with Keith and Wendy on January 14<sup>th</sup>. The major programs audited were CACFP, CSBG and Head Start. There were no finding with any of the programs. The special investigative state audit that was conducted will be noted however it won't change our status of a low risk auditee which is great news. Wendy thanked Keith and his staff for all of their hard work. The audit will be presented at the March board meeting.

- The new stimulus bill has provided an increase in funding for LIHEAP, Head Start, Weatherization and CSBG. There was also a section in the bill that would allow CSBG funds to be used for emergency learning scholarships for students. At this time HHS has not provided any clear guidance on what this would entail. The new bill also includes funding for water assistance, but Wendy had no details at this time.
- We have elected to extend the Federal COVID-19 Emergency Sick and Emergency FMLA program until March 31, 2021 for WCCA employee's. The mandated program ended on December 31<sup>st</sup> and employers had the option to continue to offer this for their employees. Employees can get up to 80 hours of emergency sick leave for COVID and up to 12 weeks of Emergency FMLA if the employee's child care or school is closed due to COVID-19 and they have to stay home.
- We had our annual insurance coverage review with Molyneaux Insurance on December 14<sup>th</sup>. It went well and we will see a small premium increase of (\$5,132) for our coverage for 2021. Our Worker's Compensation renewal went down (\$7,269).
- Wendy finished County Board of Supervisor meetings last week in Montgomery County. The meetings went well and Wendy would like to thank all the counties for their continued support.

#### 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 Alan Armstrong to accept the annual performance appraisal and approve compensation for the Executive Director as presented by the Personnel Committee, Walter Utman seconded. Motion was carried.

Trista McLaughlin made a motion to adjourn at 7:01 p.m. Walter Utman seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler  
WCCA Board Secretary