

**BOARD OF DIRECTORS’  
MEETING MINUTES  
DECEMBER 3, 2015**

<b>Members Present:</b>	Amber Baldwin	Sherrri Hansen
	Joe Brayton	Marvin Harms
	Ben Casey	Pat Nelson
	Roland Coker	Barb Roebuck
	Bob Engler	Michael Stromer
	Linda Fitzsimmons	Dick Trail
	Bonnie Fuerst	Jack Yant

**Members Absent:** Ross Bruning

<b>Others Present:</b>	Ed Butler	Tammy Jeffs
	Sara Casey	Kyla Martin
	Meredith Collins	Kris Wright
	Carrie Eureka	

**President Yant declared a quorum.**

**PLEDGE OF ALLEGIANCE WAS RECITED. THE BRAND PROMISE WAS RECITED.**

**INTRODUCTIONS:** President Yant introduced Ben Casey, new Board member. The Board members introduced themselves; Ben introduced his wife, Sara.

**AGENDA APPROVAL** – President Yant noted the amendments to the agenda. **Bob Engler moved the Board approve this agenda. Amber Baldwin seconded the motion; motion carried unanimously by voice vote.**

**APPROVAL OF OCTOBER MINUTES – The minutes stand approved as written.**

**ADMINISTRATOR’S REPORT** -- Meredith reported to the Board that Ward Schrack, Mid Executive Director from 1981-1988, had passed away. Funeral services were today and the agency sent a plant on behalf of Board and staff. Meredith then reported on community activities that Mid has participated in since October. This included organizing a Cream Can Fundraiser for the North Platte Senior Center, a Car Seat Safety event in Lexington, several Affordable Care Act enrollment events in Kearney, Superior, and Lexington and sponsoring a United Way of the Kearney Area informational brochure to be distributed in Kearney and surrounding areas. Kyla Martin reported that the Holiday Splendor Craft Show was a success on November 14<sup>th</sup>. We received notification that the McCook Community Chest will not be paying out their second allocation to agencies due to lack of funding. Discussion was held on different fundraising activities the Community Chest is sponsoring to help raise needed funds. Currently our Head Start, Homeless Prevention, and Commodities programs receive funding from the McCook Community Chest. Meredith also provided an update on the Kearney Revitalization Plan as part of the America’s Best Communities competition. Developing a skilled workforce was one of the top priorities identified by employers and focus groups. The ABC committee has submitted our second round application to request funding to start a workforce development office in the Kearney area called “Kearney Works”. If successful, the community will receive \$100,000 to begin a pilot project. Committees are currently working to help develop the board structure and program design. We will be notified by January

14<sup>th</sup> if we are selected to present on the “Kearney Works” concept. We also had a monitoring visit this past month from the Head Start Regional office. They were very complimentary of our program and staff. The McDermott and Miller auditors were in the office in October. They will present our annual audit at the board meeting in January.

The agency was excited to receive a \$5,000 sponsorship from UnitedHealthcare to be used at Walgreens. Meredith and Health Services Director, Julie Weir, RN met with company representatives several months ago. UnitedHealthcare was very impressed with our diverse agency services and wanted to help meet the health needs of our clients. A spreadsheet was passed around that listed all the items the agency ordered. We expect the items to be delivered sometime in December. Lastly, Meredith reviewed the newly redesigned website ([www.communityactionmidne.com](http://www.communityactionmidne.com)) with the board members and outlined some of the new features. **Pat Nelson moved the Board approve the Administrator’s Report. Bob Engler seconded the motion; motion carried unanimously by voice vote.**

**FINANCIAL REPORT** – Kris passed around the WIC, CSFP, and CSBG monitoring report from October and the November credit card statement. She also passed around the total agency budget and the individual program budgets. November is the first month in the fiscal year and we should be at 8% of our budget; we are at 15% for revenues and 7% for expenses. The Minden and Peterson Senior Centers have had some increased expenses and match requirements so far this year. Kris went over the balance sheet. The agency was able to write-off the Sibley Apartments loan of \$910,000 in October since we had reached the 15-year affordability period required by the Department of Economic Development. The remaining loan on the balance sheet for the Mid Administrative Building will be paid off in FY’16, so the agency will be debt free by the end of the fiscal year. We had a Child and Adult Care Food Program (CACFP) review on Tuesday, December 1st. The review went well; we will receive a letter with the results of the review. McDermott and Miller did the field work for our agency audit the last week of October. The audit went well and will be completed by the end of December to meet the deadline for the Two Rivers Public Health Department state requirement. McDermott and Miller will present the audit at the January meeting. We are in the middle of the agency benefits enrollment; health insurance premiums increased as we had expected. Kris went over the 2016 agency-wide budget and highlighted the major variances in the budget compared to 2015 budget.

Meredith informed the Board that Mid will no longer be offering the Volunteer Income Tax Assistance (VITA) program. This is due in part to a lack of funding and volunteers. Staff can longer provide the assistance and keep current with all of their other job duties. The Kearney Public Library and the Peterson Senior Center will be offering the free tax program through AARP and we have established a referral system to those entities. **After discussion, Amber Baldwin moved the Board accept and place on file the financial report as presented. Linda Fitzsimmons seconded the motion; motion carried unanimously by voice vote.**

## **SPECIAL REPORTS**

**HEAD START/EARLY HEAD START REPORTS/POLICY COUNCIL ACTIONS by Ben Casey** – Early Head Start/Head Start reports and financials were passed around to the board. The notebook with the Administration for Children and Families (ACF) Program Instructions (PIs) and Information Memorandums (IMs) updates were also circulated. The following items require approval:

- |                                |                                  |
|--------------------------------|----------------------------------|
| * Staff hiring                 | * Community representatives      |
| * Monthly enrollment reports   | * Enrollment attendance          |
| * Monthly meal & snack reports | * Monthly health mandate reports |

**After each Board member looked everything over, Bonnie Fuerst moved the Board approve all the reports. Amber Baldwin seconded the motion; motion carried by unanimous voice vote.**

**NORTH PLATTE SENIOR CENTER & HOME DELIVERY REPORT by Roland Coker --** For the month of October, 4,484 meals were served in 22 serving days. The home-delivered meals totaled 2,436 with the daily average of 111 people; the meal donation was \$3.09. The congregate meal totaled 2,048 with the daily average of 98 people collecting \$2.99 per meal average. October brought 10 new people to the congregate program and 5 to the home-delivery program. Foodstuff donations totaled 274 cases; 221 cases were donated to the seniors while 53 cases were used in-house. The Policy Advisory Council had their cream can supper fundraiser on November 7<sup>th</sup> and they cleared over \$500. **Barb Roebuck moved the Board approve this report. Sherri Hansen seconded the motion; motion carried by unanimous voice vote.**

**MINDEN SENIOR CENTER REPORT by Sherri Hansen –** For the month of November, the Minden Senior Center served 795 meals and had 21 new participants. Total donations were \$2,799 for a client donation average of \$3.52. Volunteers donated 245 hours of their time and we had one hearing clinic that served six people. The Thanksgiving meal served over 49 people. The center is all decorated for Christmas. The center is also working with the Goodfellows for food baskets and the Caring Tree is up again this year. Holiday donations are already coming in. The Wilcox Food Pantry was able to handout food baskets for Thanksgiving. The area FCCLA program collected food from two towns. There was a nice article about the pantry in the Franklin paper. **Amber Baldwin moved the Board approve this report. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote.**

**PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins --** From October 26<sup>th</sup> – November 25<sup>th</sup>, the Peterson Senior Nutrition Program served 2,383 meals averaging 108 people per day. Total donations were \$8,919.73 and the average donation rate (excluding Title XX and under 60) was \$3.67. The evening meal on November 9<sup>th</sup> served over 130 people. The Thanksgiving meal on November 20<sup>th</sup> served a record 345 people and we still had food left! **Barb Roebuck moved the Board approve this report. Sherri Hansen seconded the motion; motion carried by unanimous voice vote.**

**RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) Report by Jack Yant --** RAFT is participating in Give Where You Live today! The HUD grant was completed and was turned in November. We are going live with the RAFT website... <http://raftnebraska.org>. We are so excited to have this to reach out to the community and have a way to get families signed up for the program. We currently have three openings. We had two families complete the program and unfortunately had to ask one to leave for not complying with the program. We extended the time frame for applications to December 8<sup>th</sup> and we hope to fill all three at our December 10<sup>th</sup> meeting. We currently have nine referrals and have had several additional phone calls regarding the openings. All of our families have been adopted for Christmas and have been signed up for food baskets with the Salvation Army. We hope to find a group or two to help with the incoming families. **Dick Trail moved the Board approve this report. Bob Engler seconded the motion; motion carried by unanimous voice vote.**

**NATIONAL PERFORMANCE INDICATORS (NPI) REPORT by Tammy Jeffs --** The NPI report was presented on the Smartboard with discussions about the agency results in all six ROMA goals. Tammy made it easier to understand for the Board presentation by breaking up the information and putting in on pie graphs showing last year's numbers in comparison to this year's numbers. Meredith

recommended that Tammy send her pie graph report in as well requesting that the state replicate this form. The Board found it very helpful. **Barb Roebuck moved the Board approve this report. Sherri Hansen seconded the motion; motion carried by unanimous voice vote.**

**President Yant called for a 10-minutes recess at 11:35 a.m. and the Board re-adjourned at 11:45 a.m.**

#### **A. ACTION/DISCUSSION ITEMS**

**Mid Budget Approval --** Acceptance is needed for the FY 2016 budget in the amount of \$14,607,584. **Bonnie Fuerst moved the Board approve the FY2016 budget. Amber Baldwin seconded the motion; motion approved by unanimous voice vote.**

**M. Eighthmy Foundation Grant Application –** We are asking for \$5,000 for the Mid Nebraska Food Bank from the M. Eighthmy Foundation, a Nebraska foundation with a history of donating to the Lincoln Food Bank and the Broken Bow Senior Center. **Amber Baldwin moved the Board approve the application. Bob Engler seconded the motion; motion approved by unanimous voice vote.**

**Subaru 2015 Meals on Wheels *Driving the Movement* Grant Award --** Community Action Partnership of Mid-Nebraska has been awarded \$975.00 as part of the Subaru 2015 Meals on Wheels *Driving the Movement* grant program. This will benefit the North Platte Senior Center Home-Delivery Program. (*ROMA Goals 1, 6, Obtaining Food Assistance*) **Barb Roebuck moved the Board accept the award. Roland Coker seconded the motion; motion approved by unanimous voice vote.**

#### **Approval of RYDE Facilities Maintenance Plan (FMP)**

- a. Kearney
- b. Lexington

**Linda Fitzsimmons moved the Board approve the maintenance plan. Pat Nelson seconded the motion; motion approved by unanimous voice vote.**

**Ratification for UnitedHealth Care Donation –** Ratification of the Executive Committee’s approval is needed for the UnitedHealth Care Donation. This \$5,000 donation is for approved health related items in partnership with WalGreens. (*Sherri, Linda, Barb, Jack, Pat*) (*ROMA Goals 2, The Conditions in Which Low-Income People Live are Improved*) **Bob Engler moved the Board approve the ratification of the Executive Committee’s acceptance. Dick Trail seconded the motion; motion approved by unanimous voice vote.**

**Wal-Mart Online Giving Grant Request --** We are requesting \$2,500 from the Wal-Mart Online Giving for Immunization Program support. **Bob Engler moved the Board approve the grant request. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

**Ratification for Lease between W.G. Pauley Lumber Co. and Mid –** Ratification of the Executive Committee’s Approval is needed for this one-year lease to house our RYDE buses and provide additional program storage in the Hastings area. This one-year lease commencing on November 1, 2015 will have an annual rent of \$8,400 payable in monthly installments of \$700. Mid will also pay for utilities which runs around \$60 a month. (*Sherri, Jack, Pat, Barb*) **Bob Engler moved the Board approve the ratification of the Executive Committee’s approval. Michael**

**Stromer seconded the motion; motion approved by unanimous voice vote.**

**Nebraska Affordable Housing Trust Fund (NAHTF) Contract Amendment Request**

- a. Mid is requesting a budget amendment for NAHTF Grant #13-TFHO-4009 as follows:
  - Reallocation of \$5,000 from the Housing Management budget to the Housing Rehabilitation budget
  - Reallocation of \$2,000 from the General Administration budget to the Housing Rehabilitation budget
  - Addition of \$15,126 in Other Funds to the Housing Rehabilitation budget
- b. No change to the Contract End Date of October 7, 2016 is requested.

**Dick Trail moved the Board approve the contract amendment. Marvin Harms seconded the motion; motion approved by unanimous voice vote.**

**Hawkins Charitable Trust Grant Application** – We are requesting \$2,500 from Hawkins Charitable Trust for the Immunization Program. The Hawkins Charitable Trust is a Nebraska foundation based out of Omaha and has ties to the Hawkins Construction Company. Their giving history includes education, healthcare, agriculture and youth services. **Linda Fitzsimmons moved the Board approve the grant application. Amber Baldwin seconded the motion; motion approved by unanimous voice vote.**

**Fred & Sally Bekins Foundation Grant Application** – We are requesting \$500 from the Fred & Sally Bekins Foundation for the Lexington Food Pantry. The Fred & Sally Bekins Foundation is located in Omaha, NE. Their giving history is focused on children, human services, education and the arts. **Bonnie Fuerst moved the Board approve the grant application. Bob Engler seconded the motion; motion approved by unanimous voice vote.**

**Nebraska Homeless Assistance Program Sub-grant, NHAP-309 for South West** – This sub-grant is in the amount of \$140,000 is for the Near Homeless Prevention program and Rapid Re-Housing efforts. It is used for rent arrearages, utility disconnects, rental assistance, and eviction notice assistance for our customers. (The Federal share is \$127,443.51 and the State share is \$12,556.49.) (*ROMA Goal 1: Low income people become more self-sufficient. And ROMA Goal 6: People achieve their potential by strengthening families and other supportive services.*) **Dick Trail moved the Board accept the award. Marvin Harms seconded the motion; motion approved by unanimous voice vote.**

**Nebraska Homeless Assistance Program Sub-grant NHAP-408 for South East** – This sub-grant is in the amount of \$85,415.38 is for the Near Homeless Prevention program and Rapid Re-Housing efforts. It is used for rent arrearages, utility disconnects, rental assistance, and eviction notice assistance for our customers. (The Federal share is \$47,645.27 and the State share is \$37,770.11.) (*ROMA Goal 1: Low income people become more self-sufficient. And ROMA Goal 6: People achieve their potential by strengthening families and other supportive services.*) **Sherri Hansen moved the Board accept the award. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

**Bank of the West Signature Card Updates** – This is a formal request to adjust our signature cards on the following accounts:

- a. **Step Up CD** – Please delete Catherine Hickman and add Leslie J. Bodey to the signature card.
- b. **Kearney County PAC/Mid (#230-000-865966)** – The card will then have the following names listed: Meredith Collins, E.L. (Ed) Butler, Martha Stribling, Carrie Eurek, Barb Braun

and Leslie J. Bodey.

**Pat Nelson moved to approve the signature card updates. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

**First Bank & Trust Co. Signature Card Updates** – This is a formal request to adjust our signature cards on the following account:

- a. Kearney County PAC CD #34906 – Please delete Catherine Hickman and add Leslie J. Bodey. The card will then have the following names listed: Meredith Collins, E.L. (Ed) Butler, Martha Stribling, Carrie Eurek, Barb Braun and Leslie Bodey.

**Sherri Hansen moved to approve the signature card updates. Amber Baldwin seconded the motion; motion approved by unanimous voice vote.**

**RYDE Transit Vehicle Grant Award** – The State has awarded funds to purchase four small Star Trans buses at a unit cost of \$51,652 for a total of \$206,608. The Federal share (80%) is \$165,284 from the Nebraska Department of Roads and the Local contribution (20%) is \$41,324. **Marvin Harms moved the Board accept the award. Bob Engler seconded the motion; motion approved by unanimous voice vote.**

**Reauthorization Application for Budget Update for the Immunization Program** – Mid submitted the same budget and work plan as last year. As it is a continuation grant, there is no change in the funding. **Bob Engler moved the Board approve the reauthorization application. Dick Trail seconded the motion; motion approved by unanimous voice vote.**

**Updates to Head Start (0-5) Incentive Plan** – Updates are in italics on handout. **Linda Fitzsimmons moved the Board approve the updates. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

**Buffalo County Community Partners Grant Application** –This application is for \$1,000 for the Child Abuse Resource Education (C.A.R.E.) Program. **Joe Brayton moved the Board approve the grant application. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

**Nebraskaland National Bank Grant Application** – This application is for \$1,000 to support the Child Abuse and Resource Education Program. **Amber Baldwin moved the Board approve the grant application. Sherri Hansen seconded the motion; motion approved by unanimous voice vote.**

**NEO LIHEAP Contract Amendment** – The end date for the 2014-2015 LIHEAP Contract (L14/15-003) in the amount of \$610,818.53 for the contract period February 2, 2015 thru January 31, 2016 is being extended by the Nebraska Energy Office to March 31, 2016. **Bob Engler moved the Board accept the contract amendment. Dick Trail seconded the motion; motion approved by unanimous voice vote.**

**Board of Directors Elections** -- President Jack Yant appointed two staff members, Ed Butler and Kris Wright to gather nominations and count the votes for the elections.

**Nominee for President was Jack Yant. Pat Nelson moved to cease the nominations; Dick Trail seconded the motion; Jack Yant won by unanimous voice vote.**

**Nominee for Vice- President was Pat Nelson. Linda Fitzsimmons moved to cease the nominations; Amber Baldwin seconded the motion; Pat Nelson won by unanimous**

voice vote.

Nominees for Secretary were Sherri Hansen and Dick Trail; Sherri Hansen won.

Nominee for Treasurer was Barb Roebuck. Dick Trail moved to cease the nominations; Sherri Hansen seconded the motion; Barb Roebuck won by unanimous voice vote.

Nominees for Member at Large were Dick Trail and Linda Fitzsimmons; Linda Fitzsimmons won.

**B. OTHER ISSUES/COMMENTS –**

**C. ADJOURNMENT --** With no further business, President Yant adjourned the meeting. It was announced that the next Board of Directors' Meeting would be on **January 28, 2016.**

Respectfully Submitted,

Kyla Martin  
Recording Secretary

**VERIFICATION**

The forgoing minutes were amended/approved.

\_\_\_\_\_  
**Board Secretary**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board President**

\_\_\_\_\_  
**Date**