

**BOARD OF DIRECTORS’
MEETING MINUTES
DECEMBER 1, 2016**

Members Present:	Amber Baldwin	Bonnie Fuerst
	Joe Brayton	Marvin Harms
	David Braun	Joni Nickel
	Ross Bruning	Barb Roebuck
	Roland Coker	Michael Stromer
	Bob Engler	Dick Trail
	Linda Fitzsimmons	Jack Yant

Members Absent: Pat Nelson

Others Present:	Meredith Collins	Jackie Harpst
	Carrie Eurek	Kyla Martin
	Tammy Jeffs	Kris Wright

President Yant declared a quorum.

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

INTRODUCTIONS: Joni Nickel introduced herself and the Board members went around the room introducing themselves to her.

ACCEPTANCE OF JONI NICKEL as the Consumer Representative for Buffalo, Adams, and Kearney counties – Amber Baldwin moved the Board accept Joni Nickel as a new Board member. Bob Engler seconded the motion; motion carried unanimously by voice vote.

ACCEPTANCE OF MARVIN HARMS’ RESIGNATION: With reluctance, Bob Engler moved the Board accept Marvin’s resignation. Barb Roebuck seconded the motion; motion carried unanimously by voice vote.

President Yant presented Marvin with a certificate of appreciation and a pen set after 21 years of service.

AGENDA APPROVAL – President Yant noted there were no amendments to the agenda. Dick Trail 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 extended Thanksgiving wishes and expressed great appreciation of the 21 years of service from Marvin Harms. Marvin has been an active board member involved in the Food Bank, local food pantry, toy drives and the Hay Lift projects. Meredith provided an election update and shared information from a webinar held with David Bradley who works with the National Community Action Foundation. David meets with elected representatives about our programs and was very positive about the future of Community Action and our bi-partisan support. There is a concern about getting the Community Services Block Grant reauthorized which hasn’t been done since 1994. This was underway last year with considerable

support but never made it for final approval. Programs that are not reauthorized have a higher potential of being cut or reduced when a new budget is approved. Currently, Congress has approved a Continuing Resolution for six months.

An update was provided to the board on the Department of Labor Salary exemption rule which should have gone into effect today. Right before Thanksgiving, a federal judge overturned the salary exemption ruling that would have changed the exempt level from \$23,660 to \$47,476. Mid was prepared to implement the new rule on November 28th and had informed staff affected by the change. Due to the new court ruling and the uncertainty surrounding the salary level, the agency has chosen to hold off on implementing until a final decision is made by the courts.

Meredith highlighted agency activities and media coverage in the last month. The Mid-Nebraska Food Bank received a grant award from Walmart in the amount of \$45,000 to purchase a new freezer/cooler. Kearney Works has hired a new executive director, Stan Zimbelman, who previously worked for the Department of Labor. Kearney Works will have an office at the Administrative Building. For media coverage, we ran two holiday giving campaigns for the Food Bank in the Kearney Hub and the North Platte Telegraph. Donations are coming in to help restock the bare shelves at the Food Bank. Apple Market and Target also gave the Food Bank gift cards to purchase food. In other agency events, November 10th was Big Give Lexington. They raised \$609,000 for around 60 non-profits. Head Start and our food pantry will receive around \$4,000 collectively. McCook had their giving day tied in with McCook Coat Drive. Mid programs received \$2,000 to go towards Head Start, CSFP and Homeless Prevention. December 1st is Kearney's Give Where You Live campaign and Mid will focus on using those donations for the CSFP program. Kyla gave a short report on the success of the Holiday Splendor Craft Show.

An update was provided on the audit. An auditor had questions on the Commodities inventory report. The State has been working with us on resolving this issue and providing retraining to staff on completing the report. Meredith expressed her appreciation to Kris and LaDonna from the Fiscal Department for all of their help with improving our inventory process and reporting. **Dick Trail moved the Board approve the Administrator's Report. David Braun seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – Kris went over the October financial report. October is the first month in the fiscal year. We should be at 8% of the budget; we are at 8% of expenses and 11% of revenues. The Immunization program year end is December 31st. The FY'17 federal budget still has not been passed, but funding is on a continuing resolution until December 9th. We are expecting another continuing resolution to be passed through March of 2017. This would mean that our FY'17 funding would remain the same as our FY'16 until the end of March. Kris reviewed the details of the FY'17 proposed agency budget and passed around a folder containing the individual program budgets that are included in the agency budget. The FY'17 agency budget is included as an item on the board agenda for approval. Kris passed around the credit card statements. **After discussion, David Braun moved the Board accept and place on file the financial report as presented. Bonnie Fuerst seconded the motion; motion carried unanimously by voice vote.**

SPECIAL REPORTS

HEAD START/EARLY HEAD START REPORTS/POLICY COUNCIL ACTIONS by David Braun – 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/terminations
- * Monthly enrollment reports
- * Monthly meal & snack reports
- * Community representatives
- * Enrollment attendance
- * Monthly health mandate reports

David gave the current Policy Council Report. He also offered the Board members the opportunity to purchase raffle tickets for their baby afghan fundraiser. **After each Board member looked everything over, Dick Trail 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 the total meals served was 3,684 with 21 total days served. The home delivered meals tallied 2,017 with a daily average of 96; the meal donation average was \$2.30. For the congregated meals, the monthly total was 1,667 with 80 as the daily average the \$3.20 for the average meal donation. The total foodstuff donations mostly from Wal-Mart equaled 338 cases. They handed out 261 cases to the seniors and were able to use 77 cases in house. The center gained 10 new people in the congregated program and nine with the home-delivery program. **David Braun moved the Board approve this report. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – The Center served 684 meals in September with a per day average of 34. \$2,251 was received in client donations with a per meal average of \$3.70. In October, 693 meals were served with a per day average of 32. \$2,251 was received in client donations with a per meal average of \$3.77. Interviews were conducted in early November and we have hired Sheana Overleese as the Minden Senior Center’s new Nutrition Coordinator. She will start December 12th, 2016. Barb will help train Sheana before retiring. **Linda Fitzsimmons moved the Board approve this report. David Braun seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins -- For the reporting period of October 26th – November 23rd, the program served 2,421 meals with a daily average of 127 people per day. Total donations were at \$7,701.01 with an average donation rate of \$3.18. The Thanksgiving meal served over 230 people. **Dick Trail moved the Board approve this report. Bob Engler seconded the motion; motion carried by unanimous voice vote.**

RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) Report by Jack Yant RAFT had a good turnout at the World Theatre for their movie that they sponsored on Veteran’s Day weekend. They were able to get some information out to begin Hunger and Homelessness Awareness week. RAFT is participating in Give Where You Live 2016! They have one-one bedroom apartment opening that will be filled on December 1, 2016. All RAFT families have been adopted for Christmas. **Bob Engler moved the Board approve this report. Amber Baldwin seconded the motion; motion carried by unanimous voice vote.**

RATIFICATION OF NATIONAL PERFORMANCE INDICATORS (NPI) REPORT – Tammy Jeffs – Tammy presented the year-end NPI report which documents our program projections and outcomes. This report is available on the agency website. Tammy also discussed some of the potential changes with ROMA Next Generation. **Dick Trail moved the Board ratify the Executive Committee’s decision to approve the NPI Report. David Braun seconded the motion; motion approved by unanimous voice vote. (Jack Yant, Barb Roebuck, Pat Nelson and Linda Fitzsimmons abstained.)**

ACTION/DISCUSSION ITEMS

Approval of Memo Of Understanding (MOU) with United Healthcare - Approval is needed for a MOU between United Healthcare and Mid on the My Connections project for Buffalo and Adams counties. Mid will receive referrals from UnitedHealth to help community members overcome social barriers and to better facilitate community connections. **Barb Roebuck moved the Board approve the MOU. Bob Engler seconded the motion; motion approved by unanimous voice vote.**

Approval of Revised Operating Rules for the Minden Trust (Minden Senior Center) - Language was changed in the Operating rules to have meetings every other month or as needed. **Linda Fitzsimmons moved the Board approve the Revised Operating Rules. Amber Baldwin seconded the motion; motion approved by unanimous voice vote.**

Holbrook Head Start Lease Approval – GROW Nebraska is proposing a rent increase for the property leased by the Head Start Program at the Central Plains Development Center in Holbrook. Current monthly rent is \$504. Effective December 1, 2016, the increased rent will be \$650.00/month. The increase is an attempt to keep this facility open after loss of other tenants. **Amber Baldwin moved the Board approve the increase in the lease. David Braun seconded the motion; motion approved by unanimous voice vote.**

REACH Challenge Grant Award - Community Action Partnership of Mid-Nebraska received \$1,666.67 from the REACH Challenge Grant. The REACH Challenge Grant is funded by a \$20,000 grant from the Nebraska Investment Finance Authority to the Nebraska Housing Developers Association. **Joe Brayton moved the Board accept the award. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

Walmart Foundation State Giving Grant Award - The Mid-Nebraska Food Bank was awarded \$45,000 in funding from the Walmart Foundation for the purchase and installation of a new 8’x12’ cooler and a new 16’x20’ freezer. The grant will be used to purchase the new equipment and cover labor/installation costs. *(ROMA Goals 1.2, 2.3, 6)* **Joe Brayton moved the Board accept the award. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

Meals on Wheels Association Grant Request - We are requesting \$1,950 from the Meals on Wheels Association for scholarship assistance to send two staff members to the Meals on Wheels conference in Denver and to purchase emergency frozen and shelf stable meals for home-delivered meals clients in the event of weather-related Center closings. **Bob Engler moved the Board approve the grant request. Roland Coker seconded the motion; motion approved by unanimous voice vote.**

Corporate Resolution for Housing Grant Projects – Resolution that authorizes Meredith Collins, the Executive Director, and Jackie L Harpst, the Business and Housing Director, to act as authorized signers for the purchase, resale and borrowing of up to \$150,000 for property associated with Board approved Housing Grant Programs. This is a requested update from January 2015. **Linda Fitzsimmons moved the Board approve the corporate resolution. David Braun seconded the motion; motion approved by unanimous voice vote.**

Great Western Bank Grant Application - Mid is requesting \$25,000 from the Great Western Bank to support the C.A.R.E. program. Funding for this program will be used to support the staff and activities involved with C.A.R.E. as they educate children and parents on child abuse/neglect prevention using Happy Bear Presentations, Love and Logic Parenting classes, and Car Seat Safety education and inspections. **Bob Engler moved the Board approve the grant application. David Braun seconded the motion; motion approved by unanimous voice vote.**

Mid Budget Approval – The Mid proposed budget for FY17 is \$11,385,443. **Dick Trail moved the Board approve the FY17 Mid Budget. Ross Bruning seconded the motion; motion approved by unanimous voice vote.**

WIC Award – For the funding period of October 1, 2016 through September 30, 2017, the subaward will be \$180,000 for nutrition services and administration costs. Funding will be provided in the amount of \$58,500 for the Breastfeeding Peer Counseling. (*ROMA Goal 6, 6.3 Child and Family Development*) On the October agenda, the WIC Award approved was an intent to award. **Linda Fitzsimmons moved the Board accept the award. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

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 26, 2017.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date