

**BOARD OF DIRECTORS’
MEETING MINUTES
MARCH 23, 2017**

Members Present:	Amber Baldwin	Pat Nelson
	Jennifer Bantam	Barb Roebuck
	David Braun	Michael Stromer
	Ross Bruning	Dick Trail
	Roland Coker	Jack Yant
	Bob Engler	

Members Absent:	Joe Brayton	Bonnie Fuerst
	Linda Fitzsimmons	Joni Nickel

Others Present:	Meredith Collins	Jackie Harpst
	Martha Stribling	Kris Wright

President Yant declared a quorum.

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

INTRODUCTIONS: Martha Stribling was introduced to board members. Martha is filling in for Kyla Martin this month.

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

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

ADMINISTRATOR’S REPORT - Meredith began her report with an overview of the proposed White House Budget that eliminates many of the programs offered by Community Action, as well as by our local partners. The Community Services Block Grant, Weatherization, and the Low-income Heating and Assistance Program (LIHEAP) are all zeroed out in the budget. Partner programs such as Meals on Wheels and the Community Development Block Grant are also targeted for major funding cuts. The National Community Action Foundation has issued a press release on the ramifications of those cuts and the negative impact it will have on the most vulnerable individuals and families in our communities. David Bradley who works for the National Community Action Foundation is confident in the bipartisan support our programs have in Congress. Jackie Harpst provided an overview from the Department of Energy from her recent Weatherization Training conference. They reiterated the support that the Weatherization Program has and the documented outcomes. The budget process is a long and negotiated process with Congress and we are hopeful that Congress will restore the funding for these key program services. An update was provided on the Food Bank of the Heartland compliance audit. We are waiting for next steps on our contractual agreement with them for the 2017-2018 year. The agency’s Organizational Performance Standards review has been scheduled for May 22nd. This will be a Peer Review process conducted by Community Action of Western Nebraska. Meredith will do Peer Reviews for the Lincoln and Omaha agencies on March 24th and May 30th-31st. United Way funding was also discussed. Funding goals were met by many of our partner United Way agencies with the exception of Kearney. They have been conducting extra fundraising activities but they are still short

of their goal. We will know final campaign results at their annual meeting on March 30th. Meredith reminded the board of All Staff Day on April 21st. It will start at 9:00 am and will be held at the Buffalo County Extension Building in Kearney. Several board members indicated that they would be in attendance. **David Braun moved the Board approve the Administrator's Report. Amber Baldwin seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – The monitoring and the credit card folders were passed around. The RAFT program year-end is March 31st. February is the fifth month in the fiscal year, so the budget should be at 42%; revenues are currently at 42% and expenses are at 40%. Many of our programs are running slightly under budget as staff are being very conservative with spending due to budget uncertainty. We are also receiving much of state funding in several allocations, due to the continuing resolution. Kris provided an update on transitioning the agency's retirement plan which will benefit both the agency and staff. Edward Jones will provide an overview of the new platform at All Staff Day. **After discussion, Bob Engler moved the Board accept and place on file the financial report as presented. David Braun 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:

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

David also reported the Policy Council members received some good news on the new Head Start Performance Standards which will allow members to serve for a five year term instead of three years.

After each Board member looked everything over, Jennifer Bantam moved the Board approve all the reports. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.

NORTH PLATTE SENIOR CENTER & HOME DELIVERY REPORT by Roland Coker – For the month of February, the Center served 3,364 meals. They served 1,804 home delivered meals for a daily average of 95 and a per meal donation of \$2.22. On the congregate side, they served 1,560 meals with a daily average of 82 and a per meal donation of \$3.37. We welcomed 18 new seniors to the program. We also had 634 cases of Foodstuff donations. We handed out 418 to seniors and used 216 in house. We also had some welcome news for our budget as the Center was awarded a \$15,000 grant from the Ethel S. Abbott Foundation out of Lincoln for operating costs for our home delivered meal program. **Barb Roebuck moved the Board approve this report. Amber Baldwin seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – For the month of February, the Senior Center served 724 meals in 20 serving days. The daily average was 36 people. For the month, \$2,391 was received in donations with the per meal average of \$3.30. The Center had one hearing clinic and provided 32 referrals to partner agencies. **Dick Trail moved the Board approve this report. Ross Bruning seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins – For the reporting period of February 27th – March 22nd (reporting period ends on the 25th), the Peterson Nutrition Program served 1,833 serving an average of 102 people per day. Total donations for the

month were \$5,008.01 with an average donation rate of \$2.73. Donation rates are lower this month due to the sale of meal ticket cards in January. **Amber Baldwin moved the Board approve this report. Roland Coker seconded the motion; motion carried by unanimous voice vote.**

RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) Report by Jack Yant – RAFT is getting ready to end another HUD grant year on March 31st and start a new year on April 1st. HUD has a new Annual Progress Report program which will be completed at the end of the month. RAFT has submitted an application to the United Way of the Kearney Area and will be having a RAFT night with Storm Hockey on Saturday, March 25th. There are currently no openings in the RAFT apartment complex and all adults except for one are employed. The one who is currently not employed is enrolled in the Kearney Public Schools Re-Engage Program. **Pat Nelson moved the Board approve this report. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

President Yant excused himself from the meeting and Vice-President Nelson conducted the rest of the meeting.

APPROVAL OF YEAR THREE STRATEGIC PLAN REPORT by Meredith Collins – Meredith presented the third year of the 2014-2017 Strategic Plan. She went over the Vision and the Mission Statements, the scorecard criteria and the scorecard results for the third and final year of the Strategic Plan. The Board agreed our vision and mission was in alignment with our program services. The overall score was 91% for goals and objectives achieved. The Strategic Plan report was passed around and can be found on our website, as well as in the Board book. **Bob Engler moved the Board approve this update. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

APPROVAL OF RISK ASSESSMENT by Jackie Harpst – As a corporation, we have to look at ways of managing risks. Mid tries to mitigate our risks by analyzing our annual Performance Management Scorecard, Risk Assessment Check List, Program Funding Risk Assessment Plan, Insurance Risk Assessment, and Emergency Risk Assessment. Jackie provided a comprehensive overview of the risk assessment. Each board member was provided a copy which will be placed in their board handbooks. **Dick Trail moved the Board approve this update. David Braun seconded the motion; motion carried by unanimous voice vote.**

APPROVAL OF CSBG NEEDS ASSESSMENT REVIEW by Meredith Collins – Meredith provided an overview of the Community Action of Nebraska Statewide Survey Assessment and Mid's regional data. Each board member was provided a copy of the report and it is also available on our website. In the area of Basic Needs, remarkably high rates of respondents once again reported difficulties with affordable medical care (60%); affordable family dental care (57%); and issues with affordable family eye care (55%). A high number, 1 in 3, reported issues with paying utilities, affordable food and clothing while 1 in 4 struggle to find affordable housing. The board had excellent discussion on the community needs identified and the gaps that could be closed through the work of Community Action programs. **Dick Trail moved the Board approve this update. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

A. ACTION/DISCUSSION ITEMS

Gothenburg United Way Application –

a. Head Start – This application is for \$4,500 for the operation of the program. **David Braun moved the Board approve the application. Roland Coker seconded the motion; motion approved by unanimous voice vote.**

2017 WIC Incentive Proposal – This incentive for WIC staff is for maintaining the 2017 average caseload of 3,275 through August 31, 2017 contingent on the availability of funds. **Amber Baldwin moved the Board approve the incentive proposal. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

Immunization Award – This \$15,000 award is for the third year of the grant period. **Bob Engler moved the Board accept the award. Mike Stromer seconded the motion; motion approved by unanimous voice vote.**

RYDE Vehicle Maintenance Plan – This plan outlines the policy and procedures for maintenance on our buses and vans. **Dick Trail moved the Board approve the maintenance plan. Roland Coker seconded the motion; motion approved by unanimous voice vote.**

Affordable Housing Grant Application – This \$250,000 request from the Nebraska Department of Economic Development will fund an Owner-Occupied Housing Rehabilitation (OOR) project in Buffalo County. It is anticipated that a minimum of eight (8) properties will be served with these funds within 24 months of the Notice of Award.

- a. Approval of Exhibit R – Authorization to Submit Application(s) and Enter Into Agreement for Nebraska Affordable Housing Program. **(Resolution #2017-03-001)**
- b. Approval of the Program Guidelines for the OOR Project

David Braun moved the Board approve the application. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.

Affordable Housing Grant Application – This \$250,000 request from the Nebraska Department of Economic Development will fund a Down-Payment Assistance (DPA) Project in Buffalo County. It is anticipated that a minimum of fifteen (15) households will be served with these funds within 24 months of the Notice of Award.

- a. Approval of Exhibit R – Authorization to Submit Application(s) and Enter Into Agreement for Nebraska Affordable Housing Program. **(Resolution #2017-03-002)**
- b. Approval of the Program Guidelines for the DPA Project

Bob Engler moved the Board approve the application. Ross Bruning seconded the motion; motion approved by unanimous voice vote.

Affordable Housing Grant Application – This \$40,000 request from the Nebraska Department of Economic Development for Non-Profit Operating Assistance, based on \$20,000/year for two years. The funds will (1) assist the organization to maintain the current level of production and/or development of affordable housing; and (2) increase the capacity of the organization to produce and/or develop affordable housing.

- a. Approval of Exhibit R – Authorization to Submit Application(s) and Enter Into Agreement for Nebraska Affordable Housing Program. **(Resolution #2017-03-003)**

Roland Coker moved the Board approve the application. Amber Baldwin seconded the motion; motion approved by unanimous voice vote.

Minority Health Grant Application – Mid's Community Health Worker Program applied for \$282,645.53 in funding from the NE DHHS Minority Health Initiative. Funding will be used to continue supporting the CHW Program as they work to reach minority residents in Buffalo, Dawson, Phelps, and Kearney County who are dealing with chronic health disparities such as diabetes/prediabetes, high blood pressure, and obesity. **Bob Engler moved the Board approve the application. Amber Baldwin seconded the motion; motion approved by unanimous voice vote.**

Sunnyside Foundation Grant Application – Mid is requesting \$20,850 from the Sunnyside foundation in Adams County to purchase one new Transit minivan and two new Transit buses. **Barb Roebuck moved the Board approve the application. David Braun seconded the motion; motion approved by unanimous voice vote.**

Head Start Self-Assessment – The Head Start self-assessment covers a checklist to ensure the agency has governance and internal controls and provides proper oversight for use of Head Start grant funds, grant property, compensation, financial reporting. It also insures that the Board of Director’s and Policy Council receive all the necessary documentation and training to provide proper oversight of the Head Start and Early Head Start programs. This document is filed in the Mid Board Book with minutes. **Dick Trail moved the Board approve the self-assessment. David Braun seconded the motion; motion approved by unanimous voice vote.**

RYDE Purchase of One Small Bus – Approval is needed for the purchase of one small bus with a wheelchair lift for \$61,700. The Federal/State Share is \$48,000 and the Local Share is \$7,700. This small bus will go to Hamilton County-Aurora. **Jennifer Bantam moved the Board approve the bus purchase. Amber Baldwin seconded the motion; motion approved by unanimous voice vote.**

B. OTHER ISSUES/COMMENTS –

C. ADJOURNMENT – With no further business, Vice President Pat Nelson adjourned the meeting. It was announced that the next Board of Directors’ Meeting would be on April 27, 2017.

Respectfully Submitted,

Martha Stribling
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date