

**BOARD OF DIRECTORS’
MEETING MINUTES
JUNE 22, 2017**

Members Present:	Amber Baldwin	Pat Nelson
	Jennifer Bantam	Barb Roebuck
	David Braun	Michael Stromer
	Bob Engler	Dick Trail
	Linda Fitzsimmons	Jack Yant

Members Absent:	Joe Brayton	Bonnie Fuerst
	Ross Bruning	Joni Nickel
	Roland Coker	

Others Present:	Mary Aupperle	Jackie Harpst
	Meredith Collins	Tammy Jeffs
	Carrie Eureka	Kyla Martin
	Sara Frias	Kris Wright

President Yant declared a quorum.

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

INTRODUCTIONS: Community Services Director, Tammy Jeffs, introduced Quality Assurance Coordinator, Sara Frias, to the Board.

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

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

ADMINISTRATOR’S REPORT – Meredith passed around an issue of the Head Start’s Sand Box magazine in which Lois Butler was recognized as a Head Start Hero. She received this recognition while at the Head Start National Convention after nearly 27 years of service. She is retiring the end of July. Mid’s Head Start had a succession plan in place to promote Lisa Giboney to be the Head Start Director. Lisa has 19 years of experience working with Head Start and Early Head Start. We have received confirmation of our succession plan process from the Office of Head Start in relation to the new Head Start Performance Standards. Congressman Adrian Smith was in McCook last month and had a conversation with our Community Services Coordinator, Barb Ostrum about the Community Services Block Grant. Barb provided education to Congressman Smith on the importance of this funding for our agency. Meredith passed around a letter from the Congressman that thanked our staff for visiting with him and the importance of innovative and accountable evidence based programs for rural Nebraska. Meredith had Kyla Martin give an update on the transition of the Food Bank and the progress in planning the mobile produce pantries. This new program will start in Kearney on July 18th. Meredith also informed the Board about the new rental agreement with East Lawn Food Pantry. They are going to rent shelf and refrigerator space from the Food Bank to store their extra food for their pantry. **Amber Baldwin moved the Board approve the Administrator’s Report. Barb Roebuck seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – June 30th is year-end for many agency programs. The Senior Companion and the Transportation Programs are eligible to receive incentives this year. The two vehicles that had to be ordered for Head Start were picked up this week. The agency has received the final contract and invoice for the cul-de-sac at the RYDE building; the agency will be using discretionary funds to cover the cost for this. June is the 8th month of the fiscal year and we should be at 67% of the budget; we are at 65% for revenues and 63% for expenses. Mid had their 403b audit in May; we are hoping to have the final audit report for the July board meeting. Mid received the insurance check for the CAH claim this month. The Weatherization Program will have a formal monitoring next week. Charles McGraw had Kris give the Board an update on the status of the busses that the board has approved. RYDE has 10 large busses ordered, 2-12 passenger vans have arrived in Lincoln, and we are also expecting 1 (one) lowered-floor minivan. We should receive all of the busses by this fall. Kris mentioned that the agency has been experiencing more desk monitoring and less onsite monitoring. The 403b retirement plan conversion started the last week in May and we are hoping to have it completed by the end of June. **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

BOARD JOB DESCRIPTIONS/ROLES/RESPONSIBILITIES/CODE OF ETHICS by Jack Yant Training was provided on the board members job duties and responsibilities along with the Community Action Code of Ethics. The board reviewed their written job descriptions. **David Braun moved the Board approve this training. Michael Stromer seconded the motion; motion approved by unanimous voice vote.**

ROMA 2.0 TRAINING by Tammy Jeffs and Sara Frias – Many changes are rolling out with the new ROMA 2.0 format. Tammy and Sara both gave an overview of what the new ROMA 2.0 will look like and how it will be more detailed in providing evidence based outcomes and rate of change. Discussion occurred on the importance of ROMA in the work and how our outcomes document that the agency is making a difference, where we are making that difference and for whom it affects. **Barb Roebuck moved the Board approve this training. Linda Fitzsimmons seconded the motion; motion approved by unanimous voice vote.**

A. ACTION/DISCUSSION ITEMS

Sunnyside Foundation Grant Award -- Mid requested \$20,850 from the Sunnyside Foundation in Adams County to purchase one new Transit minivan and two new Transit buses. We were awarded \$7,700 to assist in the replacement of one Transit bus. **Amber Baldwin moved the Board accept the award. Dick Trail seconded the motion; motion approved by unanimous voice vote.**

Vehicle Resolution Hastings - This request is to purchase 1 (one) small bus with a wheelchair lift with an estimated total cost of \$61,700.00 dollars. The Federal and State Share is \$54,000.00 dollars and the Local Share is \$7,700.00 dollars. **David Braun moved the Board approve the request. Bob Engler seconded the motion; motion approved by unanimous voice vote.**

Head Start Cost of Living Application (COLA) – COLA funds will be used to increase staff salaries, fringe benefits, and related costs by a minimum of 1 (one) percent. This will increase Head Start and Early Head Start staff's hourly rate of pay and permanently increase the Head Start (0-5) pay scales. The COLA grant is for \$27,596 for Head Start Staff and \$6,600 for Early Head

Start Staff for a total of \$34,196. **Bob Engler moved the Board approve the application. Dick Trail 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 July 27, 2017.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date