

**BOARD OF DIRECTORS’
MEETING MINUTES
JULY 27, 2017**

Members Present:	Joe Brayton	
	David Braun	Pat Nelson
	Ross Bruning	Joni Nickel
	Roland Coker	Barb Roebuck
	Bob Engler	Michael Stromer
	Linda Fitzsimmons	Dick Trail

Members Absent:	Amber Baldwin	Bonnie Fuerst
	Jennifer Bantam	Jack Yant

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

Vice-President Nelson declared a quorum.

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

INTRODUCTIONS:

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

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

ADMINISTRATOR’S REPORT – We hopefully are at the end of our tenured staff retirements for a while. Meredith passed around pictures and a thank you card from Bev McNiff’s retirement party. She’s been with Mid for over 23 years. Lois Butler retires at the end of the month; she’s been with Mid for over 27 years. We will be having a farewell break for her on Monday, July 31st. Lisa Giboney will be taking over as Head Start/Early Head Start Director as of August 1st. Lisa has 19 years of experience working for Head Start. Meredith also shared other media and community awareness events. The Community Action Food Bank held its first Mobile Produce Pantry on July 18th here at the Food Bank. Meredith showed some pictures of it. We served 158 households/437 individuals. She commended Kyla and the Food Bank staff for the success and thanked Kyla for organizing it all. It had great coverage on NTV, too. The Beacon Observer had Meredith and Kyla on the front page with CHS from Holdrege. CHS hosts fundraisers for Harvest for Hunger and donated over \$19,000 to be used for mobiles outside of Buffalo County. The RYDE Transit program has expanded into Eustis as part of the Mobility Management Program. On August 5th there will be a Family Connect event in Lexington which provides backpacks, school supplies, haircuts, mobile food pantry, hygiene kits and DHHS assistance. They plan on serving 300 and clients must pre-register ahead of time.

LaDonna and Kris have successfully completed our American Funds Retirement conversion to the new Recordkeeping Platform. Staff has been sent all of their information to log in to the new system. We are also working on completing an analysis of agency benefits as well as preparing a

Request for Proposals for our insurance broker and insurance carriers for the upcoming year.

Goodwill Industries has canceled their contracts with RYDE Transit in Kearney and Hastings due to changes in their funding streams. This is a concern for RYDE as these contracts serve as local match so we will need to adjust budgets accordingly. In more positive news, RYDE Transit was recently given the Award for Excellence for Highest Ridership in 2016 among Rural Public Transit Systems by the Region VI Federal Transit Administration. Meredith thanked Joe Brayton for his support for getting the \$1,000 donation Mid received for the Mobile Produce Pantries from the Buffalo County Board of Supervisors. We have also been notified by another foundation that they will award \$10,000 a year for the next three years to support the Mobile Produce Pantries in Buffalo County. It is exciting to see all of the support for this new program initiative.

Congressional funding for our programs remains a big concern. Community Service Block Grant funding has been cut by the Appropriations Committee but David Bradly with the National Community Action Foundation is confident that funding will be restored to level funding. Head Start should see a slight increase in funding and Weatherization funding should remain stable. Jackie Harpst reported on their current monitoring with the Weatherization program. The Department of Energy auditor complimented the crew on their door installations saying, "It's the best he's seen in the U.S.A." Their attic accesses and window installation are amongst the best, too. Meredith commended Jackie and her staff. In local news, the United Way of the Kearney Area wants to do more to promote the United Way outside of Kearney. The Minden Senior Center will be hosting a community luncheon on September 29th to help promote the work of the Senior Center and the United Way.

Kyla informed the Board about a large donation of frozen dinners that the Food Bank received and will pass out at mobiles, CSFP clinics and senior centers before November 30th. **David Braun 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 credit card statements and the monitoring folder. The monitoring folder included the 403b Plan Audit report; we received a clean audit report. She went over the programs that had year-ends on June 30th. Kris went over the June financial report. June is the ninth month in the fiscal year, so we should be at 75% of budget; we are at 72% of expenses and 72% of revenues. Head Start's year-end is July 31st. Both Head Start and Early Head Start exceeded their match requirement this year. The Peterson Activity Senior Center ended the year with a positive balance that will be carried over into the next fiscal year and applied to the city of Kearney's match for next year. The amount of match funds increased for the North Platte Senior Center last year and was primarily due to a decrease in the number of meals served. Several of the agency programs have been able to give staff incentives so far this year. Next week will be the South Central Area Agency on Aging audit for the Minden and Peterson Senior Centers. **After discussion, Barb Roebuck moved the Board accept and place on file the financial report as presented. Bob Engler 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

* Community representatives

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

After each Board member looked everything over, Linda Fitzsimmons moved the Board approve all the reports. Bob Engler seconded the motion; motion carried by unanimous voice vote.

NORTH PLATTE SENIOR CENTER & HOME DELIVERY REPORT by Roland Coker -- For the month of May the total meals served was 3,645 with 22 total days served. The home delivered meals tallied 2,004 with a daily average of 92; the meal donation average was \$2.80. For the congregate meals, the monthly total was 1,631 with 74 as the daily average the \$3.12 for the average meal donation. The center gained 12 new people in the congregate meal program and 12 new people for the home delivered program. The total foodstuff donations mostly from Wal-Mart equaled 167 cases. They handed out 78 cases to the seniors and were able to use 89 cases in house.

For the month of June the total meals served was 3,646 with 22 total days served. The home delivered meals tallied 1,980 with a daily average of 90; the meal donation average was \$2.72. For the congregate meals, the monthly total was 1,666 with 76 as the daily average of \$3.12 for the average meal donation. The center gained six new people in the congregate meal program and six new people for the home delivered program. The total foodstuff donations mostly from Wal-Mart equaled 172 cases. They handed out 60 cases to the seniors and were able to use 112 cases in house.

June 30th was the North Platte Senior Center's year-end. They served 43,428 congregate and home delivered meals which was a decrease for 2016. The raw food cost per meals was \$2.97 and the total cost per meal was \$7.96. The agency put in \$27,000 of Community Services Block Grant funds to help support the program. The Center continues to prepare the meals for the Hershey Senior Center and the Head Start Program. **Bob Engler moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – For the month of May, the Center served 761 meals in 22 serving days. The daily average was 34 people. Total donations were \$2,716.76 with a per meal average of \$3.56. For the month of June we served 695 meals in 20 days with a daily average of 34 people per day. Amount of donations was \$2,435 with an average contribution rate of \$3.50.

June 30th was the Center's year end. Staff served 8,778 meals, an increase from 2016. Raw food cost per meal was \$2.71 and the total cost per meal was \$11.99. The agency put in \$12,000 of CSBG funding to support the program and the local Kearney County Trust Advisory Board contributed \$15,106.29. **Linda Fitzsimmons moved the Board approve this report. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins For the reporting period of May 26 – June 25th, the Nutrition Program served 2,371 over 20 serving days. The daily average was 119 people. Total donations were \$7,626.48 with the average donation rate of \$3.08. For the reporting period of June 26- July 21st, the Nutrition Program served 1,943 meals over 19 serving days. The daily average was 102 people. Total donations were 5,409.80 with the average donation rate at 2.78. June 30th was the program's year end. Staff served 26,281 meals, an increase from 2016. Raw food cost per meal was \$2.45 and the total cost per meals was \$5.95. The City of Kearney put in \$10,738.37 to cover budget shortfalls, down from \$11,518 in 2016. **Bob Engler moved the Board approve this report. Joni Nickel seconded the motion; motion carried by unanimous voice vote.**

RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) Report by Pat Nelson

RAFT is starting to get more prepared for their 20-year anniversary. They will be having a 90's themed casino night at the Ramada Inn on November 9th. The RAFT house has been busy with repairs. They had new carpet installed in their entryway, both stairways and the upstairs landing. This was the last of the light blue carpeting from 20 years ago! They also had to have some pipes replaced in the bathroom of Apartment #1. The house is so old that they are starting to deal more with the pipes disintegrating. They also have to have a 16-foot pipe replaced in the laundry area of the basement. Once this is completed, they will have the ceiling in Apartment #1's bathroom looked at as it seems to be lowering. Repairs never end! The 2018-2019 HUD CoC competition has officially been opened, so we will be working on that in the upcoming weeks. If you follow RAFT on Facebook, you will see that they were extremely blessed to receive school supplies not covered in the backpacks from United Way and The Dobytown Kiwanis. This donation was made anonymously by a parishioner from Faith United Methodist. They have 11 school-age children ranging from Kindergarten to 10th grade. All of their apartments are full and everyone is employed at least part-time. **David Braun moved the Board approve this report. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

A. ACTION/DISCUSSION ITEMS

Kearney United Way Awards

- a. Head Start** – The amount requested was \$14,605 and the amount awarded was \$12,000.00. This amount does not include designations of \$1,074.33. (Total received is \$13,074.33) (*ROMA Goal 6: 6.3- Child and Family Development*)
- b. Homeless Prevention** -- The amount requested was \$15,000 and the amount awarded was \$15,000.00. This amount does not include designations of \$761.86. (Total received is \$15,761.86.) (*ROMA Goal 6: Persons maintained housing reduced emergency need.*)
- c. Commodity Supplemental Food Program** – The amount requested was \$2,200.00 and the amount awarded was \$1,000. This amount does not include designations of \$1,452.98.00. (Total received is \$2,452.98.) (*ROMA Goals 1, 6, Obtaining Food Assistance*)
- d. Minden Senior Center** – The amount requested was \$4,500 and the amount awarded was \$3,500. This amount does not include designations of \$1,486.26. (Total received is \$4,986.26.) (*ROMA Goal 6: 6.1 Maintaining Independent Living*)
- e. Senior Companions** – The amount requested was \$4,000 and the amount awarded was \$2,500.00. This amount does not include designations of \$631. (Total received is \$3,131.) (*ROMA Goal 6: Maintaining Independent Living*)
- f. Immunizations** – The amount requested was \$4,500 and the amount awarded was \$8,000. This amount does not include designations of \$266. (Total received is \$8,266.) (*ROMA Goal 6: Health Services to Vulnerable Populations*)

Joni Nickel moved the Board accept the awards. Michael Stromer seconded the motion; motion approved by unanimous voice vote.

RYDE TRANSIT Contract with Kearney Pumpkin Patch Child Care Center -- This contract agreement is to provide transportation to the Pumpkin Patch for \$1,161.25/month from July 1, 2017 thru June 30, 2018. **Dick Trail moved the Board approve the contract. Linda Fitzsimmons seconded the motion; motion approved by unanimous voice vote.**

South Central Nebraska Area Agency on Aging Award for Peterson Senior Center – This award is in the amount of \$34,000 that will be used to provide meals at the Peterson Senior Center. The contract period is from June 26, 2017 – June 25, 2018. (*ROMA Goal 6.1: Maintain Independent Living for Vulnerable Populations*) **David Braun moved the Board accept the award. Bob Engler seconded the motion; motion approved by unanimous voice vote.**

Personnel Manual Updates – Approval of an update to the Agency’s Personnel Manual is needed. Board members were provided a copy of the updates. The Personnel Manual is available on the website and in each board member’s handbook. **Bob Engler moved the Board approve the Agency Personnel Manual updates. Joni Nickel seconded the motion; motion approved by unanimous voice vote.**

South Central Nebraska Area Agency on Aging Award for Minden Senior Center -- This award is in the amount of \$13,952 that will be used to provide meals at the Minden Senior Center. The contract period is from June 26, 2017 – June 25, 2018. (*ROMA Goal 6.1: Maintain Independent Living for Vulnerable Populations*) **Dick Trail moved the Board accept the award. Roland Coker seconded the motion; motion approved by unanimous voice vote.**

Bank of the West Charitable Investments Grant Application -- Mid is applying for \$5,000 from the Bank of the West for Health and Human Services – Working to prevent hunger. Funding will be used as operating support for the Mobile Produce Pantry pilot project. **Linda Fitzsimmons moved the Board approve the application. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

Robert Wood Johnson Foundation Grant Application -- Mid submitted a Pioneering Ideas Brief Proposal to the RWJ Foundation for the amount of \$30,000 to be put towards transportation costs, fuel costs, and staff costs for the Mobile Produce Pantry Pilot Project. **Barb Roebuck moved the Board approve the application. Joni Nickel seconded the motion; motion approved by unanimous voice vote.**

RYDE Transit Contract with Head Start CFDP Inc. (Hastings) -- This contract is for a lump sum of \$120 for a period of two months commencing July 1, 2017, and terminating August 31, 2017, for transportation services for two volunteers of the Head Start in Hastings. **David Braun moved the Board accept the contract. Roland Coker seconded the motion; motion approved by unanimous voice vote.**

Whistle Blower Policy Annual Approval -- Annual approval of the Agency’s Whistle Blower Policy is needed. The Whistle Blower Policy is available on the website and in each board member’s handbook. **Bob Engler moved the Board approve the policy. Ross Bruning seconded the motion; motion approved by unanimous voice vote.**

Accounting Manual Annual Approval -- Annual approval of the Agency’s Accounting Manual is needed. The Accounting Manual is available on the website and in each board member’s handbook. There were no updates this year. **Roland Coker moved the Board approve the manual. Linda Fitzsimmons seconded the motion; motion approved by unanimous voice vote.**

RYDE Transit Contract with Mid-Nebraska Individual Services (MNIS) - This contract agreement is for \$3,693.33 monthly for services RYDE provides to MNIS, July 1, 2017, through June 30, 2018. RYDE will operate a transportation system for the developmentally disabled of Kearney and Buffalo County. **Barb Roebuck moved the Board accept the contract. David Braun seconded the motion; motion approved by unanimous voice vote.**

Food Bank Forklift Bid Proposal – Approval is requested to purchase a new fork lift needed by the Food Bank. The forklift bid proposals were sent out in the Board packets. The recommended purchase from the Food Bank staff was the NMC Material Handling-Mitsubishi FBC25N2 with a battery charger

for the amount of \$31,675. **Linda Fitzsimmons moved the Board approve the recommended bid proposal. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

Food Bank Rental Agreement with East Lawn – This is a space rental agreement with the Food Bank and the East Lawn Food Pantry for 70 square foot of dry storage bin/rack space and 40 square feet of freezer space for \$50 per month. The rental amount also includes assistance with loading/unloading with the fork lift. **Joni Nickel moved the Board approve the agreement. Michael Stromer seconded the motion; motion approved by unanimous voice vote.**

Wells Fargo Homeownership Counseling Grant Application -- Mid submitted a grant proposal for the amount of \$7,800 to be put towards the Weatherization Assistance Program. This money will be used to provide the necessary home repairs or renovations that often restrict WAP services. Necessary home repairs/renovations often include 1) a leaky, deteriorated roof; 2) a need for electric repairs/upgrades; and 3) a need for testing for the presence of asbestos/radon. Wells Fargo funding would be put towards providing these services. **Dick Trail moved the Board approve the application. David Braun seconded the motion; motion approved by unanimous voice vote.**

Annual Agency Policy and Procedure Approval – Annual approval of the Agency’s Policies and Procedures is needed. Agency Policies and Procedures are available on the website and in each board member’s handbook. **Joni Nickel moved the Board approve the Agency Policies and Procedures. Bob Engler seconded the motion; motion approved by unanimous voice vote.**

Morgan Charitable Foundation Grant Award – This was awarded for \$5,500 and will be earmarked for enrollment fees at pre-schools or daycare centers for children in Phillips County, KS, unable to afford them. (*ROMA Goal 2: 2.1 Community Improvement and Revitalization, Accessible and Affordable Child Care Options for Low-income families*) **Bob Engler moved the Board accept the award. Joni Nickel seconded the motion; motion approved by unanimous voice vote.**

RYDE TRANSIT Agreement with Head Start CFDP Inc. (Hastings) -- This contract is for a lump sum of \$1,136 for a period of ten months commencing September 1, 2017, and terminating June 30, 2018, for transportation services for two volunteers of the Head Start in Hastings. **David Braun moved the Board approve the agreement. Michael Stromer seconded the motion; motion approved by unanimous voice vote.**

2018 DOE Contract – This award is for the Weatherization Assistance Program in the amount of \$173,740.58 for the contract period of July 1, 2017 thru June 30, 2018. **Joe Brayton moved the Board accept the contract. Ross Bruning seconded the motion; motion approved by unanimous voice vote.**

Head Start Meal Reimbursement Contract with North Platte Senior Center – North Platte Senior Center will provide meals to the North Platte Full Day/Full Year Head Start program starting on August 28, 2017 thru July 11, 2018. The Senior Center will bill Head Start by the first of the month at the agreed upon rates: Breakfast-\$2.40 and lunch for \$3.45, and for Adult Meals \$2.45 for breakfast and \$3.50 for lunch. **Roland Coker moved the Board approve the contract. David Braun seconded the motion; motion approved by unanimous voice vote.**

CSBG Award Amendment– For the funding period of October 1, 2016 through September 30, 2017 (FY17), the second amendment is in the amount of \$15,000 that is available for emergency utility assistance payments to qualifying clients. **Joni Nickel moved the Board accept the award amendment. Michael Stromer seconded the motion; motion approved by unanimous voice vote.**

CSFP Award Amendment - – The amount of this amendment from HHSS is for \$65,711 for administrative costs for the period of October 1, 2016 through September 30, 2017. *(ROMA Goals 1.2, 2.3, 3.1, 6.1, 6.3, 6.4, 6.5)* **Michael Stromer moved the Board accept the award amendment. Joni Nickel seconded the motion; motion approved by unanimous voice vote.**

RYDE Transit Substance Abuse Policy 2017 Amendments – The Board members were provided with the amendments. Approval is needed for current updates. **Dick Trail moved the Board approve the amendments. Bob Engler seconded the motion; motion approved by unanimous voice vote.**

403(b) Plan Change and Updates -- 403b Plan Participants who have terminated employment with Community Action Partnership of Mid-Nebraska and who have a present vested value in their 403b account of less than \$1,000 will have their balance in the 403b retirement plan automatically paid out via a cash payment to them. 403b Plan Participants who have terminated employment with Community Action Partnership of Mid-Nebraska and who have a present vested value in their 403b account between \$1,000 and \$5,000 will have their balance automatically rolled over to an American Funds IRA. The Summary Plan Document will be reviewed and updated to include any other required changes. **Ross Bruning moved the Board approve the change and updates. Bob Engler seconded the motion; motion approved by unanimous voice vote.**

CSFP Continuation Funding Award Amendment -- The amount of this award amendment from HHSS for FY 2017 will not exceed \$100,538 for administrative costs for the period of October 1, 2016 through September 30, 2017. *(ROMA Goals 1.2, 2.3, 3.1, 6.1, 6.3, 6.4, 6.5)* **Joni Nickel moved the Board accept the award amendment. Linda Fitzsimmons 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 August 24, 2017.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date