

**BOARD OF DIRECTORS’  
MEETING MINUTES  
SEPTEMBER 28, 2017**

<b>Members Present:</b>	Jennifer Bantam David Braun Joe Brayton Ross Bruning Roland Coker	Pat Nelson Joni Nickel Barb Roebuck Michael Stromer Dick Trail Jack Yant
<b>Members Absent:</b>	Amber Baldwin Linda Fitzsimmons	Bonnie Fuerst
<b>Others Present:</b>	Meredith Collins Carrie Eurek	Kyla Martin Kris Wright

**President Yant declared a quorum.**

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

**INTRODUCTIONS:** President Yant took this opportunity to recognize David Braun at his last meeting for his service to the Board. Jack presented him with a certificate of appreciation.

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

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

**ADMINISTRATOR’S REPORT** – Meredith sadly announced the passing of former Board member, Marvin Harms, and passed around his obituary and a card for his wife. An update on Community Affordable Housing was provided along with the status of current home sales. Meredith also reported that the Affordable Care Navigator funding has been cut drastically and Mid hopes to keep the program going through the end of December to cover the Open Enrollment period. The United Way of the Kearney Area had their Executive Director resign effective immediately. This is a concern as their campaign just started so we are hoping they will be able to meet their funding goal so programs won’t see a decrease in funding. The National Community Action Conference in August yielded rave reviews from the staff and Meredith passed around short training reports from all the attendees. The CSBG Work Plan was approved by the State and Meredith praised the efforts of Tammy Jeffs, Community Services Director, for her hard work. The State was very complimentary of our application and data analysis. September 27<sup>th</sup> was the Annual Food Bank for the Heartland Conference. Mid’s Nutrition Director, Rae Lynn Johnson, was presented the ‘*Rae Lynn Johnson Partner Award*’ for the first year. This was a new annual award this year and was awarded to a new or existing partner who demonstrates creativity and innovation to actively address food insecurity in their community. Meredith passed around updated numbers from the Pleasanton and Ravenna Mobiles. They were both huge successes.

Meredith also received word last week that the Community Action of Nebraska (CAN) State Association Executive Director is resigning due to plans to move to a different state. Her last day

will be October 13<sup>th</sup>. As current president of that board, Meredith is working on doing online advertising for the position. For now, the board will interview and hire an Interim Executive Director to oversee CAN operations until the position can be permanently filled. Carrie Eurek presented the Board with the option/opportunity to donate to their local United Ways and designate their gift to a program of their choice.

**David Braun moved the Board approve the Administrator's Report. Barb Roebuck 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 contained the Minden and Peterson Activity Senior Center audit reports, both centers had clean audits. Kris went over the August financial report. Mid has done well this year and will be able to carryover some of their CSBG funds.

Head Start's year-end was July 31<sup>st</sup>. HS was able to give staff incentives and cost-of-living increases this year. The Navigator program's year-end was September 1<sup>st</sup>; the Navigator program received a significant funding cut for their new contract year. WIC, Community Services, and CSFP were all able to give staff incentives this year. The CSFP incentives were funded from discretionary funds raised by the craft shows. August is the 11<sup>th</sup> month in the fiscal year. We should be at 92% of budget; we are at 83% of expenses and 82% of revenues.

## **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:

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

David had no Policy Council Report since the first meeting of the year will be in October. **After each Board member looked everything over, Jennifer Bantam moved the Board approve all the reports. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

**NORTH PLATTE SENIOR CENTER & HOME DELIVERY REPORT by Roland Coker** For the month of August the total meals served was 4,235 with 23 total days served. The home delivered meals tallied 2,117 with a daily average of 93; the meal donation average was \$2.69. For the congregate meals, the monthly total was 2,093 with 91 as the daily average the \$3.33 for the average meal donation. The total foodstuff donations mostly from Wal-Mart equaled 144 cases. They handed out 99 cases to the seniors and were able to use 45 cases in house. The center gained 43 new people in the congregate program and three with the home-delivery program. **Barb Roebuck moved the Board approve this report. Joni Nickel seconded the motion; motion carried by unanimous voice vote.**

**MINDEN SENIOR CENTER REPORT by Meredith Collins** – The Center served 764 meals in August. Contributions totaled \$2,633 with a per meal average of \$3.44. The Center will have the United Way of the Kearney Area Community Lunch on Friday, September 29<sup>th</sup>. **David Braun moved the Board approve this report. Joni Nickel seconded the motion; motion carried by unanimous voice vote.**

**PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins** For the reporting period of August 28 – September 25<sup>th</sup>, the program served 2,984 in 20 serving days with a daily average of 99 people per day. Total donations were at \$6,191.76 with an average donation rate of \$3.12. The Nutrition Program distributed a program satisfaction survey in September that demonstrated high levels of satisfaction with the nutrition program and staff. **Joe Brayton 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 Jack Yant** RAFT has been working closely with the Continuum of Care Region (Region 3) and the Center on Children, Families, and the Law (CCFL) to begin the Coordinated Entry process for Rapid Rehousing. Coordinated Entry will be a part of Transitional Housing in the future, so they are grasping the concept now. RAFT participated in the United Way Community Picnic on September 14<sup>th</sup>. They also spoke at the Buckle and we were on Talk of the Town. November 9<sup>th</sup> is RAFT's 20-year anniversary celebration. They are having a 90's themed casino night at the Ramada Inn. Starting next week, you will see more advertising and tickets will go on sale for \$30. These can be purchased at Community Action or through the RAFT website. RAFT will have a one-bedroom apartment open and ready for move-in in October. All residents are currently employed and doing well. There is one family in need of a vehicle, if you know of anyone that has one that is in running condition that they would like to donate, we know the family would greatly appreciate it. **Dick Trail moved the Board approve this report. Ross Bruning seconded the motion; motion carried by unanimous voice vote.**

**BOARD MANUAL UPDATES** – Meredith Collins trained the Board on the contents of the Board Manuals which is an annual requirement and also reminded them that all this information can also be obtained on Mid's website at [www.communityactionmidne.com](http://www.communityactionmidne.com). She went over how to access policies, procedures, and forms on the website using the encrypted login. **Jennifer Bantam moved the Board approve the board manual overview training. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

**President Yant called a 10-minute break.**

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

**Wells Fargo Grant Application** -- Mid applied for \$500 from Wells Fargo to support the Angel Tree Program at the North Platte Senior Center. **Barb Roebuck moved the Board approve the application. David Braun seconded the motion; motion approved by unanimous voice vote.**

**Wells Fargo Grant Award** -- Mid applied for and received \$500 from Wells Fargo to support the Angel Tree Program at the North Platte Senior Center. **ROMA GOAL: Individuals and families with low-incomes are stable and achieve economic security.** **Roland Coker moved the Board accept the award. Joni Nickel seconded the motion; motion approved by unanimous voice vote.**

**Affordable Housing Grant Award** – This \$40,000 award was requested back in February from the Nebraska Department of Economic Development will provide Non-Profit Operating Assistance for two years, based on \$20,000/year. The funds will (1) assist Mid in maintaining the current level of production and/or development of affordable housing; (2) assist the organization in increasing their capacity. **ROMA GOAL: Agency increases their capacity and resources** **Barb Roebuck moved the Board accept the award. Pat Nelson seconded the motion; motion approved by unanimous voice vote.**

**Immanuel Vision Foundation Grant Application (NPSC)** – Mid is applying for \$1,500 for operating support for the North Platte Senior Center. **Roland Coker moved the Board approve the application. Dick Trail seconded the motion; motion approved by unanimous voice vote.**

**Immanuel Vision Foundation Grant Application (MSC)** -- Mid is applying for \$1,500 for operating support for the Minden Senior Center. **Ross Bruning moved the Board approve the application. Michael Stromer seconded the motion; motion approved by unanimous voice vote.**

**Chief Executive Officer Annual Evaluation** – President Yant passed out copies of the evaluation summary. He also thanked the Board members for their participation and congratulated Meredith Collins for a job well done. **Barb Roebuck moved the Board approve the CEO evaluation and compensation. Jennifer Bantam seconded the motion; motion approved by unanimous voice vote. Meredith Collins thanked the Board for their support over the last year.**

**RYDE Transit Server Resolution** – This project is to upgrade the existing RYDE Transit Server with more space and transfer the old server to the Hastings location. Intellicom is the recommended vendor for a total cost is \$13,886 – 20% local match is \$2,777.20. **Dick Trail moved the Board approve the purchase from the recommended vendor. David Braun seconded the motion; motion approved by unanimous voice vote.**

**Immanuel Vision Foundation Grant Award (NPSC)** – Mid was awarded \$1,500 for operating support for the North Platte Senior Center. **ROMA GOAL: Agency increases their capacity and resources Roland Coker moved the Board accept the award. Jennifer Bantam seconded the motion; motion approved by unanimous voice vote.**

**Immanuel Vision Foundation Grant Award (MSC)** -- Mid was awarded \$1,500 for operating support for the Minden Senior Center. **ROMA GOAL: Agency increases their capacity and resources Ross Bruning moved the Board accept the award. Joe Brayton seconded the motion; motion approved by unanimous voice vote.**

**Short-term Disability, Vision and Dental Insurance Provider Overview** – Carrie Eurek presented the Board with a Benefit Price Comparison Sheet. It included quotes for short-term disability, dental and vision coverage for the staff from four different entities. Lincoln Financial could bundle short-term disability with dental and vision coverage for the staff at a savings. It was recommended that the agency work with them. **Jennifer Bantam moved to approve the Lincoln Financial benefit package. 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 October 26, 2017.

Respectfully Submitted,

Kyla Martin  
Recording Secretary

**VERIFICATION**

The forgoing minutes were amended/approved.

---

**Board Secretary**

---

**Date**

---

**Board President**

---

**Date**