

**BOARD OF DIRECTORS’  
MEETING MINUTES  
OCTOBER 26, 2017**

<b>Members Present:</b>	Amber Baldwin	Joy Kyhn
	Jennifer Bantam	Pat Nelson
	Ross Bruning	Joni Nickel
	Roland Coker	Barb Roebuck
	Linda Fitzsimmons	Michael Stromer
	Bonnie Fuerst	Dick Trail
	Deb Granger	Jack Yant

**Members Absent:** Joe Brayton

<b>Others Present:</b>	Meredith Collins	Jackie Harpst
	Carrie Eurek	Kyla Martin
	Lisa Giboney	Kris Wright

**President Yant declared a quorum.**

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

**INTRODUCTIONS:** The Board was introduced to Lisa Giboney, Deb Granger and Joy Kyhn. They shared a little about themselves.

**ACCEPTANCE OF HEAD START BOARD MEMBER, JOY KYHN, as new Head Start Policy Council Representative – Amber Baldwin moved the Board accept Joy Kyhn to the Board of Directors. Linda Fitzsimmons seconded the motion; motion carried unanimously by voice vote.**

**ACCEPTANCE OF NEW BOARD MEMBER, DEB GRANGER – Linda Fitzsimmons moved the Board accept Deb Granger to the Board of Directors. Barb Roebuck seconded the motion; motion carried unanimously by voice vote.**

**AGENDA APPROVAL – President Yant noted the amendments to the agenda. Dick Trail moved the Board approve these additions to the agenda. Joni Nickel seconded the motion; motion carried unanimously by voice vote.**

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

**ADMINISTRATOR’S REPORT –** Meredith welcomed the new board members to the meeting. New board member training was provided to Deb and Joy last week. Meredith also welcomed Lisa Giboney and complimented her on doing a great job as the new Head Start Director. Lisa has worked for Head Start for 20 years. An update was provided to Board on the Community Affordable Housing program. The auditors are here this week and will review all programs but do additional testing on the Commodity Supplemental Food Program, Community Affordable Housing, and Head Start. Meredith passed around media articles and handouts of the following things: the Mobile Pantry, a Senior Companion thank you note, the annual Coat Closet project in McCook, and the Mid Coat Drive in Lexington that will partner with Mt. Carmel. The RYDE program was featured in the AARP Magazine highlighting the best programs in each state. The article featured the Mayor of Lexington who rides the RYDE bus every day. Congress moved forward on approving their budget which does include deep cuts to discretionary

funding. David Bradley who works with the National Community Action Foundation emphasized that the budget is looked at on a year-to-year basis and Appropriation committees with help determine funding for our programs. He continues to work to educate elected officials about Community Action programs. Mid's Community Services Block Grant annual allocation is around \$585,000 and helps provide innovative and flexible funding for agency program. Mid's Affordable Care Act (ACA) Navigator has secured a new job and is still working part-time on evenings and weekends for Mid to assist people with their health insurance during open enrollment which starts November 1<sup>st</sup>. Uncertainty around health care access and changes to insurance remains a big concern for our clients. Meredith also reported on community activities since the last board meeting. The United Way of the Kearney Area had a community luncheon at the Minden Senior Center in which six United Way board members attended. Meredith complimented Sara Frias for recently organizing a Disability Fair on October 5<sup>th</sup> that was a great success. On October 16<sup>th</sup>, Meredith attended a housing forum which was a task force to improve housing stock. The talking points of the meeting included builders filling up existing lots and making smaller lots for smaller houses like Habitat houses. The city listened and is taking these things into consideration. Kyla gave a report on the Mobile Produce Pantries and shared the results of the last one in Kearney that served over 200 families. We hope to be able to expand the Produce Pantries to other counties with food insecurity issues. The online giving days are coming up with the Big Give in McCook on November 9<sup>th</sup>, Give Big in Lexington on November 16<sup>th</sup> and Kearney's giving day in December. Donors can designate their giving to any of our Mid programs. **Dick Trail moved the Board approve the Administrator's Report. Roland Coker seconded the motion; motion carried unanimously by voice vote.**

**FINANCIAL REPORT** – Kris went over the year-end financial report. September is the 12<sup>th</sup> month in the fiscal year. The agency should be at 100% of budget; we are at 92% for expenses and 95% for revenues. Kris passed around the credit card statements and stated that there were no monitoring reports this month. Mid increased the capital budget this year to include bus purchases for the Transportation program. Since the busses were not received prior to the end of the year, this line item was under budget. The Other Expenses line item was over budget due to paving costs for the cul de sac at the RYDE building and the end of year transfer from Mid to Community Affordable Housing to cover expenses on the Mid owned properties. The Special Projects program had a profitable year this year due to the elimination of the Grand Island craft show and a decrease in the amount of staff time spent on the program. We will be able to carry over some of our FY'17 CSBG grant funds to next year, which will allow us to receive reimbursement for our expenses while we are waiting for the release of the FY'18 CSBG funds. The agency is proposing a \$15 increase to the staff benefit dollars, this increase will be partially funded out of cost savings from our new Short Term Disability Insurance rate and the remainder will be funding from program budgets. We should have the agency insurance proposals for the next board meeting. The agency auditors started their field work on the agency audit this week; the audit report will be completed by the end of January and presented at the January board meeting. Kris is currently working on the 2018 program budgets and will present the agency budget at the next board meeting. **After discussion, Dick Trail moved the Board accept and place on file the financial report as presented. Amber Baldwin seconded the motion; motion carried unanimously by voice vote.**

## **SPECIAL REPORTS**

**HEAD START/EARLY HEAD START REPORTS/POLICY COUNCIL ACTIONS** by Joy Kyhn – 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

Joy told the Board a little about herself; this is her fourth year on the Policy Council. October is National Head Start Month. The last Policy Council meeting was the fullest she's ever attended. Joy gave the current Policy Council Report. **After each Board member looked everything over, Barb Roebuck 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 September the total meals served was 3,603 with 20 total days served. The home delivered meals tallied 1,836 with a daily average of 92; the meal donation average was \$2.99. For the congregate meals, the monthly total was 1,767 with 89 for the daily average attendance and \$3.08 for the average meal donation. The total foodstuff donations mostly from Wal-Mart equaled 274 cases. They handed out 203 cases to the seniors and were able to use 71 cases in house. The center gained 26 new people in the congregate program and eight with the home-delivery program. **Linda Fitzsimmons moved the Board approve this report. Jennifer Bantam seconded the motion; motion carried by unanimous voice vote.**

**MINDEN SENIOR CENTER REPORT by Meredith Collins** – For the month of September, the Center served 652 people in 20 serving days averaging 32 people per day. Total donations for the month were \$2,455 with an average contribution rate of \$3.76. Numbers have been very good this past month. Thank you to Ross for attending the United Way of the Kearney Area luncheon at the Center on September 29<sup>th</sup>. It was very well attended everyone learned a lot! **Pat Nelson moved the Board approve this report. Amber Baldwin seconded the motion; motion carried by unanimous voice vote.**

**PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins** For the reporting period of September 26<sup>th</sup> thru October 20<sup>th</sup>, (3 days left in the reporting period) the program served 2,018 meals in 19 serving days with a daily average of 106 people per day. Total donations were at \$6,754.74 with an average donation rate of \$3.35. **Pat Nelson moved the Board approve this report. Amber Baldwin seconded the motion; motion carried by unanimous voice vote.**

**RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) Report by Jack Yant** RAFT will be on Talk of the Town October 30<sup>th</sup> to talk about their 20th-year celebration. November 9<sup>th</sup> is RAFT's 20th-year anniversary celebration. They are having a 90's themed casino night out at the Ramada Inn. Tickets are on sale for \$30. RAFT has a 1-bedroom apartment open and ready for move in. All families are doing well. **Barb Roebuck moved the Board approve this report. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

**HEAD START ANNUAL ORIENTATION by Lisa Giboney** – Lisa shared a Power Point that began with the Head Start mission statement and that it aligns well with Community Action's. Brief information was shared on the history of Head Start. The power point included an overview of Quality Education, Parent and Family Engagement, Community Involvement, Effective Management, the Board of Directors, Policy Council, the Management Team, the Composition of Representatives, the Head Start Organizational Chart, the poverty guidelines and the Impasse Procedure. The presentation included information on what the Community Action Partnership of Mid Nebraska Head Start looks like today with a breakdown of types of programs and where those programs are located and the major changes in the performance standards. Handouts from this presentation may be found in the Board Minutes Book. **Jennifer Bantam moved the Board approve this report. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

**A. ACTION/DISCUSSION ITEMS**

**Mid Benefit Dollars Increase/Personnel Manual Update**– It is requested to increase the agency benefit dollars from \$400 per month to \$415 per month. This will be updated in the Personnel Manual also. **Linda Fitzsimmons moved the Board approve the benefit dollar increase. Amber Baldwin seconded the motion; motion carried by unanimous voice vote.**

**Members of the Corporation Resolution** – The current members of the corporation who need to be removed are Beverly McNiff and Brian Deschane. **Barb Roebuck moved the Board amend the Members of the Corporation. Joni Nickel seconded the motion; motion carried by unanimous voice vote.**

**Nebraska Homeless Assistance Program Sub-grant, NHAP-South West** – This sub-grant is in the amount of \$78,264.48 for the State share only for the Near Homeless Prevention program and Rapid Re-Housing efforts. It is used for rent arrearages, utility disconnects, rental assistance, and eviction notice assistance for our customers. (The State share is \$78,264.48; the federal share will be amended at a later date.) (*ROMA Goal: Individuals and families with low-incomes are stable and achieve economic security.*) **Bonnie Fuerst moved the Board accept the award. Joni Nickel seconded the motion; motion carried by unanimous voice vote.**

**Nebraska Homeless Assistance Program Sub-grant NHAP-South East** – This sub-grant is in the amount of \$76,697.86 for the State share only for the Near Homeless Prevention program and Rapid Re-Housing efforts. It is used for rent arrearages, utility disconnects, rental assistance, and eviction notice assistance for our customers. (The State share is \$76,697.86 and the Federal share will be amended at a later date.) (*ROMA Goal: Individuals and families with low-incomes are stable and achieve economic security.*) **Dick Trail moved the Board accept the award. Ross Bruning seconded the motion; motion carried by unanimous voice vote.**

**REACH Challenge Grant Award** -- Mid received \$2,000 from the Nebraska Housing Developers Association for the REACH program. **Amber Baldwin moved the Board accept the award. Joni Nickel seconded the motion; motion carried by unanimous voice vote.** (*ROMA Goal: Individuals and families with low-incomes are stable and achieve economic security.*)

**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 **December 7, 2017.**

Respectfully Submitted,

Kyla Martin  
Recording Secretary

**VERIFICATION**

The forgoing minutes were amended/approved.

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**Board Secretary**

\_\_\_\_\_  
**Date**

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**Board President**

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**Date**