

**BOARD OF DIRECTORS’
MEETING MINUTES
DECEMBER 7, 2017**

Members Present:	Amber Baldwin	Deb Granger
	Jennifer Bantam	Joy Kyhn
	Joe Brayton	Barb Roebuck
	Ross Bruning	Michael Stromer
	Roland Coker	Dick Trail
	Linda Fitzsimmons	Jack Yant

Members Absent:	Bonnie Fuerst	Pat Nelson
		Joni Nickel

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

President Yant declared a quorum.

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

INTRODUCTIONS: Tammy Jeffs, Community Services Director, was introduced to the new Board members when she came in for her presentation.

President Yant acknowledged Kris Wright’s 25th Anniversary with Mid which fell exactly today. Meredith Collins shared her appreciation and the Board members congratulated her on a job very well done.

AGENDA APPROVAL – President Yant noted the amendments to the agenda. He also moved the Board elections to the bottom of the action items and added Approval of the CEO’s Salary Increase to be inserted at the end of the reports. **Dick Trail moved the Board approve these amendments to the agenda. Barb Roebuck seconded the motion; motion carried unanimously by voice vote.**

APPROVAL OF OCTOBER MINUTES – After discussion of fixing a minor change to the minutes, **Dick Trail moved the Board approve the amended minutes. Roland Coker seconded the motion; motion carried unanimously by voice vote.**

ADMINISTRATOR’S REPORT – Meredith extended Holiday wishes and expressed appreciation of the commitment of all the Board members throughout the year. She called their attention to the recognition gifts in the corner and reminded them to take one before they left today. Meredith commended Kris Wright again on her 25th anniversary. Kris is well respected in the Community Action network and works well with all staff. She has been a great help to Meredith in her position as CEO. There was some great press/media coverage since the Board met last. Meredith passed around newspaper articles from the Hastings Tribune featuring a success story with the Community Services Coordinator’s client. The gentleman who Katie Shaw helped is now currently a volunteer for our Hastings programs. The Lexington Clipper shared an article on the RYDE Transit program on how it isn’t just for the elderly but also available for all the public. NTV did a story on Eliminating Food Waste and Kyla Martin was interviewed with that piece. Meredith shared that the Food Bank will apply for a grant to purchase a small food composter to compost food instead of

having it go to the landfill. The Big Give Day in McCook raised around \$2,000 to be divided between the Head Start, CSFP and Homeless Prevention programs in McCook. The Give Big Day in Lexington helped raise \$4,000 but donations to the Food Pantry in Lexington decreased. Give Where You Live in Kearney is today and donated funds can be allocated to any program in Buffalo County with our highlighted program being the Mobile Produce Pantries.

Currently, Congress is working on a Continuing Resolution to avoid a governmental shut down on December 9th. Currently, programs are being funded at the 2017 levels. The 2018 House Budget cuts Community Services Block Grant (CSBG) funds from 710 million to 600 million dollars. The 2018 Senate Budget cuts CSBG to \$700 million. We are hopeful that any compromise on the 2018 Budget will provide minimal cuts to our program services.

Meredith provided some program updates including that the Community Action Food Bank received a donation from Kearney's Family Fresh in the amount of \$2,200 and Hastings CSC office is now located in a new building at 2525 West 2nd Street. We are co-located with the YWCA in Hastings. The results from the current customer satisfaction surveys will be presented at the January Board meeting and levels of overall satisfaction once again increased from last year. Meredith informed the Board about a challenging resident from Franklin who is upset about lack of Owner Occupied Rehabilitation funding for Franklin. We have sent her a letter explaining the lack of funding and have also contacted the City of Franklin. She gave an update on the benefit enrollment time. It was delayed a short time while the agency waited for other health insurance quotes, however they didn't come in at a competitive rate. So the agency will stay with Blue Cross/Blue Shield. Meredith thanked Carrie Eurek and LaDonna Jackman on their hard work with the benefits.

Kyla gave a short report on the success of the Holiday Splendor Craft Show and its first food drive for the Food Bank. With the 2018 Mobile Produce Pantry schedule, we plan to add mobiles in Holdrege and Minden. **Amber Baldwin moved the Board approve the Administrator's Report. Linda Fitzsimmons seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – Kris went over the October financial report. October is the first month in the fiscal year. We should be at 8% of the budget; we are at 7.5% of expenses and 11% of revenues. The Immunization program year end is December 31st. We received a letter of intent to award Immunization funds for next year; however, they are changing the Immunization funding grant cycle and the new grant will only award funding for six months. Kris reviewed the details of the FY'18 proposed agency budget and passed around a folder containing the individual program budgets that are included in the agency budget. The FY'18 agency budget is included as an item on the board agenda for approval. Kris passed around the credit card statements. There were no monitoring reports this month. Kris commented that we are lucky to have 2017 CSBG carryover funds to help cover the CSBG expenses for the first couple of months in the new fiscal year, until we receive our new CSBG contract and the FY'18 funds are released. Kris stated that the audit was going well and that the auditors had been very thorough this year. The agency audit report is scheduled to be presented at the January board meeting. **After discussion, Barb Roebuck moved the Board accept and place on file the financial report as presented. Jennifer Bantam 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 gave the current Policy Council Report. Since Policy Council has been cancelled in January due to weather, they plan to SKYPE there meeting from all the office locations. **After each Board member looked everything over, Deb Granger 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 October the total meals served was 3,973 with 22 total days served. The home delivered meals tallied 1,890 with a daily average of 86; the meal donation average was \$2.39. For the congregate meals, the monthly total was 2,083 with 95 as the daily average the \$3.34 for the average meal donation. The total foodstuff donations mostly from Wal-Mart equaled 397 cases. They handed out 164 cases to the seniors and were able to use 233 cases in house.

For the month of November the total meals served was 3,422 with 19 total days served. The home delivered meals tallied 1,624 with a daily average of 85; the meal donation average was \$3.09. For the congregate meals, the monthly total was 1,798 with 95 as the daily average the \$3.40 for the average meal donation. The Center gained nine new people on the congregate side and six for home-delivery. The total foodstuff donations mostly from Wal-Mart equaled 362 cases. They handed out 155 cases to the seniors and were able to use 207 cases in house. **Linda Fitzsimmons moved the Board approve this report. Amber Baldwin seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – The month of October was a great month for the Senior Center. We served 823 people in 22 days with a daily average of 37 people per day. Donations were \$3,155.00 with an average of \$3.83 per meal. In November we served 724 with a daily average of 41 people per day. Total donations \$2,794 with an average of \$3.61 per meal. United Way of the Kearney Area is trying to increase their presence beyond Buffalo County and working on finding a Dine Out to Help Out restaurant in Minden to participate in their fundraiser. **Barb Roebuck moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins -- For the period of October 26th – November 25th, the Nutrition Center served 2,221 meals in 19 serving days. The daily average was 117 people. Total donations were \$7,275 with an average donation rate of \$3.28. The Holiday Dinner will be a brunch from 10:30 – 1:00 pm and will take place on December 21st. They will serve breakfast foods and prime rib roast. They hope it will be easier by extending the serving time. Youth from the Youth Rehabilitation and Treatment Center (YRTC) will help serve. **Dick Trail moved the Board approve this report. Ross Bruning seconded the motion; motion carried by unanimous voice vote.**

RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) Report by Jack Yant RAFT is participating in Give Where You Live today! The apartments are currently full, but they will have some openings in the next few months as two families will have completed the program! They will be meeting with the UNK marketing research class next week to discuss their results of their survey done about the communities' knowledge about familial homelessness and RAFT. They will give us their recommendations on a marketing plan and this project will move on to the next phase of developing this plan. All of our families have been adopted for Christmas and are signed up for the

Salvation Army food baskets. Renae Self will assist with the Poverty Simulation Project at Sunrise Middle School on the 13th. **Jennifer Bantam moved the Board approve this report. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

NATIONAL PERFORMANCE INDICATORS (NPI) REPORT – Tammy Jeffs – Tammy presented the year-end NPI report which documents our program projections and outcomes. This report is available on the agency website. **Barb Roebuck moved to approve the NPI Report. Dick Trail seconded the motion; motion approved by unanimous voice vote.**

APPROVAL OF SALARY INCREASE FOR CEO – Deb Granger moved to approve a four percent salary increase for the CEO. Dick Trail seconded the motion; motion approved by unanimous voice vote.

President Yant called a 10-minute recess starting at 11:20 a.m. The Board reconvened at 11:30 a.m.

ACTION/DISCUSSION ITEMS

Review of agency insurance proposals and selection of insurance provider – A handout of proposals was included in Board packet. It was recommended to go with the Glienke Agency and the current insurance providers. **Dick Trail moved to select the Glienke Agency as our insurance provider. Amber Baldwin seconded the motion; motion carried by unanimous voice vote.**

Mid Budget Approval – The Mid proposed budget for FY18 is \$11,971,035. The proposed budget sheet and budget highlights are included in the Board packet. **Jennifer Baldwin moved the Board approve the FY18 Budget. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

Commodity Supplemental Food Program Sub-Award -- The amount of this subaward from HHSS is tentatively for \$18,348 for administrative costs for two months starting October 1, 2017. The rest will be awarded at a later date. (*ROMA Goal: Individuals and families with low-incomes are stable and achieve economic security.*) **Joy Kyhn moved the Board accept the award. Jennifer Bantam seconded the motion; motion carried by unanimous voice vote.**

Update of Procurement Policy in Accounting Manual - Update the agency procurement policy and accounting manual to reflect the increased federal micro-purchase threshold of \$3500 (was previously \$3000). A handout showing the updates is included in the Board packet. **Dick Trail moved the Board approve the procurement policy update. Roland Coker seconded the motion; motion carried by unanimous voice vote.**

Approval of Head Start Vision Screener Purchase – The purchase comparison form and picture and explanation was included in the Board packet. It was recommended to purchase the PlusOptix S12R Vision Screener. **Linda Fitzsimmons moved the Board approve the purchase of the vision screener from School Nurse Supply. Roland Coker seconded the motion; motion carried by unanimous voice vote.**

McCook Community Foundation Fund Award – Mid was awarded \$1,500 to be used to help fund adult scholarships at McCook Community College to achieve Short-Term Certifications. (*ROMA GOAL: Individuals and families with low-incomes are stable and achieve economic security.*) **Dick Trail moved the Board accept the award. Amber Baldwin seconded the motion; motion carried by**

unanimous voice vote.

RYDE's VHF Radio and Tower Repeater Resolution – RYDE is seeking to replace their radio and repeater. Board members were presented with the bid proposal packet. RYDE is recommending the Board select the bid from PVC Hastings in the amount of \$88,862.32. The 20% local match would be \$17,772.46. **Joe Brayton moved the Board approve the RYDE Resolution and the purchase of the radios and repeater from PVC Hastings. Ross Bruning seconded the motion; motion carried by unanimous voice vote.**

403(b) Plan Document Amendment and Restatement -- Community Action Partnership of Mid Nebraska would like to amend and restate the Community Action Partnership of Mid Nebraska 403(b) Plan with the following resolution:

- a. The Plan be amended and restated to include all previous amendments and updated to include any other required changes into one document.
- b. That the appropriate officers of the Company be, and they hereby are, authorized and directed to execute the Plan on behalf of the Company.
- c. That the officers of the Company be, and they hereby are, authorized and directed to take any and all actions and execute and deliver all documents as are necessary, appropriate, or convenient to effect the foregoing resolutions including the preparation and filing of report documents or other information as required by law.

Joe Brayton moved the Board approve the amendment and restatement. Dick Trail seconded the motion; motion carried by unanimous voice vote.

Cornerstone Bank Signature Resolution – Added information is needed to update the records for the Wilcox Food Pantry bank account. **Linda Fitzsimmons moved the Board approve the signature resolution update. Amber Baldwin seconded the motion; motion carried by unanimous voice vote.**

Board Elections -- President Jack Yant appointed two staff members, Kris Wright and Carrie Eurek to gather nominations and count the votes for the elections.

Nominees for President were Jack Yant and Pat Nelson. Jack Yant was voted President.

Nominees for Vice-President were Pat Nelson and Deb Granger. Pat Nelson was voted Vice-President.

Nominees for Secretary were Jennifer Bantam, Deb Granger and Amber Baldwin; Jennifer Bantam was voted Secretary.

Nominee for Treasurer were Barb Roebuck and Deb Granger. Barb Roebuck was voted Treasurer.

Nominees for Member at Large were Linda Fitzsimmons, Joe Brayton, Deb Granger, Amber Baldwin and Dick Trail. Linda Fitzsimmons was voted Member at Large.

B. OTHER ISSUES/COMMENTS – Deb Granger attended a Veteran's Day Program in Minden in which President Jack Yant was awarded The Purple Heart for his service to our country over 50 years ago. The Board gave him a standing ovation.

C. ADJOURNMENT -- With no further business, President Yant adjourned the meeting. It was announced that the next Board of Directors' Meeting would be on January 25, 2018.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date