

**BOARD OF DIRECTORS’
MEETING MINUTES
JANUARY 25, 2018**

Members Present:	Jennifer Bantam	Pat Nelson
	Joe Brayton	Joni Nickel
	Ross Bruning	Barb Roebuck
	Linda Fitzsimmons	Michael Stromer
	Deb Granger	Dick Trail
		Jack Yant

Members Absent:	Amber Baldwin	Bonnie Fuerst
	Roland Coker	Joy Kyhn

Others Present:	Meredith Collins	Kyla Martin
	Carrie Eurek	Allison Petr
	Jackie Harpst	Kristin Remm
	Tammy Jeffs	Kris Wright

President Yant declared a quorum.

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

INTRODUCTIONS: Kris Wright introduced Allison Petr, from Lutz who was here to give our audit report. Lutz is based out of Omaha and Allison is in the Hastings office.

AGENDA APPROVAL – President Yant 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 DECEMBER MINUTES – The word ‘VICE’ was missing for Pat Nelson’s office in the Board elections. **Linda Fitzsimmons moved to approve the minutes after it is fixed. Joni Nickel seconded the motion; motion carried unanimously by voice vote.**

Corporate Audit Report – Allison Petr – A copy of the corporate audit and management letter was included in the Board packets. A copy the agency Form 990 tax return was also provided to each board member to review. Allison Petr complimented Kris and her staff for a job well done. Allison went over the Independent Auditor’s Report and then went over the audit. Everything looked good and there were no issues or audit findings. The Head Start/Early Head Start and the Commodity Supplemental Food Program were the major programs chosen to look at. The prior year audit findings for the Commodity Supplemental Food Program have been resolved. Mid was given an ‘unmodified opinion’ which is the highest statement we could receive for an audit. After the audit report, Allison reported out on the new non-profit standards that will be effective for our September 30, 2019 audit. She noted that the agency will need to put a few new policies in place before that date, including a policy on liquidity of assets and a policy on board designations. Meredith also mentioned that the auditors recommended having the Board President sign off on the CEO’s personal mileage/per diem requests in addition to being reviewed by the fiscal staff prior to payment. President Yant thanked Allison for the good report. Kris also mentioned that the audit will be available on Mid’s website. **After discussion, Dick Trail moved the Board accept the corporate audit report as presented. Joni Nickel seconded the motion; motion carried**

unanimously by voice vote. Barb Roebuck moved to accept the Form 990 as reviewed to go to finalization. Joe Brayton seconded the motion, motion carried unanimously by voice vote.

ADMINISTRATOR’S REPORT – Meredith shared some updates on Board members that could not attend this month’s meeting and also showed her appreciation to the Fiscal staff for their hard work and patience with this year’s audit.

Meredith passed around various media articles highlighting our programs including RYDE Transit now providing travel from Lexington to North Platte with stops in Cozad, Gothenburg, Brady, and Maxwell on the second and fourth Thursday of each month. This is part of the Mobility Management Initiative to improve transportation access in rural areas. The North Platte Senior Center in North Platte also had some great press for their Subaru Share the Love Event which resulted in some great food and monetary donations to the programs.

The Child Abuse Resource Education (CARE) program is having a ‘Bear Hug’ Valentine’s Day promotion. For \$20, supporters can designate who they’d like to send a ‘Happy Bear Hug’ to including candy and balloons in the Buffalo County area. Last year this fundraiser made \$800.

Meredith passed around the long awaited Community Transportation Association Technical Assistance Report that looked at our RYDE Transit system in Kearney. This was a feasibility study to see if a fixed-route would work in Kearney. It was determined that a fixed route system would not be the best use of resources and would be ineffective due to the layout of Kearney. The report highlighted the importance of RYDE in the community and had recommendations on new partnerships to improve transportation access with the current resources we have available.

The government is back up and running after a short shut-down. Mid has adequate financial resources to continue program services during a short-term shut down and we hope that Congress can come to some agreement on a new budget or long term Continuing Resolution before the next deadline of February 8th.

Today was also the Community Affordable Housing (CAH) Annual Meeting. 2017 was a busy year for CAH as we sold several properties in Kearney, Ravenna, and Farnam to help restabilize and cash flow the CAH program. Meredith complimented our maintenance staff for all the work that went into making the houses sellable. Currently, we have two homes for sale in Curtis and one on Gothenburg. We are also working with several tenants who want to purchase their homes. Per the agreement with the CAH Board, 60% of net profits will go to support Mid’s program services and 40% goes back to CAH to help continue to maintain our other rental properties in the area.

Meredith mentioned that volunteers are needed in the Benkleman/McCook for our Commodity Supplemental Food Program. On January 10th, Meredith presented on the agency for Leadership Kearney. Afterwards, Leadership Kearney adults and the youth program toured the Food Bank and the RYDE Transit facility. Kyla Martin gave an update on the Mobile Produce Pantries. **Pat Nelson moved the Board approve the Administrator’s Report. Joni Nickel seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – Kris passed around the credit card statements and stated that there were no monitoring reports this time. She went over the December financial report. December is the third month in the fiscal year. We should be at 25% of budget; we are at 24% of expenses and 25% of revenues. The 2017 audit is completed and will be submitted to the required federal agencies. The IRS form 990 tax returns have been completed and are required to be filed by February 15. Kris

went over the two programs that just had contract year-ends: Immunization, LIHEAP. Kris also mentioned that we were scaling back the Navigator program due to reduced funding and loss of our staff. The budget for the Hastings RYDE Transit program is pretty tight this year due to the loss of the Goodwill contract in Hastings. January was the end of the Walmart grant for the Food Bank mobile pantries and we were unable to spend all of the grant funds. The agency is hoping to get an extension so we can utilize the remaining grant funds. The agency W-2s and 1099s have been sent out to staff and vendors. **After discussion, Linda Fitzsimmons moved the Board accept and place on file the financial report as presented. Barb Roebuck seconded the motion; motion carried unanimously by voice vote.**

SPECIAL REPORTS

HEAD START/EARLY HEAD START REPORTS/POLICY COUNCIL ACTIONS by Carrie Eureka in Joy Kyhn's Absence – 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
- * Monthly meal & snack reports
- * Community representatives
- * Enrollment attendance
- * Monthly health mandate reports

Carrie gave the current Policy Council Report. She also reported out on their first Policy Council meeting done via SKYPE. It went amazingly well and there will be more SKYE meetings in the future. Also included for approval was the Priority Eligibility Criteria (PEC). **After each Board member looked everything over, Linda Fitzsimmons moved the Board approve all the reports. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

NORTH PLATTE SENIOR CENTER & HOME DELIVERY REPORT by Meredith Collins For the month of December, the Senior Center served 1,655 congregate meals and 1,689 home delivered meals. The congregate meal donation average was \$3.45; the home delivered meal average was \$2.20. The Senior Center was donated so much needed kitchen equipment including a convection oven, burner stove with two ovens, freezer, and near new pots and pans from a catering business that closed down. The only cost to the Senior Center was moving the equipment and connecting the new equipment. The Center also hosted a Subaru Share the Love event at the end of December. Shelf stable food was donated along with an anonymous donation of \$5,000 to the Center. **Jennifer Bantam moved the Board approve this report. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – In November they served 724 with a daily average of 41 people per day. Total donations were \$2,794 with an average of \$3.61 per meal. For the month of December, they served 751 meals. Total donations were \$2,802 for an average of \$3.73 per meal. The Center was thrilled to be a recipient of the Nel and Lucille Winther grant for \$5,000 to the Center. **Barb Roebuck moved the Board approve this report. Ross Bruning seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins From November 26 – December 25th, the program served 1,758 meals in 19 serving days with a daily average of 93. Total donations were \$5,548.36 with an average contribution of \$3.16. From December 26 – January 19th (four days left in reporting period), the program has served 1,294 in 17 serving days with a daily average of 76 people. Total donations were at \$9,809.05 (\$7.48 average) due to a sale on the punch cards. Normally they have a suggested donation of \$40 for ten meals. For a limited time, the

suggested donation is \$35 a card for ten meals. **Pat Nelson 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 is funded for 2018-2019 from HUD. Our grant year begins April 1st. They are currently working on the 2018-2019 NHAP grant application. This is used to match their HUD funds. They will have a one-bedroom opening up in March, so they are starting to take referrals! RAFT is having their residents set up tax appointments with them so they can help them complete their taxes. They do this with them so they are not paying the fees to a tax preparation agency, which can be up to \$500.00. The program purchased two fire escape ladders for the second floor apartments. They will be trained on how to use them when the weather permits. RAFT will also be scheduling a group meeting with the fire department to go to their training center to learn how to use fire extinguishers. Our next group meeting is scheduled for February 6th to complete the thank you gifts for all of the donors who helped make RAFT's Christmas special. **Dick Trail moved the Board approve this report. Jennifer Bantam seconded the motion; motion carried by unanimous voice vote.**

CUSTOMER SATISFACTION SURVEY RESULTS by Kristin Remm – Kristin presented a Power Point of the results which demonstrated very high levels of customer satisfaction across all programs. **Barb Roebuck moved the Board approve this report. Michael Stromer seconded the motion; motion carried by unanimous voice vote. A copy of these survey results are in the Board book and on the website.**

HEAD START ERSEA (Enrollment, Recruitment, Selection, Eligibility, Attendance) TRAINING REPORT by Meredith Collins – Sarah Bash, Program Manager for Head Start, has created a youtube.com video that provides comprehensive training on the ERSEA process. Meredith presented it to the Board and shared how it was being used for staff and Policy Council. It was informative, concise and had very interesting visuals. The video is available on the agency website under staff information. **Ross Bruning moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

APPROVAL OF CSBG-IS REPORT by Tammy Jeffs -- The CSBG-Information Summary report outlines demographic data collected and entered in the Homeless Management Information System (HMIS) on clients from October 1, 2016 – September 30, 2017. Comparison data from previous years along with analysis of changes over time were reviewed. **Dick Trail moved the Board approve this report. Joni Nickel seconded the motion; motion carried by unanimous voice vote.**

President Yant called a five minute recess at 11:55 am. The Board reconvened at 12:01 pm.

A. ACTION/DISCUSSION ITEMS

Board Members' Annual Recertification

- a. Bonnie Fuerst, Franklin County Board of Supervisors
- b. Roland Coker, Lincoln County Board of Supervisors
- c. Ross Bruning, Kearney County Board of Supervisors
- d. Joe Brayton, Buffalo County Commissioners
- e. Michael Stromer, Adams County Board of Supervisors

Linda Fitzsimmons moved the Board accept these recertifications. Dick Trail seconded the motion; motion approved by unanimous voice vote. Ross, Michael and Joe abstained.

Private Board Members' Recertifications – These Board Member's term expired this year and need recertified.

a. Pat Nelson

Barb Roebuck moved the Board accept this recertification. Linda Fitzsimmons seconded the motion; motion approved by unanimous voice vote. Pat abstained.

First National Bank Grant Application -- Mid will be applying for \$20,000 from the First National Bank to help support the continuation of the Mobile Produce Pantries. **Jennifer Bantam moved the Board approve the application. Joni Nickel seconded the motion; motion approved by unanimous voice vote.**

SSI/SSDI Outreach, Access, and Recovery (SOAR) Application -- This is for a new staff person to provide assistance for individuals who NHAP qualify (below 30 % AMI, or literally homeless by HUD definition). This staff person will be located in the Kearney office but must travel to outreach areas of the South West region. (23 of 27 of the Mid counties) This application will be for \$40,000. **Linda Fitzsimmons moved the Board approve the application. Deb Granger seconded the motion; motion approved by unanimous voice vote.**

Nebraska Homeless Assistance Program Grant Application, NHAP for South West -- This grant application in the amount of \$221,248 is for the Near Homeless Prevention Program and Rapid Re-Housing efforts. It is used for rent deposits, utility deposits, rent arrearages, utility disconnects, rental assistance, eviction notice assistance, and time spent entering data for our customers and staff salaries, the new NHAP case worker position based in McCook on top of services we currently provide, and a portion of the cost of the SOAR staff costs. **Barb Roebuck moved the Board approve the application. Joni Nickel seconded the motion; motion approved by unanimous voice vote.**

Nebraska Homeless Assistance Program Grant Application, NHAP for South East -- This grant application in the amount of \$130,500 is for the Near Homeless Prevention Program and Rapid Re-Housing efforts. It is used for rent deposits, utility deposits, rent arrearages, utility disconnects, rental assistance, eviction notice assistance, and time spent entering data for our customers and staff salaries. **Joni Nickel moved the Board approve the application. Deb Granger seconded the motion; motion approved by unanimous voice vote.**

Nebraska Homeless Assistance Program Sub-grant Amendment, NHAP-South West – This amendment brings the total funding award up to \$190,076.45. It is used for rent arrearages, utility disconnects, rental assistance, and eviction notice assistance for our customers. (The State share is \$78,264.48 and was approved last October.) (*ROMA Goal 1: Individuals and families with low incomes are stable and achieve economic security.*) **Ross Bruning moved the Board accept the funding. Joe Brayton seconded the motion; motion approved by unanimous voice vote.**

Nebraska Homeless Assistance Program Sub-grant Amendment, NHAP-South East – This amendment brings the total funding award up to \$126,697.86 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 was approved last October.) (*ROMA Goal 1: Individuals and families with low incomes are stable and achieve economic security.*) **Joe Brayton moved the Board accept the funding. Deb Granger seconded the motion; motion approved by unanimous voice vote.**

WIC Award – For the funding period of October 1, 2017 through September 30, 2018, the sub-award will be \$198,412 for nutrition services and administration costs. Funding will be provided in the amount of \$60,000 for the Breastfeeding Peer Counseling. (*ROMA Goal 1: Individuals and families with low incomes are stable and achieve economic security.*) **Ross Bruning moved the Board accept the funding. Michael Stromer seconded the motion; motion approved by unanimous voice vote.**

NE DHHS Diabetes Management Education Funding Application – Funding in the amount of \$20,000 is being requested by the Minority Health Initiative program to offer scholarship assistance to clients unable to pay for the Diabetes Prevention Program as well as travel costs for the ‘Living Well with Diabetes’ educators to travel between Lexington, NE and Kearney, NE in order to offer the 6-week class. **Joni Nickel moved the Board approve the application. Deb Granger seconded the motion; motion approved by unanimous voice vote.**

The Nels & Lucille Winther Foundation Grant Award – Last April Mid requested \$15,000 from the Nels & Lucille Winther Foundation to support the general operating costs of the Minden Senior Center. We received \$5,000. (*ROMA Goal 3: Agency increases their capacity and resources.*) **Dick Trail moved the Board accept the funding. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

Center on Children, Families, and the Law Subcontract – Approval is needed to accept the subcontract for \$3,000 to help support Mid’s Quality Assurance Coordinator to provide assistance with regional coordination of Homeless Point-In-Time Inventory, HMIS training and technical assistance, and participation in quarterly conference calls with UNL-CCFL. The term of this subcontract is October 1, 2017 through September 30, 2018. (*ROMA Goal 3: Agency increases their capacity and resources.*) **Barb Roebuck moved the Board accept the contract. Joni Nickel seconded the motion; motion approved by unanimous voice vote.**

Immunization Award – This award is not to exceed \$30,000 and is for the grant period of January 1, 2018 through June 30, 2018. (*ROMA Goal 1: Individuals and families with low incomes are stable and achieve economic security.*) **Ross Bruning moved the Board accept the funding. Pat Nelson seconded the motion; motion approved by unanimous voice vote.**

CSBG FY18 Subaward -- For the funding period of October 1, 2017 through September 30, 2018 (FY18), this subaward is not to exceed \$112,155.78. Of the total subaward amount, not to exceed \$1,400 has been approved for reimbursement of Kearney Works activities in the same grant period. (*ROMA Goal 3: Agency increases their capacity and resources.*) **Barb Roebuck moved the Board accept the funding. Deb Granger seconded the motion; motion approved by unanimous voice vote.**

University of Nebraska Foundation (NUF), Women Investing in Nebraska (WIN) Grant Application -- Mid will be applying for \$50,000 from the WIN foundation to help support the continuation of the Mobile Produce Pantries. **Linda Fitzsimmons moved the Board approve the application. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

PY2017 LIHEAP Contract Amendment – This contract amendment extends the completion date from December 31, 2017 to February 28, 2018 to expend the remaining funds in the amount of \$12,250. **Joni Nickel moved the Board approve the extension of the contract. Ross Bruning seconded the motion; motion approved by unanimous voice vote.**

Mid-Plains (North Platte) United Way Applications

- a. **Community Services** – Amount requested is \$6,000 to be used for homeless prevention.
- b. **Head Start** – Amount requested is \$4,500 for the Head Start III’s operating budget.
- c. **Senior Center** – Amount requested is \$17,000 to be used to operate the Center.

Barb Roebuck moved the Board approve the applications. Joe Brayton seconded the motion; motion approved by unanimous voice vote.

Furnas County Head Start Lease Agreement – This lease is with the First United Congregational Church in Cambridge for the Furnas County Head Start program in the amount of \$625/month. **Pat Nelson moved the Board approve the agreement. Deb Granger seconded the motion; motion approved by unanimous voice vote.**

B. OTHER ISSUES/COMMENTS – After discussion, the Board members decided to have the February meeting at the North Platte Senior Center on Thursday, February 22, 2018.

C. ADJOURNMENT -- With no further business, President Yant adjourned the meeting. It was announced that the next Board of Directors’ Meeting would be on February 22, 2018.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date