

**BOARD OF DIRECTORS’
MEETING MINUTES
SEPTEMBER 27, 2018**

Members Present:	Jennifer Bantam	Joy Kyhn
	Joe Brayton	Joni Nickel
	Ross Bruning	Bob Peal
	Linda Fitzsimmons	Barb Roebuck
	Bonnie Fuerst	Michael Stromer
	Deb Granger	Dick Trail

Members Excused:	Pat Nelson	Jack Yant
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Others Present:	Meredith Collins	Kyla Martin
	Carrie Eurek	Tish Meyer
		Kris Wright

In President Yant and Vice-President Nelson’s absence, Treasurer, Barb Roebuck, declared a quorum and ran the meeting. She also signed everything on the President’s behalf.

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

INTRODUCTIONS: Tish Meyer, Health Services Director

AGENDA APPROVAL – Dick Trail moved the Board approve this agenda. Joni Nickel seconded the motion; motion carried unanimously by voice vote.

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

ADMINISTRATOR’S REPORT – Meredith shared the newspaper clipping announcing Sara Frias and Tammy Jeffs’ receiving their Certified Community Action Professional certifications. The McCook Gazette featured an article about the McCook office not having the Coat Closet this year but they will continue with the Toy Box at Christmas time. Meredith passed around the thank you letters and write-ups from Mid staff Denver’s National Convention attendees.

Congress has agreed on a spending bill to keep the government running through December 31st. The bill has moderate increases for many of programs including the Community Services Block Grant (CSBG), Head Start, Senior Nutrition Programs, and Weatherization (WAP). This marks the first time in nearly 10 years that both WAP and CSBG have received on-time budgets from Congress by the start of the fiscal year. This greatly helps with our planning efforts for the upcoming year. Meredith also passed around a letter of testimony she submitted in regards to an interim study being conducted by the Unicameral on affordable rental housing across Nebraska. The letter highlighted the challenges faced by our clients along with our struggle as an agency to maintain our affordable housing units.

Meredith also talked about the proposed changes to the agency’s benefit plan that was on the board agenda and how staff had been working on these proposal options for almost a year.

An update on the opening for the At-Large Consumer Position was provided. Joy Kyhn, who currently served as the Head Start Policy Chair representative, has submitted an application to fill the position. Her application will be voted on by the Head Start Policy Council at the October meeting. They will also

vote on the new Head Start Policy Chair for the upcoming year. Meredith provided an update on a year-end funding for several programs. Also, Tyson Foods in Lexington has pledged two new freezers for the Lexington Food Pantry that Mid operates. They also are pledging a lot more food donations in the area. Lastly, the agency is still waiting on approval of our new Indirect Cost Rate which expires September 30th. We submitted our proposal in March of this year. **Dick Trail moved the Board approve the Administrator's Report. Bonnie Fuerst seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – Kris passed around the credit card file and the monitoring folder which included a letter of communication to the Board of Directors from our auditor regarding the upcoming audit. Kris reviewed the program financials and discussed the programs that were eligible for incentives. We were notified by the Department of Roads that they decided to extend our contract for the Intercity Bus route to North Platte rather than issuing a new contract as originally discussed. Kris answered questions on the Minority Health and Building Management accounts. August is the 11th month of the fiscal year and we should be at 92% of our budget; we are at 86% for revenues and 89% for expenses. We had our annual investment meeting in September and were introduced to our new Edward Jones financial adviser, Drew Wagner, who will be transitioning into the position. We are in the process of scheduling a meeting with Glienke Insurance to discuss our 2019 insurance renewal. The auditors will be here October 22nd-26th. Kris discussed the increased desk monitoring by funding sources and the additional amount of work that it creates as well as the difficulty communicating technical processes via email. **After discussion, Ross Bruning moved the Board accept and place on file the financial report as presented. Joni Nickel 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:

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

Joy reported that Policy Council doesn't meet next until October. **Deb Granger moved the Board approve the report. Joni Nickel seconded the motion; motion carried by unanimous voice vote.**

NORTH PLATTE SENIOR CENTER & HOME DELIVERY REPORT by Bob Peal – For the month of August the total meals served was 3,854 with 23 total days served. The home delivered meals tallied 1,938 with a daily average of 84; the meal donation average was \$2.44. For the congregate meals, the monthly total was 1,916 with 83 as the daily average the \$3.14 for the average meal donation. The total foodstuff donations mostly from Wal-Mart equaled 332 cases. They handed out 250 cases to the seniors and were able to use 82 cases in house. The Center gained 53 new people in the congregate program and six with the home-delivery program. **Jennifer Bantam moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – The Center served 807 meals in August with one new participant for the month. Contributions totaled \$3,208 with a per meal average of \$3.97. We had two health clinics and volunteers contributed 125 hours to the Center. For September, the Center served 750 meals and had two new participants for the month. Total donations were \$2,930 for an average donation rate of \$3.63 per meal. They had a hearing clinic and volunteers contributed 95.5 hours to the Center. **Michael Stromer 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 month of August, our Nutrition Program served 2,488 meals in 22 serving days for a daily average of 113 people. Total donations were \$8,151 with an average donation rate of \$3.28. For the month of September, we served 2,241 meals in 22 serving days with an average donations rate of \$3.69. **Joe Brayton moved the Board approve this report. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) Report by Carrie Eurek - RAFT will be sacking for tips at Hy-Vee on November 16th for Hunger and Homelessness Awareness Week from 3:00-7:00 PM. They will be housing a new family in October. The house will be full. They will possibly have another two-bedroom opening by January 2019. RAFT got registered for Give Where You Live 2018 on December 6th. They will be promoting this event more as it gets closer. **Dick Trail moved the Board approve this report. Joni Nickel seconded the motion; motion carried by unanimous voice vote.**

APPROVAL OF BOARD MANUAL by Meredith Collins – The Board Manual was discussed along with board job descriptions. Meredith requested feedback from the board on whether they use the hard copy board manuals or would there be a preference to have the Board Manual online. Much discussion followed about having two manuals-one for physical reference and one for new Board members to check out along with having the entire Board Manual online for easier reference. (*Organizational Standards: 5.8-Board Duties*) **Jennifer Bantam moved to approve the report and put the Board Manual online and make two hard copies for board reference. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

APPROVAL OF HEALTH SERVICES OVERVIEW by Tish Meyer, Health Services Director – Meredith gave a short introduction explaining Tish’s professional background and how she came about being employed with Mid. She recently took over the Health Services directorship after working in the program for several years. Tish explained that the Immunization program follows the State’s Regulations. It is set up for four different groups: children on Medicaid, adults and children with no insurance, adults and children who are underinsured and for Native Americans/Alaskan Natives. The Immunization Clinics are held on the first and third Mondays in Lexington all day and the second and fourth Monday afternoons in Kearney. The fourth Thursday of the month is a clinic held in Holdrege. Flyers in the mentioned communities advertise the clinics. The program staff takes appointments and the staff makes reminder calls and the follow-up appointments. The Immunization staff consists of four nurses (two registered and two licensed practical nurses). It also has two bi-lingual staff. The program works closely with school nurses and Dr. Suleiman. They utilize the State Immunization System called NESIS which has all immunizations recorded, combined and stored making it a legal document.

Tish also reported on the Racial Minority Health Program. This program is for chronic illnesses like pre-diabetes and diabetes. The staff is trained by taking a 10-week online course. HHS is responsible for grading the paperwork. The program promotes a healthy lifestyle like exercising, walking, and proper nutrition. A couple of the programs they use are: Road to Health Program; and Living Well with Diabetes, one-and-half hour class for six weeks is interactive and presented in Spanish. This program is also partnering with Head Start students to see how active the students are and what they eat. This program was promoted thru WIC, and currently promoted with Immunization, the Mobile Produce Pantries, the Help Care Clinic, churches and dental clinics. **Dick Trail moved the Board approve the Health Services Overview. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote.**

Treasurer, Barb Roebuck, called the Board to go into Executive Session and requested Carrie Eurek stay. Linda Fitzsimmons moved the Board go into Executive Session at 11:15 a.m. Dick Trail seconded

the motion; motion carried by unanimous voice vote. Dick Trial moved the Board come out of Executive Session at 11:30 a.m. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote.

A. ACTION/DISCUSSION ITEMS

Chief Executive Officer Evaluation -- (*Organizational Standards: 7.4, 7.5*) Dick Trail moved the Board approve the CEO's evaluation and compensation. Michael Stromer seconded the motion; motion carried by unanimous voice vote.

Mid Benefit Dollar Structure and Amount Change -- Agency benefit dollars will be restructured to provide a maximum amount of \$500 for all full-time employees to enroll in health insurance. If full-time employees do not need health insurance, they will be offered a maximum amount of \$400 per month for the other agency benefit options (dental, vision, life, 403B Retirement and other possible options). **Jennifer Bantam moved the Board approve the structure and amount. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

Agency Benefits Administration and Benefits Package Overview - Overview of Insurance Broker Companies quotes for agency health, dental, vision, and life insurance options. **Jennifer Bantam moved the Board approve the overview. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

Kearney Area Community Foundation Grant Award – Mid was awarded \$7,700 for transportation/vehicle costs for Mobile Produce Pantries in Buffalo County. (*ROMA Goal 1: Individuals and families with low incomes are stable and achieve economic security and Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.*) **Dick Trail moved the Board accept the award. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

Nebraska DHHS Division of Public Health Immunization Program Application -- Mid is applying to the NE DHHS Public Health Immunization Program for funding to support our Immunization Program. The funding amount is to be determined. **Linda Fitzsimmons moved the Board approve this application. Joni Nickel seconded the motion; motion carried by unanimous voice vote.**

Robert Woods Johnson Foundation (RWJF) Grant Application -- Mid is applying for \$10,000 from the RWJF to support Mid's Dental Program. Funding for this program will go toward supporting personnel costs as well as direct costs such as preventative and emergency dental care, dental medications, transportation, and gas vouchers if needed. **Joni Nickel moved the Board approve this application. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

Affordable Housing Grant for Down Payment Assistance (DPA) – Special Conditions for Release of Funds:

- a. Approval of the revised Program Guidelines for the DPA Project which include the following additions to the guidelines which were approved on April 26, 2018:
 1. It is the intent of the Housing Program to eliminate lead hazards and achieve lead clearance in affected homes in a manner consistent with the 2012 HUD Lead Paint Guidelines, to repair, restore, or remodel the home.
 2. Net proceeds are the sales price minus superior loan repayment (other than NAHP funds) and any closing costs.

Jennifer Bantam moved the Board approve the revised guidelines. Deb Granger seconded the motion; motion carried by unanimous voice vote.

RYDE Transit Resolution and Approval of RYDE Transit Phone System Update -- This will upgrade existing phone system in the Kearney location. The update would be a total of \$25,046.00. Federal Funds of \$20,037.00 and Local Monies of \$5,009.00. RYDE Transit is recommending to accept the bid from ACT Technologies for the amount of \$23,191. **Ross Bruning moved the Board approve the procurement. Joni Nickel seconded the motion; motion carried by unanimous voice vote. Jennifer Bantam moved the Board accept the resolution. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

RYDE Transit Resolution and Approval of RYDE Transit LED Lighting Upgrade -- This will upgrade all lighting on the property at 715 East 11th to LED. The update would be a total of \$91,634.00. Federal funds of \$73,307.00 and Local Monies of \$18,327.00. RYDE Transit recommends accepting the bid from Progressive Electric for \$79,500. **Dick Trail moved the Board approve the procurement. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote. Ross Bruning moved the Board accept the resolution. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

RYDE Transit Resolution of RYDE Transit Building Items – Heaters and Sweepers – This would be for the purchase of floor sweepers and backup heaters for the storage facility in Kearney and heaters for storage facilities in Lexington and Hastings. The total purchase would be \$17,434.00. Federal Funds of \$13,948.00 and Local Monies of \$3,487.00. **Michael Stromer moved the Board accept the resolution. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

B. OTHER ISSUES/COMMENTS –

C. ADJOURNMENT -- With no further business, Treasurer, Barb Roebuck, adjourned the meeting. It was announced that the next Board of Directors’ Meeting would be on October 25, 2018.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date