

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

Members Present:	Jennifer Bantam	Pat Nelson
	Joe Brayton	Joni Nickel
	Ross Bruning	Bob Peal
	Deb Granger	Barb Roebuck
	Joy Kyhn	Michael Stromer
	Effie LaFore	Jack Yant

Members Excused:	Linda Fitzsimmons	Dick Trail
	Bonnie Fuerst	

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

Vice-President Nelson started the meeting by declaring a quorum.

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

INTRODUCTIONS: Effie LaFore, Head Start Policy Council Elected Designee
Lisa Giboney, Head Start/Early Head Start Director

ACCEPTANCE OF NEW BOARD MEMBER -- Head Start Policy Council Elected Designee: Effie LaFore. **Barb Roebuck moved the Board to accept Effie LaFore as the HS Policy Council representative to the Board. Deb Granger seconded the motion; motion carried unanimously by voice vote.**

ACCEPTANCE OF BOARD AT-LARGE CONSUMER MEMBER -- Joy Kyhn – Jennifer Bantam moved the Board to accept Joy Kyhn as the At-Large Consumer Member. Joni Nickel seconded the motion; motion carried unanimously by voice vote.

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

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

ADMINISTRATOR’S REPORT – Meredith passed around media highlights for the agency from the past month including a new \$10,000 grant award from First National Bank for Scholarship Assistance and a Haunted House fundraiser for the Lexington Food Pantry. Meredith met with Congressman Adrian Smith on October 17th. He was in the area and wanted to stop by our offices. Congressman Smith was very interested in our diverse program services. Much of the discussion centered on case management and how important it is to help clients overcome barriers and achieve self-sufficiency. Meredith also talked about our program outcomes including highlighting the Family Self-Sufficiency Matrix used for our homeless prevention clients that measures progress from crisis to thriving in several different areas. This matrix shows the impact of how our programs make a positive difference for our clients.

We have been notified that our Head Start Year 1 Funding monitoring will be scheduled for the week of December 10th. Our assigned review leader will be in contact with our staff to schedule a series of calls and other offsite activities with staff members, Policy Council, and our Board of Directors. We look forward to sharing a lot of great information about our Head Start program and all we accomplish. September 30th was the agency year end and our fiscal staff has been very busy finalizing all of the year end reports. Our auditors are currently onsite to begin their work for our annual audit. Open enrollment for agency benefits wrapped up last week. We received good feedback from staff on the improvement to the benefits as well as the new online enrollment system. Meredith recognized Carrie Eurek for all of her work helping staff with open enrollment. Kyla provided an update on the Ravenna Mobile Produce Pantry happening today and that the Holiday Splendor Craft Show is November 10th at the Buffalo County Fairgrounds. Meredith reminded the Board members that the Board Manual is now on our website at <http://communityactionmidne.com/boardofdirectors/> **Jennifer Bantam moved the Board approve the Administrator's Report. Barb Roebuck seconded the motion; motion carried unanimously by voice vote.**

President Yant presided over the Board meeting.

FINANCIAL REPORT –Kris passed around the credit card file and the monitoring folder which included the Nebraska Energy Office (NEO) monitoring report from July. There were no issues or findings in the monitoring report. Kris reviewed the agency's September fiscal year-end financial reports. We will carryover about 16% of our FY'18 CSBG funds, the CSBG regulations allow us to carryover up to 20%. Kris explained any negative year-end program fund balances. The Mid Program Support Reserve account was set up to track the funds transferred from CAH property sales and will be used to support Mid programs. In FY'18 some of these funds were used to support Housing, Weatherization, and CSFP. CAH has transferred a total of \$458,715 from property sales to Mid. Mid had a \$430,000 increase in equity this year, primarily due to the CAH property sale transfers. September is the 12th month of the agency's fiscal year and we should be at 100% of our budget. We are at 102% for revenues and 99% for expenses. The agency received their new Indirect Cost Rate Agreement based on the proposal that was submitted last March. The agency's Indirect Cost Rate will remain at 19% of salaries and fringe benefits and will be a predetermined rate through 9/30/2020 and a provisional rate until 9/30/2023. **After discussion, Pat Nelson 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 Effie LaFore – 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 was also circulated. The following items require approval:

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

Effie reported that Policy Council met in October and the President-Elect, Joy Kyhn, requested Policy Council appoint the Vice-Chair to serve as the Policy Council representative on the agency Board of Directors in place of the President due to Joy already being a member of the Board in the Member-at-Large capacity. Policy Council approved the appointment of the Vice-Chair, Effie LaFore, to serve as the Policy Council representative on the agency Board. **Barb Roebuck moved the Board approve the report. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

NORTH PLATTE SENIOR CENTER & HOME DELIVERY REPORT by Bob Peal – For the month of September the total meals served was 3,188 with 19 total days served. The home delivered meals tallied 1,663 with a daily average of 88; the meal donation average was \$2.44. For the congregate meals, the monthly total was 1,525 with 80 for the daily average attendance and \$2.79 for the average meal donation. The total foodstuff donations mostly from Wal-Mart equaled 202 cases. They handed out 146 cases to the seniors and were able to use 56 cases in house. The center gained 32 new people in the congregate program and nine with the home-delivery program. **Joe Brayton moved the Board approve this report. Ross Bruning seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – For the month of October, the Senior Center has served 733 meals with donations totaling \$2,645 for an average donation rate of \$3.61. We had two health clinics this past month. **Joni Nickel moved the Board approve this report. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins – Total meals served in September was 2,488 with a daily average of 113. Total donations were \$8,151 with an average donation rate of \$3.28. For October, with four days left in the reporting period, our Nutrition Program has served 1,906 meals with a daily average of 100 people. Total donations are at \$6,485 with an average donation rate of \$3.69. The Peterson Senior Activity Center had an open house on Monday, October 22nd. Many of our program staff were there to share information about our programs including the Senior Volunteer, Weatherization, and Commodity Food Supplemental Program. **Deb Granger moved the Board approve this report. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) Report by Jack Yant – RAFT will be sacking for tips at Hy-Vee on November 16th for Hunger and Homelessness Awareness Week from 3:00-7:00 PM. Erin completed a Board Masters training and we will be making some new policies and updating some of the old ones. In the upcoming months we will be working on a Succession Plan. RAFT will have a new family move in on November 1, 2018. Information about the local coat give away and upcoming Halloween/Fall activities has been sent out to all families. **Deb Granger moved the Board approve this report. Ross Bruning seconded the motion; motion carried by unanimous voice vote.**

HEAD START ANNUAL ORIENTATION by Lisa Giboney – (*Organizational Standards 5.3, 5.4, 5.7*) Lisa's Power Point explained to the Board what is included in the Program Information Report (PIR). Included in the presentation was: funded enrollment vs. actual enrollment of HS and EHS, educational degrees of teachers, pie charts showing the percentages of eligibility, race and ethnicity, parent and family types and what languages are used in the home. More statistics pointed out the percentages of employment, health insurance, health services provided (vision and dental), mental health services, how many students have disabilities and how many use support services. The report also covered child outcomes, and information about family engagement, coaching, program goals and the future. Head Start wants to apply for Ogallala and Cozad centers to increase their duration of services. Lisa also handed out and went over a Governing Board and Policy Council handout and the 2017-2018 Annual Report. **Barb Roebuck moved the Board approve this report. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

APPROVAL OF CSBG Annual Report (National Performance Indicators) by Tammy Jeffs – (*Organizational Standards 2.4, 4.2, 4.3, 4.4 7.9*) Tammy presented the Annual Report. It showed what the program targets and what the actual results were at year-end along with explaining major increases or decreases in numbers served. Pie charts, diagrams, and trend data were also presented. This data is available on the agency website. **Barb Roebuck moved the Board approve this report. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

President Yant called for a 10-minute recess at 11:45 and the Board reconvened at 11:55.

A. ACTION/DISCUSSION ITEMS

Northwestern Energy Grant Request – North Platte Senior Center (NPSC) -- Mid requested \$1,000 to help support the operations of the NPSC, primarily the home delivered meals program. **Joni Nickel moved the Board approve this grant request. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

Wellcare Grant Request for Mobile Produce Pantries -- Mid requested \$1,500 to help support the operations of the Mobile Produce Pantry Program. **Barb Roebuck moved the Board approve this grant request. Pat Nelson seconded the motion; motion carried by unanimous voice vote.**

Acceptance of First National Bank Grant Award -- Mid applied for and received \$10,000 in grant funding from the First National Bank to help support the Scholarship and Barrier Assistance Program, which aids individuals pursuing higher education in partnership with Central Community College. **Bob Peal moved the Board accept this award. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

RYDE Transit – Resolution and Approval of RYDE Transit Fencing Procurement -- South side of RYDE Transit Facility – Total \$8922.00 – 20% = \$1,784.00. RYDE recommends accepting the bid from Schumacher Brothers Fencing in the amount of \$6,636.00. This was included in the Board packets. **Joe Brayton moved the Board approve this procurement. Michael Stromer seconded the motion; motion carried by unanimous voice vote. Barb Roebuck moved the Board approve this resolution. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

RYDE Transit – Resolution and Approval of RYDE Transit Vehicle Cameras Procurement -- Equip all transit vehicles with cameras – Total 160,444.00 – 10% = \$16,044.00. RYDE recommends accepting the bid from SEON Safe Fleet for \$149,250. This was presented on Board day. **Ross Bruning moved the Board approve this procurement. Barb Roebuck seconded the motion; motion carried by unanimous voice vote. Joni Nickel moved the Board approve this resolution. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

Personnel Manual Updates – Reflecting Benefit Changes for 2019 -- This handout was provided on Board day explaining the language and monetary updates with the benefit changes for 2019. **Michael Stromer moved the Board approve these updates. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

Approval of the Head Start (0-5) Policy Council By-Laws Updates (*Organizational Standards 5.3, 5.4, 5.7*) – The Board members were given a copy of these. Lisa Giboney pointed out and explained all the updates. **Barb Roebuck moved the Board approve the Head Start Policy Council By-Laws Updates. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

EHS/HS Transition Policy and Procedure Update – Lisa Giboney explained the policy and procedure updates. **Joy Kyhn moved the Board approve the EHS/HS Transition Policy and Procedure Update.**

Ross Bruning seconded the motion; motion carried by unanimous voice vote.

Approval of the Head Start (0-5) Policy and Procedure Manual -- Ross Bruning moved the Board approve the Head Start Policy and Procedure Manual. Joni Nickel seconded the motion; motion carried by unanimous voice vote.

Center on Children, Families, and the Law Subcontract – It is requested to accept the subcontract for \$2,000 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, 2018 through September 30, 2019. **Barb Roebuck moved the Board approve this subcontract. Deb Granger seconded the motion; motion carried 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 December 6, 2018.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date