

**BOARD OF DIRECTORS’
MEETING MINUTES
DECEMBER 6, 2018**

Members Present:	Joe Brayton	Pat Nelson
	Ross Bruning	Bob Peal
	Linda Fitzsimmons	Barb Roebuck
	Bonnie Fuerst	Michael Stromer
	Deb Granger	Dick Trail
	Joy Kyhn	Jack Yant
	Effie LaFore	

Members Excused:	Jennifer Bantam	Joni Nickel
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Others Present:	Meredith Collins	
	Carrie Eurek	Kyla Martin
	Jackie Harpst	Kris Wright

President Yant started the meeting by declaring a quorum.

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

President Yant recognized Board Member, Joe Brayton, for his six years of service on the Board of Directors.

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

APPROVAL OF OCTOBER MINUTES – The minutes stand approved as written with the change in description for the Policy Council Vice Chair’s appointment to the Mid Board of Directors.

ADMINISTRATOR’S REPORT – Meredith passed around various media articles that highlighted the Lexington Food Pantry, Weatherization Day on October 30th, the North Platte Tree of Love Program, and the Holiday Fund Drive for the Mobile Produce Pantries. A thank you note from a Hastings RYDE customer was also passed around. The Minden Closet had a Soup Luncheon fundraiser on November 26th that helped raise over \$800 for the Kearney County Policy Advisory Committee. This group helps organize the local food pantry and backpack program among other community initiatives. We had two community online giving days in November. Both Give Big Lexington and Big Give McCook happened on November 15th. These online giving days are great advocacy and fundraising tools for the agency and our programs. Also, the local foundations provide a match to help maximize all donations. This year, our staff in McCook organized a soup luncheon and silent auction in collaboration with several other non-profits including the Salvation Army and Family Resource Center. The luncheon was well attended and it was a great way for community members to learn more about what we do. Thanks also to Linda Fitzsimmons for dropping in to say hello and enjoy the event. In McCook, we raised \$2,821.50. This will be split between our Homeless Prevention, Head Start, and Commodity Supplemental Food Programs. Give Big Lexington helped raised \$3,870 with over \$800 designated to our Lexington Food Pantry. Give Where You Live for Buffalo County is taking place today and they hope to raise one million dollars. This year the agency is highlighting the work of the Mobile Produce Pantries to area donors. Our Head Start Focus One monitoring will take place next

week. Board members Joy Kyhn and Deb Granger will participate on the phone calls on Monday, December 10th. This monitoring focuses on program design and management, child development services, health program services, community engagement, and the governing boards. Meredith provided an update on the Kearney Works program which provides workforce development services for Buffalo County. The Department of Labor has notified Kearney Works that they will reopen their office in Kearney and want to co-locate with Kearney Works. This will be an excellent partnership and provide enhanced options for community members seeking new employment and training. They are currently looking for a new office location. We received unfortunate news that Mid-Nebraska Individual Services (MNIS) has cancelled their contract with RYDE Transit effective January 1st, 2019. MNIS has been informed by the State that they will no longer be allowed to subcontract transportation services. This is a major loss of revenue for RYDE Transit and will result in budget cuts equating to one full-time bus being taken off the road. We continue to look for new partnerships in our communities. In more positive news, the agency was awarded the full amount requested for the Immunization Program for a six-month period. We hope to have the contract soon. Meredith provided an update on the proposed changes to the Public Charge Rule. The letter from Community Action of Nebraska State Association highlighting our networks concerns was shared. This letter was submitted as part of the formal public comment period. Lastly, Meredith reminded the board to fill out and turn in their Board Self-Assessment forms. **Barb Roebuck moved the Board approve the Administrator's Report. Linda Fitzsimmons seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – Kris passed around the credit card file, the new budget file and the monitoring folder which included the audit reports from South Central Area Agency on Aging for the Minden Senior Center and the Peterson Senior Activity Center and the CACFP monitoring letter. We do not have the new CSBG contract, but we have FY'18 carry-over funds that are available to reimburse our expenses for the first couple months of FY'19. The Head Start Duration of Services grant application was submitted to increase services in Cozad and Ogallala. November is the second month of the fiscal year and we should be at 17% of our budget; we are at 22% for revenues and 17% for expenses. The agency should be receiving their insurance renewal premiums in December; we are not expecting any major changes. Only one proposal was received for the recent Head Start vehicle request for proposals. Since so few proposals were received and the vehicle didn't meet the program needs, we will initiate a new request for proposals in the next few months. **After discussion, Barb Roebuck moved the Board accept and place on file the financial report as presented. Michael Stromer 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 were 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 on November 13th via SKYPE. It worked out really well. **Linda Fitzsimmons moved the Board approve the report. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

NORTH PLATTE SENIOR CENTER & HOME DELIVERY REPORT by Bob Peal – For the month of October the total meals served was 3,782 with 23 total days served. The home delivered meals tallied 2,009 with a daily average of 87; the meal donation average was \$2.61. For the congregate meals, the

monthly total was 1,773 with 77 for the daily average attendance and \$3.56 for the average meal donation. The total foodstuff donations mostly from Wal-Mart equaled 185 cases. They handed out 127 cases to the seniors and were able to use 58 cases in house. The center gained 21 new people in the congregate program and five with the home-delivery program.

For the month of November the total meals served was 3,080 with 19 total days served. The home delivered meals tallied 1,542 with a daily average of 98; the meal donation average was \$3.35. For the congregate meals, the monthly total was 1,538 with 81 for the daily average attendance and \$2.98 for the average meal donation. The total foodstuff donations mostly from Wal-Mart equaled 92 cases. They handed out 75 cases to the seniors and were able to use 17 cases in house. The center gained one new person in the congregate program and four with the home-delivery program. **Linda Fitzsimmons moved the Board approve this report. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – For November, Minden served 586 meals in 18 serving days for an average of 33 people per day. Total donations were \$2,175 for an average contribution per meal of \$3.71. Volunteers donated 96 hours to the Center this past month and they had one blood pressure and health clinic. The building was rented three times this past month. The Minden Trust wants to do a cookie jar fundraiser. They are looking for antique cookie jars to fill with cookie to be auctioned off. **Deb Granger moved the Board approve this report. Effie LaFore seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins – For November, our Nutrition Program served 2,081 meals in 18 serving days. Total donations received were \$7,307 with an average contribution of \$3.51 per meal and they served an average of 116 people per day. **Pat Nelson moved the Board approve this report. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) Report by Jack Yant – RAFT did Sacking for Tips at Hy-Vee. It was fun experience and they will be doing it again in 2019! They met with the Royal Neighbors group about providing some fun classes like cooking and sewing to the RAFT families. Erin Merryman presented to a group of UNK students during Hunger and Homelessness Awareness Week. RAFT is participating in the Give Where You Live Event. Renae Self and Erin participated in the Building Innovations and Being Creative in Your Organization training put on by the Peter Kiewit Foundation. It was a great training and they will discuss it further at board. All the families have been adopted for Christmas, are signed up for the Salvation Army food baskets and will receive a donated turkey. **Dick Trail moved the Board approve this report. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

A. ACTION/DISCUSSION ITEMS

Mid Budget Review -- The Mid proposed budget for FY19 is \$12,349,041. The proposed budget sheet and budget highlights were included in the Board packet and filed with the minutes. **Barb Roebuck moved the Board approve the FY19 proposed budget. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

Ratification of Head Start Expansion Grant Application Approval – Ratification is needed for the Executive Board's decision to approve the Head Start Expansion Grant Application for the Duration of Services in Cozad and Ogallala that needed submitted before the December Board meeting. **Linda Fitzsimmons moved the Board ratify the Executive Committee's decision to approve this grant application. Dick Trail seconded the motion; motion carried by unanimous voice vote. (Jack, Barb, and**

Pat abstained.)

Head Start Lease Agreement with North Platte Community Day Care & Pre School – Approval is needed for the increase in rent from \$1,000/month to \$1,600/month with a 3% increase each year of the three (3) year term. All other terms remain the same. The lease was reviewed and approved by Scott Glienke for compliance with Mid’s insurance coverages. **Ross Bruning moved the Board approve this lease agreement. Effie LaFore seconded the motion; motion carried by unanimous voice vote.**

State Farm Good Neighborhood Citizenship Company Grant Application – This application for the amount of 10,000 is for the Scholarship and Barrier Assistance Program to help provide eligible participants with financial aid to get their secondary education, GED, or certifications. **Linda Fitzsimmons moved the Board approve this grant application. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

Blue Cross Blue Shield Grant Application – Mid is applying for \$5,000 to support the Mobile Produce Pantry Program. **Bonnie Fuerst moved the Board approve this grant application. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

WellCare’s Hyper-Local Resource Grant Award – This award is in the amount of \$500 to support the Mobile Produce Pantry Program. (*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.*) **Pat Nelson moved the Board accept this award. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

REACH Challenge Grant Award -- Community Action Partnership of Mid-Nebraska received \$1,818.18 from the REACH Challenge Grant. The REACH Challenge Grant is funded by a grant from the Nebraska Investment Finance Authority to the Nebraska Housing Developers Association. (*ROMA Goal 3: People with low incomes are engaged and active in building opportunities in communities.*) **Michael Stromer moved the Board accept this award. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

Corporate Resolution for Housing Grant Projects – This resolution authorizes Meredith Collins, the Chief Executive Officer, and Jackie L Harpst, the Business and Housing Director, to act as authorized signers for the purchase, resale and borrowing of up to \$150,000 for property associated with Board approved Housing Grant Programs. This is a requested update from December 2016. **Dick Trail moved the Board approve this resolution. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

CSFP Continuation Funding Sub-Award -- The amount of this sub-award from HHSS for FY 2019 is for \$16,921 for administrative costs for the period of October 1, 2018 through September 30, 2019. (*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 this sub-award. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote.**

RYDE Transit Fencing Award -- \$1,991,241 is the total award since the start in 2017. Department of Roads (DOR) has added to an existing agreement. The total amount of the fencing project award is \$8,922 (\$7,138.00 is 80% of Federal and \$1,784.00 is 20% of Local). (*ROMA Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.*) **Bob Peal moved the Board accept this award. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote.**

RYDE Transit Vehicle Cameras Award -- \$7,457,566 is the total award since the start in

2017. Department of Roads (DOR) has added to an existing agreement. The total amount of the Bus Camera project is \$161,190.00 (\$128,952.00 of Federal, \$16,119.00 of State, and \$16,119.00 of Local). (*ROMA Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.*) **Barb Roebuck moved the Board accept this award. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

Nebraska Homeless Assistance Program Grant Award, NHAP for South West -- This grant application was in the amount of \$221,248 is for the Near Homeless Prevention Program and Rapid Re-Housing efforts. We were awarded \$217,158. These funds will be used partially for direct services: rent deposits, utility deposits, rental arrears, utility arrears, rental assistance, and utility bills. The other part will be used for staff salaries spent doing data entry, meeting with clients, and reports. We were also able to put a full time NHAP position in McCook on top of services we already provide and a portion of SOAR staff costs. (*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.*) **Linda Fitzsimmons moved the Board accept this award. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

Nebraska Homeless Assistance Program Grant Award, NHAP for South East -- This grant application was in the amount of \$130,500 is for the Near Homeless Prevention Program and Rapid Re-Housing efforts. We were awarded \$130,500. These funds will be used partially for direct services: rent deposits, utility deposits, rental arrears, utility arrears, rental assistance, and utility bills. The other part will be used for staff salaries spent doing data entry, meeting with clients, and reports. (*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.*) **Ross Bruning moved the Board accept this award. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

Hirschfeld Family Foundation Grant Award – This award from the Hirschfeld Family Foundation in the amount of \$1,500 is to be used for mileage cost for the Senior Volunteer Program. (*ROMA Goal 1: Individuals and families with low incomes are stable and achieve economic security.*) **Dick Trail moved the Board accept this award. Effie LaFore seconded the motion; motion carried by unanimous voice vote.**

RYDE Transit Lease Agreement – This lease agreement is for storage space for vehicles in the Elwood at 301 Calvert Street. Annual rent is \$1,320 payable in monthly installments of \$110. **Bob Peal moved the Board approve this lease agreement. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

Head Start/Early Head Start Employee Incentive Plan -- The goal of the Head Start and Early Head Start program is to recognize and reward employees whose performance exceeds expectations for the position. One way is to award a one-time incentive pay, given availability of funds. The Tri-part incentive has 3 parts: 1) a base amount for all regular employees, 2) an amount based on their FTE, and 3) the most heavily weighted portion is based on their annual performance appraisal. The whole incentive plan was handed out at the meeting. **Dick Trail moved the Board approve this incentive plan. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

RYDE Transit Lease with W.G. Pauley Lumber Co. – The warehouse in Hastings for the RYDE Transit program has increased in rent from \$700/month to \$850/month. Increases more than 15% need Board approval. **Bonnie Fuerst moved the Board approve this lease agreement. Effie LaFore 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 January 24, 2019.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date