

**BOARD OF DIRECTORS’
MEETING MINUTES
MARCH 28, 2019**

Members Present:	Jennifer Bantam	Pat Nelson
	Ross Bruning	Joni Nickel
	Linda Fitzsimmons	Bob Peal
	Myron Kouba	Barb Roebuck
	Joy Kyhn	Michael Stromer
	Effie LaFore	Dick Trail
		Jack Yant

**Members Present Thru
Phone Conference:** Bonnie Fuerst

Members Excused: Deb Granger

Others Present:	Meredith Collins	Jackie Harpst
	Carrie Eurek	Kyla Martin
	Franny Gonzalez	Kris Wright

President Yant started the meeting by declaring a quorum.

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

INTRODUCTIONS -- Franny Gonzalez, UNK Social Work Intern.

BOARD TENURE RECOGNITION – President Yant recognized and thanked Pat Nelson for his 10-year anniversary serving on the Board of Directors.

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

FEBRUARY MINUTES stand approved as written.

ADMINISTRATOR’S REPORT - Meredith shared that out of Mid’s service area, Buffalo County was the only county affected by the natural disaster/flooding hitting Nebraska last week. She commended Community Services Director, Tammy Jeffs, for taking the lead role in organizing a One Stop Shop for affected flood victims. This event was held in Gibbon at the First Baptist Church on March 25th with many other non-profits in attendance. Residents were asked to fill out a needs checklist. Thirty people and nine small businesses attended. The United Way of the Kearney Area and the Kearney Community Foundation are also collecting donations for the Flood Relief Effort. Buffalo County Supervisor, Myron Kouba encouraged volunteers to log their flood clean-up volunteer hours and turn them into their local Emergency Management Center to help with federal aid in the area. Meredith shared many items that were in the media. The Ravenna News featured the RYDE program, and the Kearney Hub covered the One Stop Shop event along with an NBC affiliate who interviewed Meredith at the One Stop Shop. HyVee is doing a free milk promotion and interviewed a WIC dietician. The North Platte paper featured an article on utility assistance and also did a very nice follow up on Shawna Tatman and her role in the community. George Winston will be doing a piano solo concert at the Merryman Performing Arts Center and is asking for food donations for the Community Action Food Bank. The Elm Creek Mobile

Produce Pantry was featured on a Hastings affiliate station. Kyla shared about the Signs of Spring Craft and Trade Show scheduled for April 13th and about a disaster relief clean-up project being coordinated between the UNK Football Team and a Shelton resident. The United Way of the Kearney Area had their annual meeting yesterday announcing their \$440,000 campaign total. Community Action met our employee campaign goal qualifying our CEO, Meredith Collins, to participate in 'Drop Your Boss' after the United Way luncheon.

Meredith reported to the board on several IRS related items. LaDonna Jackman, Assistant Fiscal Director, had to follow-up with the IRS to correct clerical errors by the IRS on our health insurance filings submitted for tax year 2016. We expect a letter from the IRS in the next month or so with the corrected information. Meredith also reported that there is a new parking lot tax that is being imposed on both for-profit businesses and non-profit businesses if your parking lots are utilized by 50% or more of your employees. After a review of all of our sites, Mid shouldn't be affected by this new tax.

RYDE hopes to have all the cameras installed in the buses within the next couple of weeks. They have now started recording all their calls for the Buffalo County area. Mid also received exciting news that the Head Start Duration of Services application was approved to expand Ogallala and Cozad sites.

The agency has completed the Community Needs Assessment for our area with a 21% return rate. This is a very good rate for surveys. We also received a lot of stakeholder feedback. Meredith commended Planning Director, Kristin Remm for her hard work. She is currently compiling the data which will be shared and prioritized at All Staff Day. All Staff Day is on Friday, April 26th, at the Buffalo County Fairgrounds in the Extension Building from 9:30-3:00 p.m. Meredith encouraged the Board members to attend when they could for however long they could. **Joni Nickel moved the Board approve the Administrator's Report. Effie LaFore seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – Kris passed around the credit card file and there were no monitoring reports to share this month. Weatherization is the next monitoring scheduled for May 20-24. RAFT's contract year end is March 31st. Head Start is requesting to purchase two vehicles; vehicle replacement has been identified as a priority need for the program based on the number of vehicles that the program has and the age of those vehicles. Kris reported on the status of the senior centers. North Platte Senior Center has seen a downward trend in meals and meal revenue which has required an increase in match funds, Peterson Senior Activity Center still has a surplus of funds from their January meal ticket sales, and Minden Senior Center is close to budget. The Commodity Supplemental Food Program is still uncertain what their annual grant award amount will be. We have finally received all the new busses for Public Transportation and do the final billings for those. February is the fifth month of the fiscal year so we should be at 42% of budget; we are at 44% for revenues and 40% for expenses. Several major budgets and grant applications, including Head Start and Transportation, are due this time of the year. We should be close to having all of the United Way applications completed and submitted. **After discussion, Dick Trail 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 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
- * Monthly enrollment reports
- * Monthly meal & snack reports
- * Enrollment attendance
- * Monthly health mandate reports

Effie attended the Health Advisory Board and it went very well. Enrollment has been very good, too. **Pat Nelson moved the Board approve the report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

NORTH PLATTE SENIOR CENTER & HOME DELIVERY REPORT by Bob Peal – For the month of February the total meals served was 2,896 with 19 total days served. The home delivered meals tallied 1,505 with a daily average of 79; the meal donation average was \$2.72. For the congregate meals, the monthly total was 1,391 with 73 as the daily average and \$3.40 for the average meal donation. The total foodstuff donations mostly from Wal-Mart equaled 41 cases. They handed out nine cases to the seniors and were able to use 32 cases in house. The center gained eight new people in the congregate program and four with the home-delivery program. Becky Blume has accepted the Director position. New suggested meal prices have been delayed to start on April 1st to give clients time to purchase meal tickets at the current price. New client recruiting is being discussed. Free single meal tickets are to be distributed to potential new clients by directors/board members to encourage new diners. Other ideas of recruiting new people would be distributing free meal tickets to doctor’s offices. Improving the revenue from the ice-cream machine is a concern. **Joni Nickel moved the Board approve this report. Effie LaFore seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – For the month of March, Minden served 544 meals in 19 serving days for an average of 29 people per day. The Center was closed one day due to inclement weather. Total donations were \$2,033 for an average donation rate of \$3.73. Volunteers donated 101 hours to the Center. **Bonnie Fuerst 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 – For March, our Nutrition Program served 1,795 meals in 18 serving days. The Senior Center was closed twice this past month due to weather. The City determines when they Center is closed. Total donations received were \$4,276.50 with an average contribution of \$2.38 per meal and we served an average of 100 people per day. **Linda Fitzsimmons 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 completed and turned in their grant application for the 2019- 2020 United Way of the Kearney area. They have been preparing two apartments. A one bedroom is available April 1st in which a family has already been selected. The 2-bedroom apartment will be available by May 1st in which we are taking referrals. The RAFT Board will be making Easter baskets for each of the families. RAFT was selected to receive a donation from the 100 Women Who Care group. This will be just over \$5000. They also received an Everyday Hero’s award from the Dobytown Kiwanians. **Dick Trail moved the Board approve this report. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

RISK ASSESSMENT REPORT by Jackie Harpst – Board members received a full-colored report the day of the meeting. (*Organizational Standard 4.6*) **Dick Trail moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

President Yant called a 10-minute recess at 11:05 a.m.

A. ACTION/DISCUSSION ITEMS

CSFP Continuation Funding Award Amendment -- The amount of this subaward from HHSS for FY 2019 is not to exceed \$33,164 for administrative costs for the period of October 1, 2018 through September 30, 2019. **Barb Roebuck moved the Board accept this grant award. Pat Nelson seconded the motion; motion carried by unanimous voice vote.**

Head Start Vehicle Purchase – Head Start recommends purchasing the Ford Fusion SE from Big John’s Minden for the amount of \$21,495. The vehicle price comparison sheet was provided in the Board packet. **Ross Bruning moved the Board approve this purchase as recommended. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

Head Start Continuation Grant Application, Second Year – For the program year, 8/1/2019 to 7/31/2020 program year, which is the second year of the five year grant cycle, they are requesting **\$3,769,517.**

Head Start Program Operating	\$2,966,548	(Funded enrollment of 338)
Head Start Training	\$ 38,382	
Early Head Start Operating	\$ 683,972	(Funded enrollment of 48)
Early Head Start Training	\$ 16,001	(Total enrollment of 386)
Head Start COLA	\$ 52,508	
<u>Early Head Start COLA</u>	<u>\$ 12,106</u>	
	\$3,769,517	

Dick Trail moved the Board approve this application. Joni Nickel seconded the motion; motion carried by unanimous voice vote.

Agency Salary Range Update – The agency’s salary range scale has been updated to be position specific and no longer puts the agency’s many diverse positions in the same comparable category. A handout was shared at the meeting. **Jennifer Bantam moved the Board approve the salary range scale. Effie LaFore seconded the motion; motion carried by unanimous voice vote.**

Personnel Manual Updates – The agency’s personnel manual has been updated to reflect the new increase in PTO accrual per the new Snow Closing Policy approved last month, and to update the criteria used to determine distribution of the agency’s monthly benefit contribution to ensure compliance with benefit contract requirements. A handout was shared at the meeting. **Barb Roebuck moved the Board approve the personnel manual updates. Pat Nelson seconded the motion; motion carried by unanimous voice vote.**

Senior Volunteer Grant Application – This is a grant application in the amount of \$25, 000 from the State of Nebraska for the Senior Volunteer Program. This program is to support older Nebraskans to remain independent in their own homes and communities with supportive services that meet all the requirements of the Older Americans Act and Title 15 Services and Regulations. Effective date is July 1, 2019 thru June 30, 2020. **Linda Fitzsimmons moved the Board approve this application. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

Equitable Bank Charitable Foundation Grant Application -- Mid is requesting \$10,000 from the Equitable Bank Charitable Foundation to support the general operations of the North Platte Senior Center. **Joni Nickel moved the Board approve this application. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

McCook Community Chest Awards

- a. Homeless Prevention – The amount awarded is \$8,799.63. (*ROMA Goal 6, 6.2 Emergency Assistance*)
- b. Head Start – The amount awarded is \$2,573.89. (*ROMA Goals 1,2 & 3*)

c. Commodity Supplemental Food Program (CSFP) – The amount awarded is \$1,055.96.

(ROMA Goals 1 & 2)

Dick Trail moved the Board accept these grant awards. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.

FY19 Community Services Block Grant (CSBG) Award Amendment – This amendment is to amend the award up to \$305,597.08. *(ROMA Goal: 3)* **Barb Roebuck moved the Board accept this grant award. Effie LaFore seconded the motion; motion carried by unanimous voice vote.**

By-Laws Amendment – This is to amend the verbiage in the Composition of the Board of Directors language. (By-Laws were in February and March Board packets.) **Pat Nelson moved the Board approve the By-Laws amendment. Joni Nickel seconded the motion; motion carried by unanimous voice vote.**

2019 WIC Incentive Proposal -- Each fiscal year individual WIC grantees are given a budget based on their assigned caseload. Assigned caseload is based on WIC participants who are enrolled and receive benefits. WIC staff will be eligible for a proposed incentive award if 2019 show rate is 85% or higher on August 31, 2019. The data for this percentage of enrolled with benefits can be found in the WIC Journey system under Participant with Benefits Report. The payment of the incentive award will be contingent on the availability of funds.

a. Each staff member will be eligible to receive a base award of \$100 or \$200 based on FTE.

b. Each staff member will be eligible to receive an additional incentive award up to 4% of her or her annual salary.

Dick Trail moved the Board approve the incentive proposal. Ross Bruning seconded the motion; motion carried by unanimous voice vote.

Immunization Award – This award is not to exceed \$42,000 and is for the grant period of January 1, 2019 through June 30, 2019. *(ROMA Goal 1: Individuals and families with low incomes are stable and achieve economic security.)* **Bonnie Fuerst moved the Board accept this grant award. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

2018 Affirmative Action Plan – Summary included in Board packets. *(Organizational Standard 7.7)* **Linda Fitzsimmons moved the Board approve the Affirmative Action Plan as presented. Effie LaFore seconded the motion; motion carried by unanimous voice vote.**

Flexible Benefits Plan Amendment – This Plan Amendment is to update Mid's Flexible Benefits Plan summary document with our new Plan Administrator Information (NueSynergy, Inc.) and to update the plan year to November 1 to October 31st. **Joy Kyhn moved the Board approve the Flexible Benefits Plan Amendment as presented. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

Sunnyside Grant Application -- Mid is applying for \$24,200 to purchase two new buses for RYDE, including cameras, signage, mounts, radio, antenna, mirror, running boards, registration, tax, and installation. This is for matching funds for Adams County. **Barb Roebuck moved the Board approve this application. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

Tyson Grant Application -- Mid is applying for the Tyson Corporate Responsibility Grant to support the Lexington Food Pantry. The amount is yet to be determined. **Joni Nickel moved the Board approve this application. Myron Kouba seconded the motion; motion carried by unanimous voice vote.**

Head Start Vehicle Purchase II -- Head Start recommends purchasing their second choice on their price comparison sheet which is the KIA Optima from Anderson's Ford for the amount of \$21,538. The vehicle

price comparison sheet was provided in the Board packet. **Jennifer Bantam moved the Board approve this purchase as recommended. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

Head Start Grant Award for Duration of Services – This award is in the amount of \$63,550 for start-up funding. **Ross Bruning moved the Board accept this grant award. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

B. OTHER ISSUES/COMMENTS – The current agency By-Laws were included in the February and March board packet for review of updates on March agenda.

C. ADJOURNMENT -- With no further business, President Yant adjourned the meeting. It was announced that the next Board of Directors’ Meeting would be on April 25, 2019.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date