

**BOARD OF DIRECTORS’
MEETING MINUTES
APRIL 25, 2019**

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| Members Present: | Jennifer Bantam | Pat Nelson |
| | Ross Bruning | Bob Peal |
| | Linda Fitzsimmons | Barb Roebuck |
| | Bonnie Fuerst | Michael Stromer |
| | Deb Granger | Dick Trail |
| | Joy Kyhn | Jack Yant |

**Members Present Thru
Phone Conference:**

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| Members Excused: | Myron Kouba | Joni Nickel |
| | Effie LaFore | |

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| Others Present: | Meredith Collins | Kyla Martin |
| | Carrie Eurek | Kristin Remm |
| | Jackie Harpst | Kris Wright |

President Yant started the meeting by declaring a quorum.

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

INTRODUCTIONS -- Jack Yant recognized Joy Kyhn’s last meeting as the Head Start Policy Council President for five years. Joy will continue to serve on the Mid Board as an At-Large Consumer Member.

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

MARCH MINUTES stand approved as written.

ADMINISTRATOR’S REPORT – Meredith shared several items from the media coverage over the last month including the Kearney Hub’s article on flood relief efforts and the Gibbon Mobile Produce Pantry. She had Kyla Martin report on the George Winston piano soloist concert at the Merryman Performing Arts Center. Mr. Winston recognized the good works of the Community Action Food Bank, asked for food donations for the Food Bank, and also donated all the proceeds from his CD sales to the Food Bank. Rae Lynn Johnson, Kyla, and Meredith represented the Food Bank at this event on April 19th. Kyla reported that the Signs of Spring Craft and Trade Show went off without a hitch. The food drive took in over 500 pounds of product this time which continues to grow each show. This year there were two Board of Directors’ members as vendors so they it experienced it firsthand. The Central Nebraska Veterans’ Home in Kearney had a food drive for the Food Bank also and donated over 1,000 pounds of product. In other agency news, Meredith and Tammy Jeffs attended the Buffalo County Board of Supervisors’ Budget Committee meeting this past month. Meredith presented Annual Report information and Mobile Produce Pantry updates. Tammy presented an overview of the General Assistance Program. The Budget Committee was very complimentary of our programs and working partnerships. Meredith provided an update on the Small Claims Case as Mid was awarded the judgement. The Board discussed next steps in the process. The North Platte Project Connect was held April 4th, 2019 had 60-65 people came through the event. Mid had several staff represent the agency at

the event. Mid has finally received their final funding amount for CSFP which will be the same as last year. All Staff Day is tomorrow from 9:30 to 3:00 and Meredith invited all Board members to attend if they could as it will be a great day of training and networking for staff and board members. **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 and the monitoring reports to share this month. The monitoring folder included reports on the North Platte Senior Center (no issues) and the Senior Volunteer Program (missing volunteer forms and background checks). March is the 6th month in the agency fiscal year, so the budget should be at 50%; revenues are at 51.85% and expenses are at 50.37%. We received the final CSFP funding award and the funding is the same as last year's funding level. The agency CSBG spending has been running under budget, so we are anticipating being able to allocate some additional funds to CSFP and the Minden and North Platte Senior Centers. Mid is assisting with the distribution of the Kearney Area Community Foundation Disaster Relief/Flood Assistance funds; these funds will run through our Emergency Assistance account. RAFT year-end was March 31st. North Platte Senior Center had a better month in March but has utilized all of their agency CSBG allocation, so they will need to start covering the shortfall out of their Bingo and Pickle profits. The new Immunization contract that starts July 1st will be for one year instead of six months.

Jackie Harpst reported that they completed their first Down-Payment Assistance. Weatherization formal monitoring will take place May 20-24 and the agency 403(b) retirement plan audit will be May 14th. The agency has also had numerous desk monitorings; we don't get a lot of feedback from these monitorings so we assume that no news is good news. The CAN Fiscal Alliance meeting is on May 1st in Kearney at the Younes Conference Center. **After discussion, Ross Bruning moved the Board accept and place on file the financial report as presented. Bonnie Fuerst seconded the motion; motion carried unanimously by voice vote.**

SPECIAL REPORTS

HEAD START/EARLY HEAD START REPORTS/POLICY COUNCIL ACTIONS by Joy Kyhn in Effie LaFore'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:

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

April was the last formal Head Start Policy Council meeting and Joy's last meeting as the president. She served five years which is the term limit. Joy explained that there was not a quorum for that meeting so there will be a postcard ballot and revote. Throughout the summer there will be phone and postcard voting if necessary until Policy Council resumes in October. **Linda Fitzsimmons moved the Board approve the report. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

NORTH PLATTE SENIOR CENTER & HOME DELIVERY REPORT by Bob Peal – For the month of March the total meals served was 3,173 with 21 total days served. The home delivered meals tallied 1,645 with a daily average of 82; the meal donation average was \$2.65. For the congregate meals, the monthly total was 1,528 with 73 as the daily average and \$4.81 for the average meal donation. The total foodstuff donations mostly from Wal-Mart equaled 61 cases. They handed out 25 cases to the seniors and were able to use 36 cases in house. The center gained one new person in the congregate program and four with the home-delivery program. The average donation per meal price increase for congregate meals was due to advance sales of the meal cards at the pre-April prices. This promotional tool may be used again during the year at special times such as Thanksgiving and Christmas. A complimentary meal ticket may be given to

individuals to encourage them to visit the Center at meal time on a regular basis. They may be distributed to doctor offices or elsewhere seniors may visit. A new Bingo leader needs to be found to beef up their Bingo attendance. Additional volunteers to help with Bingo are also needed. They wonder if they can find some new diners at their Strength Training classes, from the Bingo attendance, Wednesday night dances or card groups. They will keep looking to recruit. Their motto is *'We love our senior center! Home of heart healthy dining and sociability.'* **Jennifer Bantam moved the Board approve this report. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – For the Month of April, the Center has served 652 meals in 21 days with an average of 31 people per day. Donations were \$2,353.00 with an average of \$3.61 per meal. Volunteers donated 100 hours to the Center. **Ross Bruning moved the Board approve this report. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins – For April, our Nutrition Program served 2004 meals in 20 serving days (two days left in the reporting period). Total donations received were \$4,576 with an average contribution of \$2.28 per meal and we served an average of 100 people per day. **Barb Roebuck 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 Jack Yant – RAFT received their full NHAP request of \$38,300 which was an increase of \$5,300. They are currently working on their short-term Succession plan for the ED position. RAFT will be sacking for tips at Hy-Vee on May 17th for some community outreach. They had a new family move into apartment #5 and they will be filling #3 as soon as they get the apartment finished most likely in mid-May. The RAFT board brought candy and donated gift cards for Easter baskets for their current families. They are working on summer activity plans for the kids in the house. Salvation Army may not be having camps this summer due to the flooding. Our kids have regularly enjoyed them in the past so we are finding possible alternatives. **Dick Trail moved the Board approve this report. Pat Nelson seconded the motion; motion carried by unanimous voice vote.**

AGENCY COMMUNITY NEEDS ASSESSMENT by Kristin Remm – Kristin reported that this is done every three years with updates made on an annual basis. One thousand assessments were sent out to a random list of folks in 27 counties. A postcard reminder was also sent out. Mid was happy with the 19% return rate with an additional 30 stakeholder participants. She went over some of the major points of the results. All Board members received a copy of the Community Needs Assessment and it can be found on our website -- <http://communityactionmidne.com/public-sector-information>. Meredith complimented Kristin on her work with the Needs Assessment data. (*Organizational Standards 3.1, 3.2, 3.3, 3.4, 3.5; ROMA Goals 1-3*) **Bonnie Fuerst moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

STRATEGIC PLAN-2 YEAR UPDATE by Meredith Collins – The Strategic Plan tracks progress and the overall successes of the programs. Meredith reported on highlights of the program's progress. Board members were able to follow along with a handout that may be found in the Board book. It's important to review the agency vision and mission statement; programs and services should align with the mission statement. Revealing the score of our progress showed the first year as a 75% and the second year as an 86%. The complete Strategic Plan may be found on our website -- <http://communityactionmidne.com/public-sector-information>. (*Organizational Standards 4.1, 4.3, 6.1, 6.2, 6.3, 6.4, 6.5*) **Linda Fitzsimmons moved the Board approve this update. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

At 11:20 President Yant called for an Executive Session. Pat Nelson moved to go into Executive Session. Michael Stromer seconded the motion; motion carried by unanimous voice vote. At 11:50 Barb Roebuck moved to come out of Executive Session. Deb Granger seconded the motion: motion carried by unanimous voice vote. The Board took a short recess.

A. ACTION/DISCUSSION ITEMS

Head Start Self -Assessment -- A summary handout was provided at the meeting. All centers were in compliance. The summary listed center strengths. This assessment is updated annually. **Dick Trail moved the Board accept this assessment. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote.**

United Way of South Central Nebraska (Hastings) Grant Awards --

a. Homeless Prevention – Mid requested and was awarded \$6,800 to be used for homeless prevention

b. Commodity Supplemental Food Program – Mid requested and was awarded \$2,400 to be used for CSFP.

c. RYDE – Mid requested \$15,000 and was awarded \$17,500 to be used to continue the public transportation program in the Hastings area.

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

RAFT Case Management Contract -- The amount for the 2019 RAFT agreement will be \$1,800 a month or \$21,600/year starting on April 1, 2019 thru March 31, 2020. **Barb Roebuck moved the Board accept this contract. Pat Nelson seconded the motion; motion carried by unanimous voice vote.**

Lexington Community Foundation Grant Application -- Mid is requesting \$3,000 from the Lexington Community Foundation to help support the expenses of this year's Project Family Connect, set to be held on August 3, 2019. Funding from the Lexington Community Foundation will assist in purchasing backpack items for back-to-school readiness. **Linda Fitzsimmons moved the Board approve this application. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

CSFP Continuation Funding Award Amendment -- The amount of this final subaward from HHSS for FY 2019 is not to exceed \$94,003 for administrative costs for the period of October 1, 2018 through September 30, 2019. **Joy Kyhn moved the Board accept this award. 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 May 23, 2019.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date