

**BOARD OF DIRECTORS’  
MEETING MINUTES  
JANUARY 23, 2020**

<b>Members Present:</b>	Jennifer Bantam	Bob Peal
	Ross Bruning	Barb Roebuck
	Linda Fitzsimmons	Michael Stromer
	Myron Kouba	Dick Trail
	Effie LaFore	Kimberly Villanueva
	Pat Nelson	Jack Yant

<b>Members Excused:</b>	Bonnie Fuerst	Joy Kyhn
	Deb Granger	

<b>Others Present:</b>	Sarah Bash	Jackie Harpst
	Meredith Collins	Kyla Martin
	Carrie Eurek	Kristin Remm
		Kris Wright

President Yant started the meeting by declaring a quorum.

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

**INTRODUCTIONS:** President Yant introduced Kimberly Villanueva as the new Board representative. The Board and staff went around and introduced themselves.

**ACCEPTANCE OF PLATTE VALLEY CONSUMER REPRESENTATIVE – Kimberly Villanueva – Effie LaFore moved the Board accept this new representative who was approved by the Head Start Policy Council on January 14<sup>th</sup>, 2020. Barb Roebuck seconded the motion; motion carried unanimously by voice vote.**

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

**APPROVAL OF DECEMBER MINUTES – The minutes stand approved as written.**

**Via Conference Call Due to Weather -- Mark Dedian, from Lutz gave our audit report.**

**APPROVAL OF CORPORATE AUDIT REPORT – Mark Dedian, Lutz --** A copy of the corporate audit and management letter was included in the Board packets. A copy the agency Form 990 tax return was also provided to each board member to review. Mark complimented Kris and her staff for a job well done. He went over the Financial Statement Audit Report and then went over the Single Audit Report. Everything looked good and there were no issues of noncompliance or audit findings. The WIC, Transportation Capital and Transportation programs were the major programs chosen to look at. This audit also had an unmodified opinion meaning there were no weaknesses. President Yant thanked Mark for the good report. Kris also mentioned that the audit will be available on the Public Sector Page of Mid’s website. (*Organizational Standards 8.1, 8.2, 8.3, 8.4--990 – 8.6*) **Dick Trail moved the Board approve this audit report. Barb Roebuck seconded the motion; motion carried unanimously by voice vote.**

**APPROVAL OF IRS FORM 990 – Mark Dediana, Lutz** – The 990 is a direct reflection of the Audit report; it just doesn't report In-Kind. The 990 will also be available on the Public Sector page of our website. (*Organizational Standards 8.1, 8.2, 8.3, 8.4--990 – 8.6*) **Effie LaFore moved the Board approve the IRS Form 990. Michael Stromer seconded the motion; motion carried unanimously by voice vote.**

**ADMINISTRATOR'S REPORT** – Meredith welcomed Kimberly to the Board of Directors as the Platte Valley Consumer Representative. Meredith also thanked Kris Wright and all of the fiscal staff for their work on the audit. The agency received disappointing news that we did not get the State of Nebraska contract bid for the Diabetes Management Contract to continue our Community Health Worker Program. This results in the reduction of two full-time staff. We will continue to look for additional funding and should be able to keep our Health Services Director at full-time status so she can continue to serve as our Community Health worker, although in a much more limited scope.

In federal news, Congress has finally approved a budget which has been signed by the President. Most of our programs remain at level or slightly increased funding levels which is very good news. The Women, Infant, and Children (WIC) Program did take a slight cut due to lower nationwide caseloads. However, it shouldn't affect our current program services. The Commodities Supplemental Food Program (CSFP) is always the wildcard as we still do not have a clear idea of total funding for the year. Long-time State CSFP Director, Barb Packett, has retired, and the new contact for the program is Kim Jasa Harris, CSFP - DHHS Food Distribution Coordinator.

We also received news that Congress has repealed the IRS Parking Lot tax for non-profit agencies. This tax was an unintended consequence of a tax cut measure and would have required a 21 percent tax on employee benefits such as parking spaces if your parking lots were used by more than 50 percent of employees per location.

We were notified by the State of Nebraska that they were changing our phone services contract which greatly increased our costs per phone line for the Kearney area numbers. We are currently looking at changing our provider for both phone and fiber to help bring down those costs. In other agency news, the Federal Transit Administration completed a program monitoring for our RYDE Transit program. We will need to make a couple corrective actions in terms of our maintenance logs for the vehicles. Otherwise, it was a very positive report. We are still awaiting word from Head Start on when they will conduct our Focus 2 monitoring for the 2019-2020 year. The Focus 2 monitoring focused on Program Management, Family Engagement, Fiscal Infrastructure, and Eligibility, Recruitment, Selection, Enrollment, and Attendance. We were also notified of a 28-32% reduction in funding for our Nebraska Homeless Assistance Program funding. The State of Nebraska Housing Trust fund was using carry over funds to help support the program and have expended all of those funds. Meredith also provided an update of the Community Affordable Housing (CAH) Board meeting. The CAH board has decided to use some of their funding to help support housing repairs for low-income households. This would be for repairs not covered by our Weatherization Program. Lastly, Meredith asked board members to review the agency By-Laws in their board packets. The annual approval of the By-Laws will occur in February. **Pat Nelson 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 the monitoring folder which included the Transportation site visit report. We are still waiting on contracts and final funding amounts for several agency programs. The agency spent the remaining CSBG carry-over funds in December. The North Platte Senior Center has required very little CSBG or match funds so far this year. The Peterson Senior Activity Center had a large shortfall at the end of December, which was really the first time we

have needed to bill the city this year. The Minority Health contract ended December 31<sup>st</sup> and Mid was notified that they were not awarded the bid for the new Community Health Worker contract. The loss of the contract will impact two community health worker positions and a portion of the Health Services Director position. The Immunization program has received their new medical refrigerator. The LIHEAP contract ended on December 31 and all the weatherization funds were expended; however we are requesting an extension of time to expend the emergency repair and replacement funds. Charles McGraw, Public Transit Director, will be visiting all the county boards to review the budgets and match required for the second year of the new two year Transportation funding cycle. December is the third month of the fiscal year and we should be at 25% of the budget; we are at 32% for revenues and 24% for expenses. The Capital Outlays line item is over budget due to the replacement of the Food Bank truck, which was not included in the original budget. The agency transitioned from a four-week to a two-week payroll cycle in January. Kris mentioned that effective January 1, 2020 the IRS implemented a new W-4 form and the State of Nebraska issued a new tax withholding form. **After discussion, Effie LaFore moved the Board accept and place on file the financial report as presented. Myron Kouba 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 meeting on January 14<sup>th</sup> through SKYPE went smoothly and quickly.

**Barb Roebuck 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 December the total meals served was 3,277 with 21 total days served. The home delivered meals tallied 1,794 with a daily average of 85; the meal donation average was \$3.08. For the congregate meals, the monthly total was 1,483 with 71 for the daily average attendance and \$3.39 for the average meal donation. The total foodstuff donations mostly from Wal-Mart equaled 11 cases. They handed out four cases to the seniors and were able to use seven cases in house. **Linda Fitzsimmons moved the Board approve this report. Effie LaFore seconded the motion; motion carried by unanimous voice vote.**

**MINDEN SENIOR CENTER REPORT by Meredith Collins –** The month of December we served 535 meals in 17 days with an average of 31 people per day. Donations were \$2,763.50 with an average of \$5.17 per meal. We also had 72.5 volunteer hours, and a blood pressure and hearing clinic. The building board has initiated plans to transfer the deed of the building over to Community Action. They will do a legal notice in the paper and have a meeting on March 4<sup>th</sup> at the Senior Center to answer any questions. **Barb Roebuck moved the Board approve this report. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

**PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins –** For the month of December, our staff served 1,682 meals in 16 serving days with a daily average of 105 people. Total donations were \$6,380.08 with an average donation rate of \$3.79 per meal. The Center had their 10th Anniversary celebration on January 3rd. Approximately 180 people attended the 10<sup>th</sup> anniversary

luncheon. The Peterson Senior Center Meal Program has served 250,600 meals. The April Board of Directors' Meeting will be held there and follow up with lunch. **Ross Bruning 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 is currently working on the 2020-2021 Nebraska Homeless Assistance Program grant application. It is due February 14<sup>th</sup>. They are anticipating a cut in funding due to state trust fund cuts to the entire state. RAFT did get HUD funding for 2020-2021. Their new contract will start April 1st, 2020. RAFT is looking for board members and will be sending out information soon. Their annual Point in Time count was January 21st. This is a 24-hour period that an attempt is made by all agencies to count the homeless population. RAFT has a Family Studies intern. Her name is Lacey Homolka! She has 120 hours to complete and we are looking forward to her being with us! Our newest family will be moving in this weekend. **Dick Trail moved the Board approve this report. Myron Kouba seconded the motion; motion carried by unanimous voice vote.**

**HEAD START'S ERSEA (Enrollment, Recruitment, Selection, Eligibility, Attendance) REPORT by Sarah Bash --** Head Start has created a youtube.com video that provides comprehensive training on the ERSEA process is presented to Policy Council and the Board of Directors annually. Sarah presented it to the Board and shared how it was being used for staff and Policy Council. It was informative, concise and had very interesting visuals. The video is available on the agency website under staff information. **Barb Roebuck moved the Board approve the ERSEA report. Ross Bruning seconded the motion; motion carried by unanimous voice vote.**

**CUSTOMER SATISFACTION SURVEY RESULTS – Kristin Holl --** Kristin presented a Power Point of the results which demonstrated very high levels of customer satisfaction across all programs in 2019 as well as trend data from the last three years. The full report is available on our website under the Public Sector page. **Effie LaFore moved the Board approve the customer satisfaction survey results. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

**President Yant called a 10 minute recess at 11:44 am. The Board reconvened at 11:54 pm.**

## **A. ACTION/DISCUSSION ITEMS**

### **Public Board Members' Annual Recertifications -- (*Organizational Standard 5.1*)**

- a. Bonnie Fuerst, Franklin County Board of Supervisors
- b. Robert Peal, Lincoln County Board of Supervisors
- c. Ross Bruning, Kearney County Board of Supervisors
- d. Michael Stromer, Adams County Board of Supervisors
- e. Myron Kouba, Buffalo County Board of Supervisors

**Dick Trail moved the Board accept these recertifications. Linda Fitzsimmons seconded the motion; motion approved by unanimous voice vote. Bob, Ross, Michael and Myron abstained.**

### **Private Board Members' Annual Recertifications –** These Board Members' terms expired this year and need recertified. (*Organizational Standards 5.1, 5.2*)

- a. Jennifer Bantam
- b. Deb Granger
- c. Joy Kyhn
- d. Barb Roebuck
- e. Dick Trail
- f. Jack Yant

**Effie LaFore moved the Board accept these recertifications. Kim Villanueva seconded the motion; motion approved by unanimous voice vote. Jennifer, Barb, Dick and Jack abstained.**

**Mid-Plains (North Platte) United Way Applications**

- a. **Community Services** – Amount requested is \$6,000 to be used for homeless prevention.
- b. **Head Start** – Amount requested is \$3,000 for the Head Start III's operating budget.
- c. **Senior Center** – Amount requested is \$17,000 to operate the Center.

**Barb Roebuck moved the Board approve the applications. Bob Peal seconded the motion; motion approved by unanimous voice vote.**

**American Academy of Pediatric Dentistry (AAPD) Grant Application** – Mid is applying for \$20,000 to help with start-up funds for a Mobile Dental Van. **Jennifer Bantam moved the Board approve the application. Barb Roebuck seconded the motion; motion approved by unanimous voice vote.**

**Women, Infants, and Children (WIC) Subaward** – For the funding period of October 1, 2019 thru September 30, 2020, the initial Subaward will be \$190,278 for nutrition services and administration costs. Funding will be provided in the amount of \$15,000 for the Breastfeeding Peer Counseling for a total award of \$205,278. (*ROMA Goal 1: Individuals and families with low incomes are stable and achieve economic security.*) **Pat Nelson moved the Board accept the funding. Effie LaFore seconded the motion; motion approved by unanimous voice vote.**

**2020 Low Income Home Energy Assistance Program (LIHEAP) Contract** – This award is for the Weatherization Assistance Program in the amount of \$365,900 for the contract period of January 2, 2020 thru December 31, 2020. The contract includes \$87,500 in funding for Emergency Repair and Replacement (HVAC). (*ROMA Goal 1: Individuals and Families with low incomes are stable and achieve economic security.*) **Ross Bruing moved the Board accept the funding. Bob Peal seconded the motion; motion approved by unanimous voice vote.**

**Nebraska Homeless Assistance Program Grant Application, NHAP for South West** -- This grant application in the amount of \$228,718 is for the Near Homeless Prevention Program and Rapid Re-Housing efforts. It is used for rent deposits, utility deposits, rent arrearages, utility disconnects, rental assistance, eviction notice assistance, and personnel costs. **Barb Roebuck moved the Board approve this grant application. Myron Kouba seconded the motion; motion approved by unanimous voice vote.**

**Nebraska Homeless Assistance Program Grant Application, NHAP for South East** – This grant application in the amount of \$132,000 is for the Near Homeless Prevention Program and Rapid Re-Housing efforts. It is used for rent deposits, utility deposits, rent arrearages, utility disconnects, rental assistance, eviction notice assistance, and personnel costs. **Kim Villanueva moved the Board approve this grant application. Michael Stromer seconded the motion; motion approved by unanimous voice vote.**

**First National Bank Grant Application** -- Mid is applying for \$7,500 for the Weatherization Assistance Program (WAP) to provide essential home repairs and modifications that are not covered by current WAP funding to households that would otherwise be denied services. **Effie LaFore moved the Board approve this grant application. Linda Fitzsimmons seconded the motion; motion approved by unanimous voice vote.**

**Head Start 2018-2019 Annual Report Approval** – This was included in the Board packet. **Effie LaFore moved the Board approve this report. Dick Trail seconded the motion; motion approved by unanimous voice vote.**

**Medica Grant Application** -- Mid applied for \$5,000 from Medica to support the Community Health Worker Program. **Linda Fitzsimmons moved the Board approve this grant application. Pat Nelson seconded the motion; motion approved by unanimous voice vote.**

**Medica Grant Award** -- Mid received \$5,000 from Medica to support the Community Health Worker Program. (*ROMA Goal 1: Individuals and families with low incomes are stable and achieve economic security.*) **Jennifer Bantam moved the Board accept the funding. Myron Kouba seconded the motion; motion approved by unanimous voice vote.**

**RYDE Service Contract with ESU 9** -- This is a contract for transportation of clients to ESU 9 in Hastings. This agreement commences on January 1, 2020 and terminates on May 31, 2020 for a monthly price not to exceed \$275. Rides for ESU 9 will be billed at \$6.00 per boarding for the out of town rate. Rides will be offered Monday thru Friday between the hours of 8 a.m. and 5 p.m. **Barb Roebuck moved the Board approve this contract. Michael Stromer seconded the motion; motion approved by unanimous voice vote.**

**RYDE Service Contract with Lexington Grand Generation** – This is a contract for transportation of clients to the Lexington Grand Generation Center. This agreement commences January 6, 2020 and terminates on June 30, 2020 for a monthly price not to exceed \$160. Rides for Grand Generation will be billed at \$2.00 per boarding. Rides will be offered Monday thru Friday between the hours of 8 a.m. and 5 p.m. **Linda Fitzsimmons moved the Board approve this contract. Dick Trail seconded the motion; motion approved by unanimous voice vote.**

**RYDE Service Contract with Lexington Public Schools** – This is a contract for transportation of clients for their Family Engagement Center. This agreement commences on January 1, 2020 and terminates on May 31, 2020 for a monthly price not to exceed \$475. Rides for Lexington Public School will be billed at \$2.00 per boarding. Rides will be offered Monday thru Friday between the hours of 8 a.m. and 5 p.m. **Kim Villanueva moved the Board approve this contract. Dick Trail seconded the motion; motion approved by unanimous voice vote.**

**B. OTHER ISSUES/COMMENTS** – Head Start’s Sue Beebe is retiring after 27 years effective the end of the month. Jack provided additional information about the CAH funding. CAH will allocate up to \$2,000 per household and not over \$20,000 per year for repairs to low income homes. Kris asked for the audits back if they weren’t going to be used. The current By-Laws were given out today so they can be presented in February.

**C. ADJOURNMENT** -- With no further business, President Yant adjourned the meeting. It was announced that the next Board of Directors’ Meeting would be on February 27, 2020.

Respectfully Submitted,

Kyla Martin  
Recording Secretary

**VERIFICATION**

The forgoing minutes were amended/approved.

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**Board Secretary**

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**Date**

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**Board President**

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**Date**