

**BOARD OF DIRECTORS’
MEETING MINUTES
SEPTEMBER 24, 2020**

Holiday Inn Conference Room – Kearney, NE

Members Present:	Deb Granger Myron Kouba Joy Kyhn Bob Peal	Barb Roebuck Michael Stromer Dick Trail Jack Yant
Members Present Thru Phone Conference:	Jennifer Bantam Linda Fitzsimmons Bonnie Fuerst	Effie LaFore Pat Nelson
Members Excused:	Joe Brayton	Ross Bruning
Others Present:	Meredith Collins Carrie Eurek Jackie Harpst	Kyla Martin Kris Wright

President Yant started the meeting by declaring a quorum.

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

INTRODUCTIONS –

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

Treasurer, Barb Roebuck, presented President Jack Yant with his 20-year tenure certificate. The Board and staff appreciate his dedication to the agency.

Meredith passed around a card for Ross Bruning for the members to sign.

AUGUST MINUTES stand approved as written.

ADMINISTRATOR’S REPORT – The agency had articles in the local media about the UNK Food Distribution and Emerson School Project in partnership with our Food Bank, our SOAR Program, Weatherization, and Head Start classrooms reopening. The last month has been busy with COVID-19 updates. Carrie Eurek and our Program Directors have done a great job working with staff. However, as the State has moved into the Phase IV Health Directive, we are finding we are having to visit a lot more with staff and remind them about agency safety protocols, travel, and what they need to do if they have had close contact with someone who has symptoms or is being tested for COVID-19. In the last few weeks, we have had to close down two of our North Platte Head Start Centers due to potential exposures. RYDE is getting back to more normal ridership levels and will reinstate fares beginning October 1st. The buses are deep cleaned weekly in addition to daily disinfecting. We have also modified the incentive for transit staff since we are in the last Phase of Health Directives. WIC continues to do remote services until the end of September. The USDA has approved continuing remote services until 30 days after the end of the Pandemic but that would need to be approved the State DHHS office. As long as our local Health Departments risk dial remains in the elevated levels, we will continue with curbside

meals at all our Senior Centers. The Immunization Program continues to ramp up efforts with their flu vaccination clinics. If we have the staffing available, we will offer the flu shots at all of our upcoming Mobile Produce Pantries. Due the CDC issuing an eviction moratorium, the agency has had to redo our certifications that landlords sign as previously we needed an eviction notice to proceed with emergency rental support. We also have two new staff hired for the COVID-19 Nebraska Homeless Assistance Program expansion to Holdrege and North Platte.

The other big item that has taken some time to sort out is how the agency would handle the President's Executive Order for a payroll tax deferral that started September 1st. As we understand it, employers have the option to implement the deferral or not. **This is only a deferral — not forgiveness of the tax owed as stated by the IRS guidance we have received.** Only Congress can approve forgiveness of the debt and both Republicans and Democrats are opposed to this because of the impact on Social Security and Medicare. The IRS issued guidance and placed the responsibility solely on employers for collecting the tax deferred. It must be paid by April 30, 2021, or else penalties, interest and other taxes will apply. So this means as an employer, we would have to implement a 12.4% payroll tax starting January 1st to collect the taxes back which will result in much smaller paychecks for staff. This could also mean a substantial tax bill for employee's right after the holiday season. Right now, there are more questions than answers about how employers are supposed to implement this deferral. Like many other businesses, we will not be able to put any deferral in place until we get much clearer guidance and instruction from the IRS and CAPLAW that answers the questions above. Implementing the deferral without answering those questions puts the agency at risk and would be a major auditing concern along with the potential tax liability. We are also concerned that implementing the deferral will also result in less take-home pay for staff next year.

We got great news from our Benefits Administrator, Bukaty Company – that we only had a slight increase in agency health insurance rates (a little over 5%) and all other rates for our benefits stayed the same. We will be offering the same plans as we did last year. We hope to complete staff benefit enrollment by September 30th.

September 30th is the agency year end and while most programs were able to do pay increases along with incentives, our Administrative Indirect Budget remained very tight all year. The Indirect budget is dependent on projected program salaries which had major fluctuations this past year due to COVID-19 and staff turnover. We have made some modifications to the Indirect budget which should help in the upcoming year.

On a state level, all nine Community Action agencies along with our State Association are working with a marketing firm to help implement a statewide media campaign about Community Action. Meredith's hope is that this State campaign will involve billboards, radio and television and help expand community member's knowledge about what Community Action programs do and where they can go for help. Meredith recommended the agency not go forward with the November Craft Show based on current positivity trends with COVID combined with the potential for flu season during that time. The agency would also have to implement an enhanced safety and mitigation plan that would require a lot more staffing for the event. She contacted our insurance provider and they also think it would be a huge liability to the agency to have the craft show as our insurance does not cover communicable diseases.

Lastly, Meredith discussed the agency three-year Strategic Plan and moving forward with a Pilot Vehicle Purchase/Emergency Repair Program. Discussion was held on the need for this program, especially in rural areas to help people get to work. A more detailed program proposal will be presented at the October 9 meeting. Initial funding to start the program would come from our Program Reserve account. **Barb Roebuck moved the Board approve the Administrator's Report. Pat Nelson seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – Kris passed around the credit card file and the monitoring reports for the board to review. The monitoring reports included the Nebraska Homeless Assistance Program (NHAP) Southwest Region monitoring and the Commodity Supplemental Food Program (CSFP) financial review, there were no findings or issues noted in either report. The agency also had a WIC financial review, but has not received a report from that monitoring yet. The on-site field work for the agency’s audit is scheduled for the week of November 9-13th. September is the agency’s fiscal year-end and contract year-end for several programs. We are anticipating carrying over close to 20% of our FY’20 CSBG funds; 20% is the amount that grantees are allowed to carryover without reallocation of funds. Additional COVID funding has been a positive factor in the budgets for the senior centers and the food security programs. The agency allocated a large share of CSBG and CSBG Discretionary funds to the CSFP program this year, the amount of CSFP federal grant funding has been declining each year.

The agency started distributing CSBG Disaster funds in August. Head Start’s year-end was July 31st. All Head Start continuation grant funds were spent; however, the agency is requesting to carryover remaining Head Start COVID funds. Head Start will be purchasing tablets (including data plans) to be available to Head Start families and staff, this will allow remote access to families and staff that do not currently have the necessary tools to connect remotely. The agency will be receiving two new COVID homeless assistance contracts, these funds were available to start spending August 1st. WIC’s year-end is September 30th and they met their incentive goal for the year. Immunizations received additional funding to expand clinics and increase capacity in preparation for the flu and COVID vaccines. The Down-Payment Assistance contract ended July 31st. The Public Transit Program is on the second year of a two-year contract and is currently receiving 100% federal reimbursement of their expenses through CARES Act and Emergency Relief funding.

August is the 11th month of the fiscal year so we should be at 92% of the budget; we are at 85% for revenues and 85% for expenses. The agency was able to use CSBG funds to have a freezer removed from the Food Bank. Head Start has sold several of their older vehicles over the past few months. **After discussion, Linda Fitzsimmons 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 Carrie Eurek – Early Head Start/Head Start reports and financials were passed around to the board and also emailed to board members. 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

Carrie reported that Head Start has really been challenged finding employees and commended the current staff for doing double duty in order to keep the program going. **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 August the total meals served was 2,727 with 21 total days served. The home-delivered meals tallied 2,028 with a daily average of 97; the meal donation average was \$3.19. There were no congregate meals. The pick-up meals tallied 699 with a daily average of 33. The pick-up meals average donation was \$4.87. The center gained one new person in the pick-up program and seven with the home-delivery program. There were no foodstuff donations from Wal-Mart. Kyla Martin added that the Food Bank delivered 83 produce boxes from

the Farmers to Families Food Box program yesterday to hand out to the seniors. **Dick Trail moved the Board approve this report. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – For the month of August, the Center served 696 meals with an average of 32 people per day. Donations were \$3,129.50 with an average of \$4.49 per meal. Through September 22nd, the Center has served 632 meals in 19 serving days with an average of 33 people per day. Donations are \$2,657.50 with an average donation rate of \$4.20 per meal. **Barb Roebuck moved the Board approve this report. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins – The Peterson Senior Center served 1,625 total meals in the month of August in 22 serving days. They are serving an average of 74 people per day. Total donations were \$5,843.21 for an average donation rate of \$3.59. Through September 22nd, our Nutrition Program has served 1,335 in 19 serving days (there are three days left in the reporting period). We are serving an average of 70 people per day with total donations at \$4,940.62 for an average donation rate of \$3.69. **Dick Trail 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 – Jack reported that all the families are doing well; the kids are all in school. The families benefitted from the backpack program and they have also enjoyed food from the Farmers to Families Food Box program. **Dick Trail moved the Board approve this report. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

President Yant called for a five-minute recess. Deb Granger moved the Board go into Executive Session at 11:07 a.m. Dick Trail seconded the motion; motion carried by unanimous voice vote. Dick Trail moved the Board come out of Executive Session at 11:30 a.m. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.

A. ACTION/DISCUSSION ITEMS

Chief Executive Officer (CEO) Evaluation and Compensation Review – Summary of the CEO board evaluation results were shared by the Board President. Due to budget restrictions, there will be no increase in wages at this time. If available in the budget at a later date this year, the board approves an incentive and wage increase with either not to exceed 3.5%. **Dick Trail moved the Board approve the evaluation and compensation review for the CEO. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

Immunization Award – This award is not to exceed \$60,626 and is for the grant period of July 1, 2020 through June 30, 2021. (*ROMA Goal 1: Individuals and families with low incomes are stable and achieve economic security.*) **Myron Kouba moved the Board accept this grant award. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

Nebraska Department of Education (NDE) Agreement – NDE has approved Mid's Child and Adult Care Food Program (CACFP) application and is approved to claim meals for reimbursement from July 1, 2020 to June 30, 2021. **Joy Kyhn moved the Board approve this agreement. Jennifer Bantam seconded the motion; motion carried by unanimous voice vote.**

RYDE Transit Resolution for Vehicle Seat Replacement – Approval is requested to replace seats in a small bus which serves Hamilton County-Aurora. Local match monies include \$0.00. **Barb Roebuck moved**

the Board approve this resolution for seat replacement. Pat Nelson 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 \$90,954 for administrative costs for the period of October 1, 2019 through September 30, 2020. **Deb Granger moved the Board accept this award amendment. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

RYDE Transit Resolution for Bus/Van Purchases – Approval is requested to purchase one (1) small bus and one (1) lower floor mini-van for use in RYDE Transit Operations. Local match monies include: \$0.00. **Dick Trail moved the Board approve this resolution to purchase a bus and a van. Myron Kouba seconded the motion; motion carried by unanimous voice vote.**

RYDE Transit Resolution to Purchase Two Small Buses – Approval is requested to purchase two (2) small buses for transit operations in Dawson County – Lexington. Local match monies include \$26,000.00. **Bonnie Fuerst moved the Board approve this resolution to purchase two small buses. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

Head Start Mental Health Services Agreements – Mid is requesting the services from licensed mental health providers to provide mental health services to Head Start children enrolled during the 2020-2021 program year.

- a. Gidget Ann Mosiman--Phillips County and Norton County
- b. Merriul Thomas (All Seasons Counseling) - McCook and Furnas County
- c. Lindsay McConville (Ambiance) - Frontier County
- d. Sonia Howard (Sonia Howard Counseling) - Lexington, Cozad and Dawson County
- e. Jacquie Yenni--North Platte (all three centers) and Ogallala
- f. Ryan Smith (Counseling Services) - Kearney, Gibbon, Ravenna, Minden and EHS

Barb Roebuck moved the Board approve these service agreements. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.

Ted Baldwin Donor Advised Fund Application -- Mid is applying for \$75,000 to support the purchase of a mobile dental van and the implementation of a Mobile Dental Van Program. **Dick Trail moved the Board approve this application. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

Ratification of RYDE Pandemic Incentive Plan - Updated language in the Incentive Plan - All R.Y.D.E. Transit staff will be eligible for an incentive based on hours worked during the COVID-19 Pandemic beginning with the pay period ending April 17, 2020. The Incentive will be available during the time that RYDE Transit's service counties are under a State Directed Health Measure that requires mandated COVID-19 quarantines to anyone showing symptoms along with continued recommendations for social distancing and face coverings. Health Directives will be reviewed every pay period. The payment of the incentive award will be contingent on the availability of funds. Incentive pay will be determined on the last day of each pay period and will be based on actual hours worked. The incentive will be paid the following pay period. Staff are eligible to receive up to 10% of their gross pay per pay period based on their hours worked. **Deb Granger moved the Board ratify the Pandemic Incentive Plan. Michael Stromer seconded the motion; motion carried by unanimous voice vote. The whole Executive Committee abstained.**

Lease Agreement with LeRoy W Wood for the COVID NHAP Coordinator – This lease agreement is for office space for the COVID Nebraska Homeless Assistance Program Coordinator office in North Platte at 109 East 2nd Street for the annual rental rate of \$3,600. The agreement commences on October 1, 2020 and

ends on the last day of September 2021. Mid will have the option of two (2) one-year renewal periods with annual rental rates of \$3,780 and \$3,960 respectively. **Barb Roebuck moved the Board approve this lease agreement. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

Head Start COLA and Quality Improvement Grant Award – The award in the amount of \$185,037 is for Cost of Living Adjustment (COLA) and Quality Improvement for the budget period of August 1, 2020 thru July 31, 2021. **Bonnie Fuerst moved the Board accept this award. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

Memorandum of Understanding Mount Calvary Lutheran Church for the COVID NHAP Coordinator – This MOU is for office space for the COVID Nebraska Homeless Assistance Program Coordinator office in Holdrege at 1419 East Avenue for the annual rental rate of \$2,400. The agreement began on September 18, 2020. **Deb Granger moved the Board approve this MOU. Myron Kouba seconded the motion; motion carried by unanimous voice vote.**

Mid Affordable Rental Properties in Oxford, Brady, and Imperial - The affordability period for these properties currently under the Department of Economic Development will end on January 1st, 2021. Mid will take full ownership of these properties. The Board needs to decide whether to maintain the three units as rental properties or choose to sell the properties after each tenant's lease expires. We have two tenants currently interested in purchasing their homes. **Dick Trail moved the Board sell these houses when available and to work with the tenants if interested in buying. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

Head Start CARES ACT Carryover Funds -- As of the end of the grant year, July 31, a total of \$71,983.06 of the \$339,220 CARES ACT funding had been spent. A request is being made for the remaining \$267,236.94 of the CARES ACT funding to be carried over. The remaining funds will be used for:

- a. Salaries, Fringe and Indirect for Center Assistant/Cleaning Position was added to all Full Day classrooms - \$161,196.21
- b. Additional Supplies because of COVID-19 - \$69,316.98
- c. Additional Technology Needs because of COVID 19 - \$36,723.75

Joy Kyhn moved the Board accept these carryover funds. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.

Department of Energy Amended Contract for the Weatherization Assistance Program -- This amended award for the DOE Weatherization Assistance Program adds the carryover from the 2019/2020 DOE contract in the amount of \$116,700.19, plus additional carryover in the amount of \$12,339.95, for a total amended contract amount of \$477,082.23 for the contract period of July 1, 2020 thru June 30, 2021. *(ROMA Goal 1)* **Barb Roebuck moved the Board accept these carryover funds. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote.**

Low-Income Home Energy Assistance Program Amended Contract – This amendment to the LIHEAP contract extends the time of performance to March 31, 2021 from the original deadline of December 31, 2020. No other changes were made to the agreement. *(ROMA Goal 1)* **Dick Trail moved the Board approve this amendment. Myron Kouba seconded the motion; motion carried by unanimous voice vote.**

Update to Admin 6, Emergency Plan – It is proposed to add the following language: If an agency worksite is short-staffed due to COVID-19, or other virus classified as a pandemic, and staff have reached their PTO maximum and the agency is unable to accommodate a PTO request, staff may request to have up

to 5 days of PTO (based on their FTE) paid out to them per week. **Dick Trail moved the Board approve this update. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

Immunization Award Amendment – This amendment is for additional funds in the amount of \$31,400 and the grant award is not to exceed \$92,026. It is for the grant period of July 1, 2020 through June 30, 2021. (*ROMA Goal 1: Individuals and families with low incomes are stable and achieve economic security.*) **Linda Fitzsimmons moved the Board accept this grant award. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

B. OTHER ISSUES/COMMENTS – Bonnie Fuerst informed the Board that she will be retiring from the board at the end of the year. Jack thanked her for her years of service to the agency Board of Directors.

C. ADJOURNMENT -- With no further business, President Yant adjourned the meeting. It was announced that the next Board of Directors’ Meeting would be on October 22, 2020.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date