

**BOARD OF DIRECTORS’
MEETING MINUTES
DECEMBER 3, 2020**

Members Present- Teleconference:	Jennifer Bantam	Deb Granger
	Joe Brayton	Myron Kouba
	Ross Bruning	Pat Nelson
	Erin Davis	Bob Peal
	Linda Fitzsimmons	Barb Roebuck
	Bonnie Fuerst	Michael Stromer
		Dick Trail

Members Present-In Person: Jack Yant

Members Excused: Joy Kyhn

Others Present-Teleconference:	Meredith Collins	Tammy Jeffs
	Carrie Eurek	Kyla Martin
	Jackie Harpst	Kris Wright

President Yant started the meeting by declaring a quorum.

INTRODUCTIONS – Tammy Jeffs, Community Services Director, was introduced.

AGENDA APPROVAL – **There were no amendments to the agenda so it will stand approved as written.**

OCTOBER MINUTES stand approved as written.

ADMINISTRATOR’S REPORT – The agency continues to deal staff shortages due to COVID-19 which has resulted in short-term closures of several Head Start Centers and the North Platte Senior Center. The Minden and Holdrege sites are currently closed now. On the positive side, most staff have been able to work remotely and Head Start has continued to offer remote learning sessions for children that cannot attend in person. We continue to work with local groups and Cash-Wa to distribute food boxes through both the Farmers to Families Program and our Mobile Produce Pantries in the Buffalo, Kearney, and Phelps County areas. Our Community Service Coordinators are continuing to see a high demand for rent and utility assistance and are connecting with most clients remotely. We do expect the WIC Program will be given additional approval from the State to continue remote client services through December and January. In the midst of all of this, we are in the process of distributing our annual Customer Satisfaction Surveys so time will tell how many we are able to get back. It has taken some extra effort but this remains a top agency priority to get feedback on our programs services as well as customer input on other community needs they are seeing, including the impact of COVID-19.

Board Self-Assessment

Meredith received 14 responses back for the Board Self-Assessment. The Self-Assessment demonstrated very favorable responses in all categories including that the Board has good understanding of our programs, financial reports, and agency program services and accomplishments. Noted in the comment section is that due the fact we are a very large organization and very diverse with our programs, the amount of information can be overwhelming at times and it is important to not be afraid to ask questions at meetings or call the staff if you have questions.

Agency Audit

The auditors were on site the week of November 9th-13th for our annual agency audit. Head Start was one of the programs chosen for a more detailed programmatic audit. Meredith met with the auditors and is happy to report there were no findings or concerns. The auditors were very complimentary of Kris and the fiscal team as well as our program staff. In what has been an extremely difficult year, this again demonstrates the outstanding staff we have working for the agency. We also received the finished audits for the Minden and Peterson Senior Centers. Both are on the website and had no issues. Meredith provided an update to the Board on the North Platte Senior Center plans for a holiday meal program since the restaurant that we have partnered with in years past, has closed down due to COVID. **Dick Trail moved the Board approve the Administrator's Report. Bonnie Fuerst seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – Kris reminded the Board that the credit card file and the monitoring reports can be found on the agency website in the Board Portal which includes the South Central Nebraska Area Agency on Aging audit reports for the Minden Senior Center and Peterson Senior Activity Center. Both senior centers received clean audit reports. The on-site field work for the agency audit is completed and no issues were found. Lutz will present the agency audit report at the January 2021 board meeting. October is the first month in the fiscal year and we should be at 8% of our budget; we are at 14% for revenues and 7% for expenses. We are still waiting on most of the FY'21 contracts, each program requires an executed contract before we can be reimbursed for any expenses. The FY'20 CSBG carry over funds should be enough to cover the CSBG expenses through November. We were finally able to submit the Head Start COVID-19 carry over request this week. There hasn't been much change in the Special Projects account since we have cancelled the last two craft shows. We should have all of the CSBG Disaster Funding Flood Assistance spent by the end of December. The COVID Emergency account funding has been useful to fill in the funding gaps for programs and clients. The total budget expense amount on the board financial report matched the amount that will be approved for the FY'21 agency budget. We should be receiving the 2021 insurance renewal soon, we are expecting a slight increase in the rates. **After discussion, Dick Trail moved the Board accept and place on file the financial report as presented. Jennifer Bantam seconded the motion; motion carried unanimously by voice vote.**

SPECIAL REPORTS

HEAD START/EARLY HEAD START REPORTS/POLICY COUNCIL ACTIONS by Erin Davis – Early Head Start/Head Start reports and financials were shared on the agency website in the Board Portal. The notebook with the Administration for Children and Families (ACF) Program Instructions (PIs) and Information Memorandums (IMs) updates is available. The following items require approval:

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

Deb Granger moved the Board approve the report. Dick Trail seconded the motion; motion carried by unanimous voice vote.

NORTH PLATTE SENIOR CENTER REPORT by Bob Peal – For the month of October the total meals served was 2,984 with 20 total days served. The home-delivered meals tallied 2,256 with a daily average of 113; the meal donation average was \$2.95. For the congregate meals, the monthly total was 0. Pick up meals were 728 with 36 as the daily average with a \$4.11 average meal donation. The center gained 10 new people in the pick-up program and 17 with the home-delivery program. **Barb Roebuck moved the Board approve this report. Mike Stromer seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – For the month of November, the Center served 664 meals in 22 serving days with an average of 31 people per day. Donations were \$3,132 with an average of \$4.71 per meal. The new signage is up at the Center and looks great! **Dick Trail moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER MEAL REPORT by Meredith Collins – The Peterson Senior Center served 1,520 total meals curbside in October and 2,241 total meals in the month of November in 22 serving days. November served an average of 97 people per day with total donations at \$8,386.91 for an average donation rate of \$3.74 per meal. They served 198 curbside meals for Veteran’s Day and 279 curbside meals for the Thanksgiving meal. **Pat Nelson moved the Board approve this report. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) REPORT by Jack Yant – RAFT still hasn’t heard from HUD regarding the 2021-2022 application process. Normally, grant applications would have been completed and turned in. They are hoping they just grant all renewals. RAFT received \$10,000 from Covid Cares through the City of Kearney. They will have a new board member starting in December, Melva Pavelka. RAFT will be joining Unite Us as a more efficient way to send and receive referrals within our community. They are participating in the Give Where You Live campaign on Thursday. RAFT has been utilizing the Farmers to Families and now the Be Well Committee food distribution for our families. All of the families have been signed up for the Salvation Army food basket, have been adopted for Christmas and UNK will be providing stuffed stockings for everyone. **Dick Trail moved the Board approve this report. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

NATIONAL PERFORMANCE INDICATORS YEAR END REPORT by Tammy Jeffs -- Tammy presented the Year End Report. Program highlights were discussed along with explaining major increases or decreases in numbers served. COVID-19 resulted in some programs have lower numbers but overall the agency increased services during this past year. This data is available on the agency website. (*Organizational Standards 2.4, 4.2, 4.3, 4.4 7.9*) **Deb Granger moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

A. ACTION/DISCUSSION ITEMS

Head Start Registered Dietitian Contract Approval – Approval is needed to contract with Kearney Hy-Vee, Kaiti George, Registered Dietician to provide the following services:

- a. review and provide input on the EHS and HS menus
- b. attend Health Services Advisory Committee two times per year
- c. review children’s nutritional assessments that have been flagged with a nutritional concern, provide recommendations and intervention activities

Linda Fitzsimmons moved the Board approve this contract. Joe Brayton seconded the motion; motion carried by unanimous voice vote.

Annual Agency Budget Approval -- The Mid proposed budget for FY21 is \$13,571,374. The proposed budget sheet and budget highlights were included in the Board packet. (*Organizational Standard 8.9*) **Barb Roebuck moved the Board approve this budget. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

Head Start/Early Head Start Policy and Procedure Updates – The updates include the following: Public Health Emergency Policy, Public Health Emergency Procedure COVID, Health and Safety Procedures, Guidelines for Tablet Hotspot Use, Remote Attendance Procedure CB and Remote Attendance Procedure

HB. Bob Peal moved the Board approve these policy and procedure updates. Myron Kouba seconded the motion; motion carried by unanimous voice vote.

COVID United Way of the Kearney Area Grant Application – This application is for \$2,500 to help purchase food and supplies for the Minden Senior Center. **Dick Trail moved the Board approve this application. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

Head Start Annual Report 2019-2020 -- Highlights were provided. The Head Start (0-5) 2019-2020 year was the 2nd year of the five-year project period. This program year was like none other as on March 16th our centers stopped providing in person services and began planning for remote learning. Staff began posting activities on Facebook and delivering, with safety precautions, packets of learning materials to each family. Head Start staff took on this challenge and continue to meet the needs of children and families. **Dick Trail moved the Board approve this annual report. Myron Kouba seconded the motion; motion carried by unanimous voice vote.**

COVID United Way of the Kearney Area Grant Application – This application is for \$5,000 to provide operational support for the Commodity Supplemental Food Program (CSFP) in the Kearney area. **Dick Trail moved the Board approve this application. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

Head Start Community Assessment 2019-2020 is shared on the agency website on the Board Portal. **Linda Fitzsimmons moved the Board approve this community assessment. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

COVID United Way of the Kearney Area Grant Application – This application is for \$5,000 to provide operational support for the Immunization Program in Kearney. **Bonnie Fuerst moved the Board approve this application. Pat Nelson 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 2018. **Linda Fitzsimmons moved the Board approve this resolution. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

COVID Lexington Area United Way Grant Application – This application is for \$1,000 to provide operational support for the Commodity Supplemental Food Program (CSFP) in the Lexington area. **Bonnie Fuerst moved the Board approve this application. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

COVID Lexington Area United Way Grant Application – This application is for \$1,000 to provide operational support for the Immunization Program in Lexington. **Deb Granger moved the Board approve this application. 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 provider, Teresa Benjamin (Benjamin's Counseling Services) to provide mental health services to Head Start children in Holdrege and Harlan County enrolled during the 2020-2021 program year. **Linda Fitzsimmons moved the Board approve this agreement. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

Community Action Food Bank Freezer Procurement – Proposals received for a new walk-in, outside freezer include: Heartland Refrigeration in Kearney for \$23,288.50; Cash-Wa Distributing in Kearney for \$32,425.00 minus uncrating and installation; and TAB Refrigeration in Grand Island for \$26,585.50. The agency recommends approving Heartland Refrigeration for the purchase of the freezer. **Deb Granger moved the Board approve this purchase as recommended. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

Families 1st Partnership 2020-2021 Contract – This contract is for \$4,000 to go towards families with kids under the age of 16 to assist with basic needs and keep them out of the CPS system. This contract covers the Ogallala and North Platte areas. **Jennifer Bantam moved the Board approve this contract. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote.**

Lexington Public Schools (LPS) and RYDE Agreement – For time period commencing on September 1, 2020 and ending May 31, 2021, LPS agrees to pay RYDE funding not to exceed \$500.00 per month for provide transportation services. **Michael Stromer moved the Board approve this agreement. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

McCook Community Chest Awards

- a. Homeless Prevention – The amount awarded is \$637.17. *(ROMA Goal 6, 6.2 Emergency Assistance)*
- b. Head Start – The amount awarded is \$186.37. *(ROMA Goals 1,2 & 3)*
- c. Commodity Supplemental Food Program (CSFP) – The amount awarded is \$76.46. *(ROMA Goals 1 & 2)*

Deb Granger moved the Board accept these awards. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.

B. OTHER ISSUES/COMMENTS – President Yant presented the 2021 meeting schedule. It has been downloaded on the Board Portal under Tab 6.

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 28, 2021.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date