

**BOARD OF DIRECTORS’
MEETING MINUTES
FEBRUARY 25, 2021**

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|---------------------------------------|-------------------|-----------------|
| Members Present | Jennifer Bantam | Myron Kouba |
| Teleconference: | Joe Brayton | Joy Kyhn |
| | Ross Bruning | Pat Nelson |
| | Erin Davis | Bob Peal |
| | Linda Fitzsimmons | Michael Stromer |
| | Bonnie Fuerst | Jack Yant |
| | Deb Granger | |
| Members Present-In Person: | Dick Trail | |
| Members Excused: | Barb Roebuck | |
| Others Present-Teleconference: | Meredith Collins | Tammy Jeffs |
| | Carrie Eurek | Kyla Martin |
| | Jackie Harpst | Kris Wright |

President Yant started the meeting by declaring a quorum.

AGENDA APPROVAL – There are two additions to the agenda. Dick Trail moved the Board approve the amendments to the agenda. Linda Fitzsimmons seconded the motion; motion carried unanimously by voice vote.

Bonnie Fuerst visited with the board reflecting on the 30 years she has served on the board and all of the positive changes to the agency. She’s been excited to serve on the board with all the talents each member brings to a shared agency vision and mission. Bonnie complicated the agency staff and challenged all the board members each month to answer their “call.” Bonnie thanked the board for all of their hard work for the agency and the communities they serve.

ACCEPT RESIGNATION/RETIREMENT of Bonnie Fuerst – With deep regret, Bob Peal moved the Board accept the resignation/retirement. Myron Kouba seconded the motion; motion carried unanimously by voice vote.

APPROVAL OF JANUARY MINUTES – The minutes stand approved as written.

ADMINISTRATOR’S REPORT – As mentioned at the last meeting, Meredith asked the law firm of Jacobsen, Orr, Lindstrom & Holbrook to review our Agency By-Laws and Personnel Policies as part of our Organizational Standards review process. Justin Hermann was the attorney that reviewed the documents and provided a very comprehensive review with some excellent recommendations. A copy of the suggested amendments to our By-Laws were included in the board packets and on the board portal for review before approval in March. Per our by-laws, we provide 30-day written notice of any potential amendments. Some of the changes are updates using more specific language along with recommending several new articles that are usually included in non-profit by-laws. Thank you to Pat Nelson for taking the time to review the recommendations and provide his expertise. There were also quite a few recommendations to our Personnel Policies which we will go over at the March or April meeting. Meredith thanked Bonnie for all of her help and guidance over the years. She has been a true champion of Community Action for over 30 years and has provided excellent mentorship to our staff. Thank you, Bonnie! We have some special recognition gifts

for Bonnie but will give those to her when she can come in person to one of our future meetings. As Bonnie was a Public Representative for the board, Meredith has visited with the Franklin Board of Supervisors who will appoint a new member to our board at their March meeting.

State Marketing Plan – Meredith met with the marketing firm of Eleanor Creative out of Lincoln to go over their recommendations for our agency. This is being funded through our State Association and State CSBG office. They like what we are doing with our website and social media. They are recommending some new digital banding/Facebook Ads and will help put together recruitment videos for Head Start and videos on our RYDE program. The State of Nebraska has been able to allocate more vaccine for distribution which is greatly needed in our area. Our staff continues to partner with the local health department to assist with vaccinations for those over 65. Major kudos were given to our Health Services Director and nurses for all of their work. We have provided over 200 doses from our office and our nurses have assisted local providers with the mass clinics in our area. Many seniors in Minden, Kearney, and North Platte have been able to get the first dose of the vaccine. After the second dose is provided, we can look at reopening our Seniors Centers to in-person services again.

We also continue to see high volumes of requests for food, and emergency rental and utility assistance. The State of Nebraska has additional funding from emergency rental assistance that can be applied for on-line. This assistance is available for both tenants and landlords. The Craft Show will take place on April 10th with the safety protocols in place that are being recommended by the agency and local health department. This will include wearing face masks for all who attend along with social distancing and other measures.

Our Early Head Start building in Kearney has been sold by the landlord. We are currently paying \$2,842 per month for that space which provides over 8,000 square feet for offices/classrooms, and storage. We are hopeful the new landlord will continue to offer us that space with minimal increases to the lease. The agency is also looking at a Feasibility Study to develop property south of Education Building and will meet this week with Wilkins Architecture Design Planning to discuss options.

The agency has been released of the affordability period on our homes in Imperial, Oxford and Brady from the Department of Economic Development as of January 1st, 2021. The board approved at the September meeting to move forward with selling the homes to the tenants if interested. Two items are on the agenda today for the board to review. **Dick Trail moved the Board approve the Administrator's Report. Linda Fitzsimmons seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – Kris reminded the Board that the credit card file can be found on the agency website in the Board Portal; there were no monitoring reports this month. RAFT's year-end is March 31 and they are on target to expend all of their grant funds. Agency spending levels have increased for client rent, utility, and security deposit assistance with the additional COVID funding we have received. Head Start is running under budget this year due to the challenges faced with COVID-19. We are still waiting to hear on approval to carry over the Head Start COVID-19 funding from last year. The CSBG Disaster funds for flooding have been spent and the grant is considered completed. We are still on target with our CSBG CARES Act budget. We still haven't been notified of our annual funding amounts or received the final contracts for CSBG, WIC, or CSFP for their new fiscal year that started October 1, 2020. This makes it difficult to plan for program budgets and expenses. The Immunization program is busy with COVID vaccinations in addition to their regular clinic schedule. The agency has expended the COVID 19 Emergency Assistance funding received from the Peter Kiewit Foundation. The Weatherization LIHEAP FY'20 contract end is March 31. We will see some activity in the Special Projects account since we will be holding the April craft show. January is the fourth month of the fiscal year. We should be at 33% of our budget; we are at 35% for revenues and 29% for expenses. The agency audit report and IRS 990s were submitted on time. **After discussion, Dick Trail moved the Board accept and place on file the financial**

report as presented. Joe Brayton 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 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

No Policy Council meeting in February and planning on one in March. **Linda Fitzsimmons moved the Board approve the report. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

NORTH PLATTE SENIOR CENTER REPORT by **Bob Peal** – For the month of January the total meals served was 2,742 with 19 total days served. The home delivered meals tallied 2,085 with a daily average of 110; the meal donation average was \$4.10. Pick up meals were 657 with 35 as the daily average with a \$4.33 average meal donation. The Center will look to reopen to both in person and carry out meals in May. **Linda Fitzsimmons moved the Board approve this report. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by **Meredith Collins** – For the month of February (with two days left in the reporting period), the Center served 414 meals in 17 days with an average of 24 people per day. Donations were at \$1,796.50 with an average donation rate of \$4.34 per meal. The Center was closed for several days due to weather. It is hopeful to reopen the Center in April with To-Go meals still being offered for people to pick up inside the Center. This is contingent on COVID numbers decreasing and increased vaccinations for people over the age of 65 in the area. **Pat Nelson moved the Board approve this report. Jennifer Bantam seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER MEAL REPORT by **Meredith Collins** – For the month of February (through Feb 18), our Peterson Nutrition Program served 1,324 meals in 15 serving days with an average of 88 people per day. Total donations were \$5,196.50 for an average donation rate of \$3.92. 159 people picked up meals for the Valentine's Day meal on February 12th. The City is looking at reopening the Center for indoor dining sometime in May and also continuing with curbside meals for a short period of time with approval by Area on Aging. **Bob Peal moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

PERFORMANCE MANAGEMENT SCORECARD by **Jackie Harpst** (*Organizational Standard 4.6*) **Dick Trail moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

CSBG ANNUAL REPORT (ALL CHARACTERISTICS REPORT) by **Tammy Jeffs** -- (*Organizational Standards 4.2-4.4*) The All Characteristics Report outlines demographic data collected and entered in the Homeless Management Information System (HMIS) on clients from October 1, 2019 – September 30, 2020. Comparison client data from previous years along with analysis of needs and program services were reviewed. **Dick Trail moved the Board approve this report. Myron Kouba seconded the motion; motion carried by unanimous voice vote.**

RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) REPORT by **Jack Yant** – RAFT is working on purchasing the property to the north of the current RAFT house. They have received their

HUD funding for 2021-2022. RAFT will be doing some strategic planning with the DED in order to determine what is next after purchasing property. The house is full and all families are employed and doing well. **Deb Granger moved the Board approve this report. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

A. ACTION/DISCUSSION ITEMS

2020 Annual Report -- (*Organizational Standard 2.3*) Board members were provided the annual report. Meredith commended staff for their hard work and flexibility as all program services were modified this part year so we could continue to serve people and communities in the wake of the COVID-19 Pandemic. **Dick Trail moved the Board approve this report. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

Immunization Subaward -- The amount of this subaward is for \$26,455 for the COVID vaccinations for the period of July 1, 2020 thru June 30, 2021. (*ROMA Goal: 1*) **Bob Peal moved the Board accept this award. Pat Nelson seconded the motion; motion carried by unanimous voice vote.**

COVID NHAP Southwest Subaward – Mid requested \$1,149,075 for the Nebraska Homeless Assistance Program (NHAP) and was awarded \$1,149,076. This will be for a two-year grant period starting August 1, 2020 – July 31, 2022. (*ROMA Goal: 1*) **Dick Trail moved the Board accept this award. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

COVID NHAP Southeast Subaward -- Mid requested \$300,000 for the Nebraska Homeless Assistance Program (NHAP) and was awarded \$300,000. This will be a two-year grant starting August 1, 2020 – July 31, 2022. (*ROMA Goal: Deb Granger moved the Board accept this award. Joe Brayton seconded the motion; motion carried by unanimous voice vote.*

WIC Subaward -- This subaward is in the amount of \$271,990 for the program ending on September 30, 2021. (\$187,490 for WIC, \$20,000 + \$64,500 for Breastfeeding Peer Counseling.) (*ROMA Goal 1*) **Deb Granger moved the Board accept this award. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

2020 Affirmative Action Plan – Summary included in Board packets. (*Organizational Standard 7.7*) **Myron Kouba moved the Board approve the Affirmation Action Plan report. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

United Way of South Central Nebraska (Hastings) Applications

- a. Homeless Prevention –** This request for \$6,800 will be used for homeless prevention.
- b. Commodity Supplemental Food Program –** This \$2,400 request will be used for CSFP.
- c. RYDE –** This request for \$19,500 is to be used to continue the public transportation program in the Adams County and Hastings area.

Bob Peal moved the Board approve this application. Michael Stromer seconded the motion; motion carried by unanimous voice vote.

Approval of Home Sale Price for Oxford, Nebraska Mid Rental (507 Ewing St.) - The current tenant is interested in purchasing this home. Appraisal of the home is \$65,000. The recommendation would be to sell it for \$61,740 which is lowered due to splitting the real estate fees between buyer and seller estimated at 4% of purchase. **Dick Trail moved the Board approve this sale price. Pat Nelson seconded the motion; motion carried by unanimous voice vote.**

Approval of Rent to Purchase Agreement for Mid Brady Rental (219 W. State) - Approval of a two-year rent to purchase agreement with current tenant at Mid’s Brady rental home. The rent would be \$500 per month with \$75 a month of that going into escrow for purchase. The asking price of the home would be \$65,000 based on market analysis and the previous home sale of the CAH Brady home. **Linda Fitzsimmons moved the Board approve this Rent to Purchase Agreement. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

B. OTHER ISSUES/COMMENTS – Meredith asked the Board their opinion on meeting in person in March. The consensus was we can return to meeting in person in March if COVID numbers continue to decline. The teleconference option will be continued to be offered as well.

C. ADJOURNMENT -- With no further business, President Yant adjourned the meeting. It was announced that the next Board of Directors’ Meeting would be on March 25, 2021.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date