

**BOARD OF DIRECTORS’  
MEETING MINUTES  
APRIL 22, 2021**

|                                       |  |   |
|---------------------------------------|--|---|
| <b>Members Present<br/>In Person:</b> | Joe Brayton<br>Linda Fitzsimmons<br>Deb Granger<br>Myron Kouba | Joy Kyhn<br>Barb Roebuck<br>Dick Trail<br>Jack Yant |
| <b>Members Teleconference:</b>        | Ross Bruning<br>Roger Dorn<br>Bob Peal                         | Erin Davis<br>Pat Nelson<br>Michael Stromer         |
| <b>Members Excused:</b>               | Jennifer Bantam  |   |
| <b>Others Present-In Person:</b>      | Meredith Collins<br>Carrie Eurek<br>Jackie Harpst              | LaDonna Jackman<br>Kyla Martin<br>Kris Wright       |

President Yant started the meeting by declaring a quorum. The Community Action Brand Promise was recited after the Pledge of Allegiance.

**INTRODUCTIONS:** LaDonna Jackman, Assistant Fiscal Director, was introduced as the new Chief Fiscal Officer (CFO) replacing Kris Wright at the end of May. The Board introduced themselves and LaDonna told them a little about herself. Meredith thanked Kris and LaDonna for all of their work in preparation for Kris’s retirement and LaDonna taking over as CFO. We have hired a new Assistance Fiscal Director who will start on May 3<sup>rd</sup>.

**AGENDA APPROVAL:** There was two additions to the agenda. Dick Trail moved the Board approve the amendments to the agenda. Myron Kouba seconded the motion; motion carried unanimously by voice vote.

**APPROVAL OF MARCH MINUTES:** A verbiage change was discussed. Barb Roebuck moved the Board approve the change to the minutes. Dick Trail seconded the motion; motion carried unanimously by voice vote.

**President Yant went into Executive Session at 10:09 a.m. Dick Trail moved the Board go into Executive Session. Barb Roebuck seconded the motion; motion carried unanimously by voice vote. The Board came out of Executive Session at 10:21 a.m. Dick Trail moved the Board end the Executive Session. Myron Kouba seconded the motion; motion carried unanimously by voice vote.**

**ADMINISTRATOR’S REPORT –**

An update was provided on our six month Results Oriented and Management Operations (ROMA) reports on all of our programs. It has been a difficult year for all programs especially hiring and maintaining staffing for Early Head Start, Head Start and Weatherization. That being said, the agency has a lot to be proud of with our program accomplishments and achieving positive outcomes for the clients and communities we are serving. Here are some of the highlights from the six month reports:

**ROMA National Performance Indicator Outcomes:**

- Since October 1<sup>st</sup>, we have provided 317 emergency payments to prevent homelessness through the CARES Program. The average payment provided ranges \$300-\$500.

- Our Nebraska Homeless Assistance Program has helped 207 households.
- We have distributed 740,760 pounds of food through our Mobile Pantries and local food distribution in Buffalo and Dawson counties.
- Our Senior Center has provided over 31,180 curbside meals to seniors in Kearney, Minden, and North Platte.
- Our Immunization Program has provided 2,911 COVID-19 vaccine shots as well as assisted with numerous mass clinic vaccination sites on a weekly basis.
- Our RYDE Transit program has provided 35,396 number of boardings. Our transportation boardings are going back up which is an encouraging sign.
- We have weatherized 27 homes within our service area.

The State has moved up the due date on our 2022 Annual Community Services Block Grant Work Plan to June 15<sup>th</sup> which is only six months into our current work plan year. This makes it difficult to assess and evaluate the success of current programs in planning for the next year. Meredith will also provide a comprehensive update on the agency Strategic Plan later on in the board meeting.

The Signs of Spring Craft Show was held on April 10<sup>th</sup> with COVID-19 safety protocols in place. Everything went smoothly throughout the day. Thanks to Kyla for all of her work with organizing the event. Meredith provided follow up on the Feasibility Study to build a new Early Head Start building at 1023 Avenue. Wilkins Architecture and Planning have agreed to do the study at the very reasonable cost of \$4,000. Our next meeting with them will be May 4<sup>th</sup> to discuss next steps. The North Platte and Minden Senior Centers will return to indoor dining on May 3<sup>rd</sup> with a COVID-19 Safety Plan in place. The City of Kearney has not set a date to open Peterson.

Mid Oxford Property Update – The tenant is not interested in purchasing the house which the board approved to sell for \$61,740. His lease will be up May 31<sup>st</sup> and we will move forward with putting the house on the market.

The USDA has announced the Farmers to Families Food distribution programs will end in May. The USDA is currently evaluating new services that will support existing programs under their Emergency Food Assistance Programs. Some areas could continue the food box distribution with alternate sources of funding. **Linda Fitzsimmons moved the Board approve the Administrator’s Report. Deb Granger seconded the motion; motion carried unanimously by voice vote.**

**FINANCIAL REPORT** – The credit card file was passed around and there were no monitoring reports this month. March is halfway thru the agency’s fiscal year. Kris discussed that several programs are under budget due to COVID and additional funds that have been available. Head Start will be requesting a budget revision to utilize some of their extra funding from staff turnover and vacant staff positions to purchase three vehicles and a replace a furnace. The Immunization staff have been working extra hours providing COVID vaccinations and are on target to spend the extra COVID funds by the end of the year. They have been given permission to utilize any remaining Mass Flu Immunization funds to cover COVID vaccination activities after the COVID funds are gone. We have not been informed of our Immunization funding for next year. The Weatherization program is working with the State to dispose of several of their older vehicles and purchase a new vehicle. Mid is six months into the fiscal year and should be at 50% of the budget; we are at 48% for revenues and 45% for expenses. The agency 403(b) retirement plan audit will be in May and the Weatherization formal monitoring is scheduled for May 17<sup>th</sup>-21<sup>st</sup>. Mid has hired a new Assistant Fiscal Director that will start on May 3<sup>rd</sup>.

All fiscal items are also available on the Board website portal. **After discussion, Barb Roebuck moved the Board accept and place on file the financial report as presented. Joy Kyhn 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 passed around and also shared on board portal website. 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

Erin reported on the March Policy Council meeting including new hires and updates and recommended changes with the Head Start Continuation Grant. **Linda Fitzsimmons moved the Board approve the report. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

**NORTH PLATTE SENIOR CENTER REPORT by Bob Peal** – For the month of March the total meals served was 3,310 with 23 total days served. The home-delivered meals tallied 2,478 with a daily average of 108. The meal donation average was \$2.96. Pick up meals were 838 with 36 as the daily average with a \$3.96 average meal donation. The Center will look to reopen to both in-person and carry-out meals in May. The Policy Advisory Council hopes to resume in-person meetings on May 18<sup>th</sup>. The center received two new home-delivery clients and eight new clients for the pick-up program. **Barb Roebuck moved the Board approve this report. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

**MINDEN SENIOR CENTER REPORT by Meredith Collins** – The Center served 538 meals for the month of March. For the month of April (with three days left in the reporting period), the Center served 490 meals in 18 days with an average of 27 people per day. Donations were at \$2,321 with an average donation rate of \$4.74 per meal. The Center will reopen to indoor dining on May 3<sup>rd</sup> with To-Go meals still being offered for people to pick up inside the Center. **Linda Fitzsimmons moved the Board approve this report. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

**PETERSON SENIOR CENTER MEAL REPORT by Meredith Collins** – The Center served 1,824 meals in March. For the month of April (with three days left in the reporting period), our Peterson Nutrition Program served 1,290 meals with an average of 86 people per day. Total donations were \$5,632.25 for an average donation rate of \$4.17. The City has not announced when they will re-open the Center for indoor dining. **Joe Brayton moved the Board approve this report. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

**RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) REPORT by Jack Yant** – April 1<sup>st</sup> was the beginning of a new grant year for HUD. RAFT turned in their 2021-2022 United Way grant, requesting \$8,000. They are still working on purchasing the property to the north of the current RAFT house. They are hoping to put in our offer next month! RAFT has a mom who is taking GED classes; they are hoping to work with Buffalo County Community Partners to get her a computer. There are two families moving out, one completed the program and is moving to an apartment here in town. The other is over halfway through, but plans to transfer employment to Omaha where they are buying a home. All of the families were given information regarding an online cooking class with Ranae Aspen with the Nebraska Extension office. They are hoping to hear positive feedback. **Joy Kyhn moved the Board approve this report. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

**2020-2023: 1 YEAR STRATEGIC PLAN UPDATE by Meredith Collins --** (*Organizational Standards: 4.1, 4.3, 6.1, 6.2, 6.3, 6.4, 6.5*) A synopsis was passed around and the full report and presentation is available on the agency website for staff and board. The agency Vision and Mission Statements were reviewed and the progress of goals and objectives in our Strategic Plan were discussed. The Strategic Plan Scorecard for Year One is at 79%. The agency was able to accomplish many of our goals with the help of additional funding sources. Discussion was held on the importance of the availability of dental services in our rural areas which is one of the goals in the Strategic Plan. **Barb Roebuck moved the Board approve this report. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

**The Board took at break at 11:25 a.m. and returned at 11:35 a.m.**

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

**Nebraska Department of Health and Human Services SOAR Grant Application** – We are requesting \$40,000 for the SSI/SSDI, Outreach, Access and Recovery (SOAR) program for the grant term of July 1, 2021 through June 30, 2022. (*ROMA Goal 1*) **Linda Fitzsimmons moved the Board approve this application. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

**Personnel Manual Updates** – Updates to the Personnel Manual which were recommended as part of our outside attorney review were provided in board packets with recommendations highlighted for review. **Dick Trail moved the Board accept these updates. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

**Peterson Senior Activity Meal Contract with City of Kearney** – Annual contract between our agency and the City of Kearney to continue meal services from July 1, 2021 – June 30<sup>th</sup>, 2022. **Roger Dorn moved the Board accept this contract. Pat Nelson seconded the motion; motion carried by unanimous voice vote.**

**Section 125 Benefit Plan Update** – This is a temporary limit increase for dependent daycare as part of the American Rescue Plan Act Allows. This allows employees to temporarily increase the maximum annual contribution to a dependent daycare flexible spending account for the remainder of 2021 from \$5,000 to \$10,500 (or from \$2,500 to \$5,250 for individuals who are married but file separate tax returns). **Linda Fitzsimmons moved the Board accept this update. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

**RAFT Case Management Contract** -- The amount for the 2021/2022 RAFT agreement will be \$1,800 a month or \$21,600/year. **Barb Roebuck moved the Board accept this contract. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

**Head Start Self-Assessment** – Carrie gave a summary at the meeting. All centers were in compliance. The summary listed center strengths. There were a few comments for improvements. This assessment is updated annually. **Dick Trail moved the Board accept this assessment. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote after a few comments for improvements were discussed.**

**Head Start Budget Revision** – Mid is requesting a budget revision to the Head Start budget to move \$84,374 from the personnel budget to the equipment budget category to purchase three (3) vehicles and replace a furnace (with an air purifier). The budget revision is being requested to utilize some of the extra funds Head Start has available in their budget this year due to several vacant staff positions. **Dick Trail moved the Board approve this revision. Myron Kouba seconded the motion; motion carried by unanimous voice vote.**

**Meals on Wheels America Grant Application** – The North Platte Senior Center is requesting \$15,000 to help with raw food costs for our Home-Delivered Meal Program. **Barb Roebuck moved the Board accept this assessment. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

**Affirmative Fair Housing Marketing Plan Updates** – This is a marketing plan for Community Affordable Housing and Mid for their single-family and multi-family units. New updates since 2019. A handout was given out at Board meeting.

- a. Southwest Housing Initiative Hayes Center, Palisade, Trenton, Stratton  
Grant Number: 98-OE-006-03

**Linda Fitzsimmons moved the Board approve this update. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

**B. OTHER ISSUES/COMMENTS** – Meredith discussed replacing the old pallet bays at the Food Bank. Due to COVID, the price of metal has increased and it will be an expensive project. With the CSBG CARES funding, the Food Bank was able to get an upgraded (used) refrigerated truck. Our older truck will be put up for sale and proceeds will go back to the Food Bank to help with operational costs.

**C. ADJOURNMENT** -- With no further business, President Yant adjourned the meeting at 11:55 a.m. It was announced that the next Board of Directors' Meeting would be on **Thursday, May 27, 2021.**

Respectfully Submitted,

Kyla Martin  
Recording Secretary

**VERIFICATION**

The forgoing minutes were amended/approved.

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**Board Secretary**

\_\_\_\_\_  
**Date**

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**Board President**

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**Date**