

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

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

President Yant started the meeting by declaring a quorum at 10:05 a.m. The Pledge of Allegiance and the Community Action Brand Promise were recited.

INTRODUCTIONS: Jill Giles, State of Nebraska CSBG Program Specialist, joined the meeting via teleconference for the CSBG monitoring that happens every three years.

ACCEPTANCE OF RETIREMENT/RESIGNATION OF PAT NELSON: Dick Trail moved with regret the Board accept the retirement and resignation. Barb Roebuck seconded the motion; motion carried unanimously by voice vote.

APPOINTMENT OF NEW VICE-PRESIDENT: It is necessary to appoint a new vice-president to complete the rest of the term in Pat Nelson’s absence. Per the agency By-Laws, the board can appoint a board member to fill this position. Roger Dorn moved to appoint Deb Granger as interim Vice-President until the end of the year elections. Myron Kouba seconded the motion; motion carried unanimously by voice vote.

AGENDA APPROVAL: There are four 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.

APPROVAL OF MAY MINUTES: The minutes stand approved as written.

ADMINISTRATOR’S REPORT – Meredith welcomed Jill to the board meeting as she is conducting our three-year monitoring review and thanked her for all of her work on behalf of Community Action on the state level. She also thanked Linda and Dick for attending the CSBG interviews with Jill Giles prior to the meeting. The board then visited about Pat’s retirement and Meredith asked for suggestions as we begin the board recruitment process. Pat was an At-Large, Private board member and represented the legal expertise on the board which is a requirement of the Head Start program.

The State CSBG office has approved our 2022 Community Action Plan which links all of our programs and Strategic Plan goals within the framework of the ROMA Cycle – Assessment, Planning, Implementation, Achievement of Results, and Evaluation. The board approved this plan in May. It can be found on the board portal page - <http://communityactionmidne.com/boardofdirectors/> and has also been shared with all staff through our In Touch newsletter. It is a very impressive document with a lot of great information on how our programs and partnerships are working together to meet community needs. In addition, we also had our annual monitoring by the State CSBG office on our Organizational Performance Standards. The Organizational Performance Standards outline specific responsibilities that need to be met from the federal level (Office of Community Services), the state level (State CSBG Program Administrator) and the agency level. The Standards analyze how the agency is meeting 58 different standards in nine categories. The standards cover: Consumer Input and Involvement, Community Engagement, Community Assessment, Organizational Leadership, Board Governance, Strategic Planning, Human Resource Management, Financial Operations and Oversight, and Data and Analysis. The complete Organizational Standards are available on the board portal. The agency has met all of the Standards that were reviewed by the State this year.

Meredith reported out on the audit for our 403B Retirement plan that had no findings. LaDonna does a tremendous job with preparing everything for the yearly audit and is excelling in her new CFO role. The agency is thankful to have her continued expertise and guidance. We have also received several other monitoring reports including the monitoring by South Central Area on Aging on our Minden and Peterson Nutrition Programs. There were no findings for either program and much praise for all of the work of our fiscal and Senior Center staff. We still have had no formal response from our Weatherization monitoring in May.

Head Start staff has been very busy planning for the new school year although COVID-19 guidance is still unclear and we have abundant concerns with the new Delta variant. The agency is still providing mask wearing guidance based on current CDC recommendations. We were able to use some of the Head Start COVID funding for much needed improvements on our buildings. Head Start classified the air conditioner and furnace replacements as repairs and not equipment which helped us expedite the replacements after receiving vendor proposals. We also anticipate carrying over regular Head Start funds due to the extra COVID funding through both the CARES and American Recovery Act funding. This will come to the board in August closer to Head Start's year-end. Also, we are making good progress with the Early Head Start New Facility Feasibility Study with Wilkins Architecture. They have completed the building design elements and have provided an estimated cost for the facility. Wilkins will attend the board meeting in August and do a complete presentation to the board. We are also in the process of completing a Phase I Environmental Study with Miller & Associates on the vacant lot which is a Head Start requirement. We will also meet with the Head Start Regional office the end of July to discuss next steps as we need to complete a Pre-Application checklist before being allowed to apply for any Head Start grant funding.

Meredith asked Jackie to report out on our new Dawson County Down Payment Assistance Program. The agency is using our HOME Reuse funds to establish this new program. The maximum assistance for each income qualified household will be \$5,000 which will be forgiven if they stay in the home for a period of five years.

Meredith also provided an update on an issue with an Owner-Occupied Rehab property that we assisted in 2014 in Furnace County. We received a summons in the mail on Monday from an attorney who is representing the company that bought the property tax certificates on this property. The owners have not paid their property taxes for several years and appear to no longer live at the property. It has now been three years and the company wants to force a foreclosure on the home. We were sent the information because we have a deed restriction on the home that says the owners have to pay back the grant if they don't stay in the

home for 10 years. We have contacted our attorney who has advised that we file a Legal Pleading to the Court to try and recoup some of money if the home is foreclosed on.

Lastly on a sad but also happy note, Mary Aupperle has let the agency know she intends to retire on October 1st. Mary has worked for Mid for 38 years. Dick Trail **moved the Board approve the Administrator's Report. Barb Roebuck seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT – The credit card and bank statements and the monitoring files were available to review on the board website portal and were passed around at the board meeting. The monitoring folder contained the 2020 403(b) retirement plan audit report, the SCNAAA monitoring report for Minden Senior Center and Peterson Senior Center, and the CSBG Organizational Standards Review. All reports were clean reports and had no issues noted. There were several programs that had their year-ends on June 30. They include: Charitable Gaming, North Platte Senior Center Bingo and Pickle, Senior Volunteer Program, Nebraska Homeless Assistance Program SE and SW, Nebraska Homeless Assistance Program SOAR, North Platte Senior Center, Peterson Senior Center, Minden Senior Center, Immunization, Weatherization/DOE, Transportation, and Transportation Intercity Bus. The Senior Volunteer Program, Transportation program, and Head Start were able to pay staff incentives this year. Head Start was able to add a base portion to their incentive this year and pay that portion of the incentive from the Head Start CARES Act funds. Head Start, Early Head Start, and Head Start CARES Act funds all will have a July 31 year-end. Head Start and Early Head Start have asked to carryover the remaining funds at the end of their year. The Head Start CARES Act funds should be spent by July 31. Effective July 1, 2021, Public Transportation will be reimbursed 80% federal funds, 10% state funds, and 10% local match for Non-Operating expenses and 50% federal funds, 25% state funds, and 25% local match for Operating expenses. As of August 1, 2021, Head Start will be able to increase their staff wages by 5% as that portion of the wage increase will be paid out of the additional Head Start American Recovery Act Grant funds that we received. Our Nebraska Homeless Assistance Program COVID funding for SE has requested more funding from the state as they have seen an increase in the need for that area. The state has started the process of increasing our contract and we will hopefully see the additional funding very soon. Transportation has received some of the buses that were requested. June is the ninth month of the fiscal year, so we should be at 75% of the budget; we are at 69% revenue and 69% expenses. The capital outlays expense is over budget due to the Food Bank freezer and the transportation bus purchases. **After discussion, Barb Roebuck moved the Board accept and place on file the financial report as presented. Linda Fitzsimmons 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 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

Carrie reported that the new school year will be starting soon. Mid is filling empty positions. We have applicants for a few more openings. Program-specific trainings will start on August 2nd. All staff training **starts** on August 5th. The new-hires start work on August 4th. **Joe Brayton moved the Board approve the report. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

NORTH PLATTE SENIOR CENTER REPORT by Bob Peal – For the month of June the total meals served was 3,405 with 22 total days served. The home-delivered meals tallied 2,400 with a daily average of 109. The

meal donation average was \$3.33. Pick up meals were 383 with 17 as the daily average with a \$3.94 average meal donation. The congregate meals served totaled 622 with a daily average of 28 with a \$3.36 average meal donation. The center gained five new people for the congregate meals, one for the pick-up meals and eight for the home-delivery. The Policy Advisory Council has also voted to increase the Over 60 suggestion donation for Center meals to \$5.00 and \$7.00 for the set price for those under 60. **Barb Roebuck 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 June, the Center served 585 meals in 22 serving days averaging 27 people per day. Total donations were \$2,430 for an average donation rate of \$4.15. The building was rented out four times and the Senior Center served cinnamon rolls and a Sloppy Joe lunch for their June 27th Car Show fundraiser. Volunteers served 72 people for breakfast (cinnamon rolls) and 142 people for lunch and collected \$1,192 in free-will donations. The Center served 7,171 meals for this past year compared to 7,476 the previous year. For the month of July (with two days left in reporting period), the Center has served 431 meals in 17 days averaging 25 people per day. Total donations are at \$1,710.50 with an average donation rate of \$3.97 per meal. **Dick Trail moved the Board approve this report. Roger Dorn seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER MEAL REPORT by Meredith Collins – The Center served 1,939 total meals in May. For June, the Center served 1,812 meals in 22 serving days. Total donations were \$7,025.40 for an average donation rate of \$3.88 and a daily average of 82 people for inside-pickup. Peterson opened for both Congregate and Curbside meals on June 21st. From July 1st, 2020 thru June 30th, 2021, our Nutrition Program served 20,438 meals up from 18,635 the previous year. The City has not had to cover any other shortfalls up to this point. Up to July 15th, we have served 1,223 with a daily average of 101 per day. **Linda Fitzsimmons 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 – RAFT's offer on the property was accepted and now they are waiting on the title company to set a time to make it official! The parking lot lines have been refreshed and summer maintenance is happening inside the house. Two upstairs apartments are being prepped. Apartment #5 still has the wallpaper from when they remodeled the house for the RAFT program (over 25 years ago), so there is a little extra work to be done there. All families are signed up for backpacks with United Way. Jack has a list of additional supplies in case anyone wants to contribute. The RAFT Board is also working on a shopping trip to purchase two outfits for each of the school age children. RAFT has a family with a graduating senior that has been gifted a senior pictures session. **Dick Trail moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

A. ACTION/DISCUSSION ITEMS

CSBG Discretionary Award for CSFP – These are discretionary funds in the amount of \$12,000 for the Commodity Supplemental Food Program (CSFP) to be spent by 9/30/21. (*ROMA Goal: 1 & 2*) **Michael Stromer moved the Board accept this award. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

Head Start American Recovery Act Grant Award – This is an American Recovery grant award of \$461,849 for a total of \$578,023 for the period of April 1, 2021 thru March 31, 2023. (*ROMA Goals 1-3*) **Deb Granger moved the Board accept this award. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

Gothenburg United Fund Application

- a. Head Start applied for \$2,000.

Linda Fitzsimmons moved the Board approve this application. Dick Trail seconded the motion; motion carried by unanimous voice vote.

Whistle Blower Policy Annual Approval – Bob Peal moved the Board approve the Whistle Blower Policy. Dick Trail seconded the motion; motion carried by unanimous voice vote.

Agency Policy and Procedure Annual Approval – Linda Fitzsimmons moved the Board approve the Agency Policy and Procedures. Roger Dorn seconded the motion; motion carried by unanimous voice vote.

West Central Area on Aging Contract -- This contract provides for reimbursement of meals. The reimbursement rate will be the following which were the same reimbursements rates from FY 2020-21:

- 0-3000 meal units - \$3.15
- 3,001-6,000 meal units – \$3.00
- 6,001-15,000 meal units – \$2.80
- Over 15,001 meal units - \$2.40

NSIP funds reimburses .70 cents for each meal served. Any meal units served above the allotted amount will be reimbursed only as funds are available. The contract effective dates are July 1, 2021 thru June 30, 2022. (*ROMA Goals 1-3.*) **Michael Stromer moved the Board approve this contract. Myron Kouba seconded the motion; motion carried by unanimous voice vote.**

Head Start Meal Reimbursement Contract with North Platte Senior Center – North Platte Senior Center will provide meals to the North Platte Full Day/Full Year Head Start program starting on August 30, 2021 thru July 12, 2022. The Senior Center will bill Head Start by the first of the month at the agreed upon rates: Breakfast-\$2.50 and Lunch for \$3.60, and for Adult Meals \$2.55 for Breakfast and \$3.60 for Lunch. **Bob Peal moved the Board approve this contract. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

South Central Area on Aging Contract – Minden Senior Center – Annual contract award for \$13,952 starting June 26th, 2021 – June 25th, 2022. (*ROMA Goals 1-3*) **Barb Roebuck moved the Board approve this contract. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

South Central Area on Aging Contract – Peterson Meal Program – Annual contract award for \$34,000 starting June 26th, 2021 – June 25th, 2022. (*ROMA Goals 1-3*) **Joe Brayton moved the Board approve this contract. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

Medica Grant Application – The agency is requesting \$5,000 in grant funds for operating support of the Minden and North Platte Senior Centers. **Dick Trail moved the Board approve this application. Bob Peal seconded the motion; motion carried by unanimous voice vote.**

Department of Energy Contract for the Weatherization Assistance Program -- This award is for the Weatherization Assistance Program in the amount of \$336,060.25 for the contract period July 1, 2021 thru June 30, 2022. (*ROMA Goal 1*) **Barb Roebuck moved the Board approve this contract. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

State of Nebraska – Low-Income Weatherization Assistance Program Contract – This award is for the Weatherization Assistance Program in the amount of \$15,000 for the contract period of July 1, 2021 through

June 30, 2022. *(ROMA Goal 1)* **Linda Fitzsimmons moved the Board approve this contract. Roger Dorn seconded the motion; motion carried by unanimous voice vote.**

First State Bank North Platte Signature Card Update

- a. Community Action Partnership of Mid-Nebraska NPSC-PAC CD, Remove Cliff Gordon and add Robert (Bob) Peal. The Signers will be Meredith Collins, Carrie Eurek, Amanda Benz, Jackie Harpst, Ted Daigger and Robert Peal.

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

First National Bank North Platte Signature Card Updates

- a. Community Action Partnership of Mid-Nebraska (NPSC Trust) CD, Remove Cliff Gordon and add Robert Peal. The signers will be Meredith Collins, Carrie Eurek, Amanda Benz, Jackie Harpst, Ted Daigger, Cheryl Mathews and Robert Peal.
- b. North Platte Senior Center (NPSC PAC) Time Certificate, Remove Cliff Gordon and add Robert Peal. The Signers will be Meredith Collins, Carrie Eurek, Amanda Benz, Jackie Harpst, Ted Daigger and Robert Peal.
- c. Mid-Nebraska Community Action, Inc NP Senior Center PAC CD, Remove Cliff Gordon and add Robert Peal. The Signers will be Meredith Collins, Carrie Eurek, Amanda Benz, Jackie Harpst, Ted Daigger and Robert Peal.

Dick Trail moved the Board approve these updates. Joe Brayton seconded the motion; motion carried by unanimous voice vote. *Bob Peal abstained.*

Nebraskaland National North Platte Signature Card Updates

- a. North Platte Senior Center (NPSC PAC), Time Certificate, Remove Cliff Gordon and add Robert Peal. The Signers will be Meredith Collins, Carrie Eurek, Amanda Benz, Jackie Harpst, Ted Daigger and Robert Peal.
- b. Second Time Certificate, Remove Cliff Gordon and add Robert Peal. The Signers will be Meredith Collins, Carrie Eurek, Amanda Benz, Jackie Harpst, Ted Daigger and Robert Peal.
- c. Checking, Remove Cliff Gordon and add Robert Peal. The Signers will be Meredith Collins, Carrie Eurek, Amanda Benz, Jackie Harpst, Ted Daigger and Robert Peal.

Barb Roebuck moved the Board approve these updates. Michael Stromer seconded the motion; motion carried by unanimous voice vote. *Bob Peal abstained.*

Nebraska Homeless Assistance Program Grant Sub-Award, NHAP for South West -- This grant application was in the amount of \$192,062.21 and we have received the sub-award of \$86,174.10. It 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 time spent entering data for our customers and staff salaries. *(ROMA Goal 1-2)* **Bob Peal moved the Board accept this award. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

Nebraska Homeless Assistance Program Grant Sub-Award, NHAP for South East -- This grant application was in the amount of \$115,559.51 for the Near Homeless Prevention Program and Rapid Re-Housing efforts and we have received the sub-award of \$43,335.51. It will be used for rent deposits, utility deposits, rent arrearages, utility disconnects, rental assistance, eviction notice assistance, and time spent entering data for our customers and staff salaries. *(ROMA Goal 1-2)* **Linda Fitzsimmons moved the Board accept this award. Myron Kouba seconded the motion; motion carried by unanimous voice vote.**

Nebraska Homeless Assistance Program 2021-22 SOAR Grant Award – We were awarded \$40,000 for the SSI/SSDI, Outreach, Access and Recovery (SOAR) program for the grant term of July 1, 2021 thru June 30,

2022. (ROMA Goal 1) Barb Roebuck moved the Board accept this award. Bob Peal seconded the motion; motion carried by unanimous voice vote.

Fiscal Policy/Accounting Manual Review -- Deb Granger moved the Board approve the annual review. Michael Stromer seconded the motion; motion carried by unanimous voice vote.

Weatherization Assistance Program Vehicle Procurement -- The WAP published a Public Notice in five newspapers and sent the Request for Proposal to 21 Nebraska auto dealerships for the purchase of one 2021 or newer ¾ or 1 ton 4-wheel drive Crew Cab pickup with a service body installed. Four 2009 WAP vehicles will be traded in on the purchase. One bid with two options was received from Sid Dillon of Wahoo.

- a. 2022 Chevrolet Silverado 2500HD 4WD Crew Cab Work Truck \$28,333.00 after trade-ins
- b. 2022 Ford Super Duty F-250 XL 4WD Crew Cab \$26,533.00 after trade-ins

Jackie Harpst, Housing & Business Director, recommends the purchase of the Ford vehicle. Dick Trail moved the Board approve the purchase of the Ford F-250. Roger Dorn 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, 2021 to June 30, 2022. Barb Roebuck moved the Board approve the agreement. Deb Granger seconded the motion; motion carried by unanimous voice vote.

Head Start Continuation Grant Award, Fourth Year – For the program year, 8/1/2021 to 7/31/2022 program year, which is the fourth year of the five-year grant cycle, Head Start is receiving \$4,117,447. (ROMA: 1-3)

Head Start Program Operating	\$3,335,496	(Funded enrollment of 322 – includes reduction of 16 requested for Lex)
Head Start Training	\$ 38,382	
Early Head Start Operating	\$ 727,568	(Funded enrollment of 48)
Early Head Start Training	<u>\$ 16,001</u>	
	\$4,117,447	(Total enrollment of 370)

Linda Fitzsimmons moved the Board accept this award. Roger Dorn seconded the motion; motion carried by unanimous voice vote.

Oxford Home Sale Resolution - Resolution to approve the sale of Mid Oxford home located at 507 Ewing St. for the sale price of \$65,000 to Charles and Amanda McGreer if all contingencies are met. Roger Dorn moved the Board accept this resolution. Bob Peal seconded the motion; motion carried by unanimous voice vote.

B. OTHER ISSUES/COMMENTS –

C. ADJOURNMENT -- With no further business, President Yant adjourned the meeting at 11:30 a.m. It was announced that the next Board of Directors’ Meeting would be on August 26, 2021.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date