

**BOARD OF DIRECTORS’  
MEETING MINUTES  
MARCH 28, 2024**

<b>Members Present In Person:</b>	Jennifer Bantam Joe Brayton Linda Fitzsimmons Myron Kouba Joy Kyhn	Cecelia Loganbill Bernardo Revelo Barb Roebuck Michael Stromer Dick Trail Jerry Woodruff
<b>ZOOM Conference Call:</b>	Roger Dorn	Deb Granger
<b>Members Excused:</b>	Nathan Avery	Coy Clark
<b>Others Present-In Person:</b>	Meredith Collins Madison DeJonge Carrie Eurek Mike Carlson	LaDonna Jackman Tammy Jeffs Kyla Martin

President Roebuck started the meeting by declaring a quorum. The Community Action Brand Promise was recited.

**INTRODUCTIONS:** Bernardo Revelo, new Board member, and Madison DeJonge, UNK Social Work Intern were introduced.

**AGENDA APPROVAL:** There were two additions to the agenda. Jerry Woodruff moved the Board approve the amendment to the agenda. Myron Kouba seconded the motion; motion carried unanimously by voice vote.

**APPROVAL OF FEBRUARY MINUTES:** The minutes stand approved as written.

**ADMINISTRATOR’S REPORT:** We are so excited to welcome Bernado Revelo to the Board. Bernado and Meredith met on March 12<sup>th</sup> to do some new Board member training and he toured some of our facilities in Kearney. Welcome Bernardo! March is always a busy time as staff is working on many different United Way applications. Programs that need additional operating or match support such as our Senior Centers, RYDE Transit, Homeless Prevention, Immunization, Head Start, and Commodity Supplemental Foods are the main programs that apply for funding from five different United Ways across our area. The applications and funding hearings are a lot of work but last year the agency received over \$82,000 to help support programs so the effort is well worth our time. In return, the agency helps with the United Way annual giving campaign. In 2024, staff donated \$5,811.30 to our local United Way campaigns.

In other news, we continue to make progress with the State of Nebraska and our transportation reimbursements. They are now working on December reimbursements!! And we now have the same assigned fiscal reviewer each month so this will save a lot of time and reduce fiscal getting asked the same questions month after month.

Meredith discussed concerns about the Commodity Supplemental Food Program (CSFP) grant. We still do not know what our total funding amount is for the year and current expenses are running high due to needed truck repairs and staffing. Food Bank and CSFP staff are currently working on a plan to open a Food Pantry one day a week at the Food Bank to help offset the Mobile Produce Pantry schedule and to help increase staff time

charged to the Food Bank instead of CSFP. Congress has passed their spending bill which will fund the government through October. Head Start saw a slight increase and CSBG had 200% of the Federal Poverty Guidelines written into the bill for client eligibility. This would mean a family of three would be at \$51,640 to qualify for program services.

The Ravenna Public School Board has an interest in using the Head Start building if available. They would like to have someone come and look at the foundation before they make any final decisions in regards to taking over the building. They also would be interested in the playground equipment and storage shed. We are checking with the Head Start regional office on this request.

Carrie, LaDonna, and Meredith met with First National Bank in March to discuss additional safeguards for our bank accounts including check fraud and ACH prevention. The agency processes a huge amount of checks as we work with over 1,000 vendors. These additional safeguards will save some monthly costs and eliminate stop payment charges. First National is also analyzing whether we would qualify for their Corporate Credit Card.

We are also in the process of sending out staff surveys to get staff opinions on how we can improve as an agency. **Dick Trail moved the Board approve the Administrator's Report. Jennifer Bantam seconded the motion; motion carried unanimously by voice vote.**

**FINANCIAL REPORT:** The credit card and monitoring files were available to review on the Board website portal and were passed around at the Board meeting. There were no monitoring reports. An update regarding the current accounts receivable balance was given. Department of Roads is still behind but is slowly getting caught up on reimbursing. They have approved two months (November and December) to be paid in the month of March. Department of Roads has some upper management staffing changes and have permanently assigned one reviewer to our report. LaDonna is hoping this will help with the review process and keeping up with our payments. The annual 403b Investment Committee meeting was held with very good discussion regarding the Secure 2.0 Act and how it applies to our plan. Plans are required to allow part-time employees to contribute which we have been doing for years so we are ahead of the game. We also discussed the option to add a Roth 403b investment option. We will be researching and pursuing this as we feel it would be a good benefit to our staff. Meredith, Carrie, and LaDonna met with First National Bank of Omaha to discuss our accounts and services that they provide. We have opted to enroll in the ACH Positive Pay and Check Positive Pay option. We have a Weatherization monitoring scheduled for May 21, 2024. We also are in the process of scheduling a NAHTF Monitoring at the end of May. Also, in May we will be starting to work on the 403b audit. As of today, we are still waiting on the contract for CSFP which would provide our funding for the program as of October 1, 2023. We have not been told the amount of our funding for this fiscal year yet. Since February is the fifth month of the fiscal year, we should be at 41.67% for both revenue and expenses. We are at 46.91% for revenue and 36.37% for expenses. A review of the balance sheet for January was completed. The financial ratio decreased from 7.72 in January to 7.41 in February. The cash ratio increased from 3.73 in January to 3.79 in February. If the financial ratio and the cash ratio calculations are over 1, they are considered good.

Discussion was also held on the agency corporate reserves and the Early Head Start new facility project. It is unlikely we will receive any Head Start capital funds. Meredith asked the board whether they wanted to get additional quotes on modular buildings or other options and board members agreed that would be a good idea. Meredith will work on updating the options.

**After discussion, Dick Trail 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/Cecelia Loganbill** – 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
- \* Monthly enrollment reports
- \* Monthly meal & snack reports
- \* Enrollment attendance
- \* Monthly health mandate reports
- \* New hire approvals

Policy Council met Tuesday, March 19<sup>th</sup> via Zoom and Cecelia shared that they had great discussion around how to get more families to attend group nights. Ravenna and Minden staff and parents shared some ideas as their centers have very high participation. Cecelia also shared that Lisa presented information regarding the Continuation Grant and Policy Council approved the Continuation Grant Application. **Linda Fitzsimmons moved the Board approve the report. Jerry Woodruff seconded the motion; motion carried by unanimous voice vote.**

**NORTH PLATTE SENIOR CENTER REPORT by Meredith Collins** – For the month of February, total meals served were 3,333 in 20 serving days. The home-delivered meals tallied 1,990 with a daily average of 100 and a meal donation rate of \$3.09. For Congregate meals, the monthly total was 1,230 with 62 as the daily average and a meal donation rate of \$4.32. To-Go meals tallied 113 with a daily average of six and a donation rate of \$6.16. **Linda Fitzsimmons moved the Board approve this report. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

**MINDEN SENIOR CENTER REPORT by Meredith Collins** – For the month of February, the Center served 664 total meals. For the month of March, the Center served 651 meals, 334 in house, 303 To-Go, and 14 guest meals in 20 days with an average of 32 people per day. Donations were \$3,256.50 with an average of 5.00 per meal. **Jerry Woodruff moved the Board approve this report. Bernardo Revelo seconded the motion; motion carried by unanimous voice vote.**

**PETERSON SENIOR CENTER MEAL REPORT by Meredith Collins** – For the month of February, we served 2,560 total meals (1,717 Congregate and 843 To-Go Meals) in 20 serving days. Total donations were \$9,396.91 for an average donation rate of \$3.63. On average we served 86 people per day in Congregate and 42 people per day for the To-Go Meals. Through March 21<sup>st</sup>, we have served 2,127 meals (1,449 Congregate and 678 To-Go Meals). **Joe Brayton moved the Board approve this report. Cecelia Loganbill seconded the motion; motion carried by unanimous voice vote.**

**AGENCY RISK MANAGEMENT PLAN REPORT by Carrie Eureka** – All Board members received a copy of the Risk Analysis, and the full plan is available on the Board portal. Carrie provided a comprehensive overview of the full plan and the risk management mitigation plan for Employment Practices, Personnel Injury, Property Damage, Agency Funding, Accounting, Record Keeping, Agency Mission, and Staff Training. **(Org Standards: 4.5, 4.6, 5.9, 7.3, 8.7) Dick Trail moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

**2024-2025 COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN by Tammy Jeffs** - Tammy provided a summary of the Nebraska Community Services Block Grant (CSBG) Work Plan/Application. This document provides information on the agency needs assessments and gaps analysis conducted, planning that is done by the agency to address those needs, program strategies implemented to address the gaps, partnerships involved in addressing those gaps, updates on the progress of agency strategies and goals addressing needs, innovative programming within the agency to address needs, and discussion of future program change. The CSBG Discretionary funding was also discussed as it will be used for program data migration and for direct service to clients for rent and utility assistance. **(Org Standards: 4.2-4.4) Jennifer Bantam moved the Board approve this report. Jerry Woodruff seconded the motion; motion carried by unanimous voice**

vote.

**Mike Carlson joined the meeting. President Roebuck called for a seven-minute break at 11:46am.**

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

**Approval of Agency By-Laws** – A copy of the current By-Laws was sent to all Board members in February. There were no changes. The By-Laws can be found on the agency Public Sector section of our website. **(Org Standards: 5.3, 5.4) Linda Fitzsimmons moved the Board approve. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

### **United Way of the Kearney Area Grant Applications (ROMA Goal 1)**

- a. Head Start** – This application for \$6,500 serves as the non-federal match for Head Start federal dollars that offsets the costs of staff salaries, fringe, supplies, travel and other health, nutritional, mental health and other family service costs.
- b. Homeless Prevention** - This application for \$10,000. This will supplement the homeless program.
- c. Commodity Supplemental Food Program** – This application for \$2,000 will supplement portions of salaries and processing fees such as paperwork and utilities.
- d. Minden Senior Center** – This application is for \$5,000 for raw food expenses.
- e. Immunization** – This application is for \$4,000 for operating expenses

**Jerry Woodruff moved the Board approve. Joy Kyhn seconded the motion; motion carried by unanimous voice vote.**

### **Charitable Fund of Cozad Grant Applications (ROMA Goal 1)**

- a. Head Start** - This application for \$2,000 serves as the non-federal match for Head Start federal dollars that offsets the costs of staff salaries, fringe, supplies, travel and other health, nutritional mental health and other family service costs.
- b. CSFP** - This application for \$650 will be used to supply supplemental foods and nutritional information, along with referrals to other agencies that may be of help to the income eligible patrons of our service area.

**Joy Kyhn moved the Board approve. Cecelia Loganbill seconded the motion; motion carried by unanimous voice vote.**

**Mid-Nebraska Community Foundation Betterment Grant Award** – The agency was awarded \$5,000 to be used as match funds to purchase a new Hot/Cold Delivery vehicle for the North Platte Senior Center. **(ROMA Goal 1) Linda Fitzsimmons moved the Board approve. Bernardo Revelo seconded the motion; motion carried by unanimous voice vote.**

**2024 WIC Incentive Proposal** - Each fiscal year individual WIC grantees are given a budget based on their assigned caseload. Assigned caseload is based on WIC participants who are enrolled and receive benefits. Enrollment is the beginning of this process but only with retention will WIC achieve strong health outcomes. WIC staff will be eligible for a proposed incentive award based on retention, our FY24 show rate. The final date of review will be on August 31, 2024. This percentage of enrolled with benefits can be found in the **WIC Journey system under Participant with Benefits Report. The payment of the incentive award will be contingent on the availability of funds.**

To recognize and reward WIC staff for their commitment to serving families, achieving caseload, and retaining our participation the following incentive is proposed:

- a. If the average show rate is 80%-82% or above WIC staff is eligible to receive a base award of \$100 or \$200 based on FTE and additional incentive award up to 2% of her or her annual salary.
- b. If the average show rate is between 83-84% WIC staff is eligible to receive a base award of \$100 or \$200 based on FTE and additional incentive award up to 3% of her or her annual salary.
- c. If the average show rate is between 85% or above WIC staff is eligible to receive a base award of \$100 or \$200 based on FTE and additional incentive award up to 4% of her or her annual salary.

The incentive will be determined as of August 31, 2024. The August 2024 report can be run after the 5<sup>th</sup> of September and this will show the average show rate from October 01 2023 through August 31 2024. **Michael Stromer moved the Board approve. Joe Brayton seconded the motion; motion carried by unanimous voice vote.**

**Head Start Strategic Plan Update** – An update was provided to Board regarding progress on the five program strategic plan goals. The goals are: updating onboarding to increase a qualified workforce, strengthening partnerships with special education agencies, creating a written plan to support centers with open positions/retention, pursuing partnerships with public schools and community colleges and increased enrollment of children to be fully enrolled. Strategic Plan meeting minutes are included in the Board book. **Jerry Woodruff moved the Board approve. Jennifer Bantam seconded the motion; motion carried by unanimous voice vote.**

**Head Start Continuation Grant Application, 2<sup>nd</sup> Year** – For the program year, August 1, 2024 to July 31, 2025 program year, which is the second year of the five-year grant cycle; the grant budget requested will be \$4,624,914. Head Start requires a local match of 20% of total funding.

Head Start Program Operating	\$3,750,844 (Funded enrollment of 306)
Head Start Training	\$ 38,382
Early Head Start Operating	\$ 819,687 (Funded enrollment of 48)
<u>Early Head Start Training</u>	<u>\$ 16,001 (Total enrollment of 354)</u>
	<b>\$4,624,914</b>

**Jerry Woodruff moved the Board approve. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

**Minden Policy Advisory Council (PAC) New CD** - The Minden Policy Advisory Council (The Minden Closet/Food Pantry) is asking Board approval to move \$10,000 from their checking account to purchase a new CD at First Bank and Trust. First Bank & Trust is offering The Closet 5.05% for a 6-month CD (AYP is 5.11%). Minden Exchange Bank is offering 2.5%. (AYP is 2.52%) That is the current rate as of March 20<sup>th</sup>, 2024. The rate they were given from First Bank & Trust previously was 5.25%. The PAC did contact other banks to get their current rates:

- Wells Fargo 7 months 4.64% (with no account there)
- FNBO 7 months 4.34 (with no account there)
- Pinnacle-6 months 4.75% apy (with no account)
- Five Points-6 month 1.5% 9 month special is 5.0% (special may be going away at the end of this financial quarter)

**These banks require an account to purchase a CD.**

- Exchange Bank - 11 month 5.25-however they were very unclear if you have to have an account for that rate, but stated we would have to apply for their services-and there are application fees
- Lincoln Exchange- Holdrege/Hastings 6 months 5%-must have an account

- First Interstate-Must have a checking or savings account and apply for CD
- US Bank-No information available online
- Heartland bank-Must have a checking or savings account and apply for CD
- Town & Country Bank-Must have a checking or savings account and apply for CD

Signers from the PAC will be Rendy France and Emily Wagner. Signers from Mid will be Meredith Collins, Carrie Eurek, and Amanda Benz. **Jerry Woodruff moved the Board approve. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

**Procurement Approval for Hot/Cold Delivery Vehicle for the North Platte Senior Center -** The recommendation is to go with Delivery Concepts for the used 2015 Chevy Silverado with 12,300 miles.

<input type="checkbox"/>	Vendor Name 1	Delivery Concepts			
	Item Description	2024 Ford 150 8 series 50% reffridgeratoed 50% heated	Price	\$	74,194
		Sales tax not included			
<input type="checkbox"/>	Vendor Name 2	Cart Conepts			
	Item Description	2024 Chevy Silverado 50% reffridgerated 50% heated	Price	\$	89,000
<input type="checkbox"/>	Vendor Name 3	All Start Carts Quote reuested and not received			
	Item Description		Price	\$	
<input checked="" type="checkbox"/>	Vendor Name 4	Delivery Concepts			
		70% reffridgerated 30% hot			
	Item Description	Used 2015 Chevy Silverado 6 series wide body	Price	\$	28,000
		12,300 miles - Sales Tax not included			

**Dick Trail moved the Board approve the purchase from Delivery Concepts for \$28,000. Myron Kouba seconded the motion; motion carried by unanimous voice vote.**

**B. OTHER ISSUES/COMMENTS – Kyla reminded the Board that the Signs of Spring Craft & Trade Show is coming up on April 13<sup>th</sup>.**

**C. ADJOURNMENT --** With no further business, President Roebuck adjourned the meeting. It was announced that the next Board of Directors’ Meeting would be on **April 25, 2024.**

Respectfully Submitted,

Kyla Martin  
Recording Secretary

**VERIFICATION**

The forgoing minutes were amended/approved.

\_\_\_\_\_  
**Board Secretary**

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

\_\_\_\_\_  
**Board President**

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