

**BOARD OF DIRECTORS’
MEETING MINUTES
APRIL 25, 2024**

Members Present In Person:	Nathan Avery Joe Brayton Coy Clark Roger Dorn Linda Fitzsimmons	Deb Granger Cecelia Loganbill Bernardo Revelo Barb Roebuck Michael Stromer Dick Trail
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Members ZOOM Conference:

Members Excused:	Jennifer Bantam Myron Kouba	Joy Kyhn Jerry Woodruff
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Others Present-In Person:	Meredith Collins Carrie Eurek	LaDonna Jackman Kyla Martin
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President Roebuck started the meeting by declaring a quorum. The Community Action Brand Promise was recited after the Pledge of Allegiance.

INTRODUCTIONS: Board members introduced themselves.

AGENDA APPROVAL: There were three additions to the agenda. Coy Clark moved the Board approve the amendments to the agenda. Joe Brayton seconded the motion; motion carried unanimously by voice vote.

APPROVAL OF MARCH MINUTES: Linda Fitzsimmons moved to approve the March minutes. Deb Granger seconded the motion; motion carried unanimously by voice vote. The minutes stand approved as written.

ADMINISTRATOR’S REPORT: Meredith passed around a newspaper article for Head Start’s Week of the Child. April 21st – April 27th is also Nebraska Public Transit Week that celebrates the work of public transit providers across the State.

Congratulations to Bernado and his wife on their new baby boy. Also, congrats to Michael for all of his work in Hastings and Adams County on their new jail facility. They had the ribbon cutting this past month.

The Regional Head Start office has been in contact and encouraged us to resubmit our Early Head Start Capital Grant request to build a new facility. We hope the third time is a charm for this application. Meredith has also requested updated modular building quotes from vendors and we continue to look for any potential commercial buildings for sale that might work for Early Head Start.

The Ravenna Public School Board has decided they are not interested in utilizing the Head Start modular building. They would like the building removed with all related work completed by August 1st, 2024. The agency has moved forward with getting the Regional Head Start office’s approval for next steps for moving/disposal of the building. We will also need to remove the old foundation, remove utility hook-ups, and complete dirt work to relevel the property. Meredith has been working on getting estimated costs for selling, moving the modular, and demolition work. The market analysis completed by Home Real Estate indicated a current modular value of around \$30,000 (high-end). Estimated cost to move the modular (both

sides, with axles, wheels, and plastic wrap) is \$20,000 within the radius of Kearney. Iseman Homes provided that estimate based on what they pay local contractors. Meredith has contacted Broadfoot Sand and Gravel to get an estimate for removal of the sidewalk, concrete slab and dirt work. This is on the Board agenda for approval today. We have been contacted by one person in Ravenna who might be interested in purchasing the modular.

Meredith continues to have meetings on housing needs in the area. The City of Kearney is working towards approving special zoning for Accessory Dwelling Units which are built in backyards or are converted garages. They still are not allowing smaller modular builds even though there is much interest in smaller two-bedroom dwellings. Meredith is currently working with local housing boards and real estate agents on potential pilot housing project ideas. One being a Senior Model Village concept with smaller home builds.

Our 2025 All Staff Day meeting is on the books for March 28th, 2025, at the Younes Conference Center in Kearney. Please mark your calendars as we love it when we have Board members attend.

Meredith has also sent out information on our Staff Scholarship opportunity. Our Staff Scholarship Program provides funding to cover costs for one Mid staff member to attend the Community Action National Convention. This year the convention takes place in Seattle, Washington from August 28-30th, 2024.

The April 13th Craft Show was well attended. Thanks to Kyla for her work coordinating the event. As a reminder, the agency sponsors two craft shows a year as ways to generate discretionary funding to help with staff training and program budget needs. This year, a portion of the net profits will go to support the Mobile Produce Pantries and the newly established 11th Street Food Pantry at the Food Bank. Our first pantry was April 17th. Meredith passed around the Food Pantry schedule.

Meredith thanked LaDonna for all of her work in the fiscal department. We are a couple of staff members short as we are hiring for a staff accountant and another staff out on extended leave so there is a lot of extra work for fiscal staff. Several administrative staff are also helping out with fiscal report filing and paperwork. We have several Program monitoring's coming up in May including Weatherization and Department of Economic Development Down Payment Assistance for Buffalo County. And lastly, the parking lot repaving project has been completed at our Services Building – 114 E. 11th. The cost will come out of Corporate so we can depreciate the expense. **Dick Trail moved the Board approve the Administrator's Report. Coy Clark 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. Department of Roads is still behind but the January report was approved this morning so February report can be submitted. We have a Weatherization monitoring scheduled for May 21, 2024 and a NAHTF Monitoring scheduled for May 22, 2024. Also, in May we will be starting to work on the 403b audit. We discussed the new overtime rule and the impact that it will have on our agency. For staff to be exempt, the rate currently is \$35,568. This will increase to \$43,888 as of July 1, 2024 and then increase to \$58,656 on January 1, 2025. We have less than 10 staff that this will affect. A letter regarding Head Start COLA should be coming soon. We should be receiving a 2.35% increase to our Head Start and Early Head Start funding. We received approval from Head Start Regional Office to dispose of the Ravenna modular. Since March is the sixth month of the fiscal year, we should be at 50% for both revenue and expenses. We are at 52.35% for revenue and 44.22% for expenses. A review of the balance sheet for March was completed. The financial ratio decreased from 7.41 in February to 6.17 in March. The cash ratio increased from 3.79 in February to 3.81 in March. If the financial ratio and the cash ratio calculations are over 1, they are considered good. **After discussion, Nathan Avery moved the Board accept and place on file the financial report as presented. Roger Dorn seconded the motion; motion carried unanimously by voice vote.**

SPECIAL REPORTS

HEAD START/EARLY HEAD START REPORTS/POLICY COUNCIL ACTIONS by Cecilia 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
- * Enrollment attendance
- * Monthly enrollment reports
- * Monthly health mandate reports
- * Monthly meal & snack reports
- * New hire approvals

Cecelia reported out on the April Policy Council meeting and agenda approvals.

Joe Brayton moved the Board approve the report. Nathan Avery seconded the motion; motion carried by unanimous voice vote.

NORTH PLATTE SENIOR CENTER REPORT by Meredith Collins – For the month of March, total meals served were 3,325 in 20 serving days. The Home-Delivered meals tallied 2,041 with a daily average of 103 and a meal donation rate of \$3.42. For Congregate meals, the monthly total was 1,170 with 62 as the daily average and a meal donation rate of \$3.97. To-Go meals tallied 113 with a daily average of six and a donation rate of \$7.47. **Linda Fitzsimmons moved the Board approve this report. Deb Granger seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Meredith Collins – For the month of April (with two days left in the reporting period), the Center has served 648 meals, 349 in-house, 284 To-Go, and 15 guest meals in 20 days with an average of 32 people per day. Donations were \$3,591.00 with an average of \$5.54 per meal. **Roger Dorn moved the Board approve this report. Cecelia Loganbill seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER MEAL REPORT by Meredith Collins – For the month of April (with two days left in the reporting period), we served 2,566 total meals (1,817 Congregate and 749 To-Go meals) in 20 serving days. Total donations were \$5,755.84 for an average donation rate of \$2.24. On average we served 91 people per day in Congregate and 39 people per day for the To-Go Meals. **Roger Dorn moved the Board approve this report. Cecelia Loganbill seconded the motion; motion carried by unanimous voice vote.**

COMMUNITY ASSESSMENT TWO YEAR UPDATE BY Carrie Eurek – Census data and poverty demographics, along with changes in trend data, were reviewed for counties in Mid's service area. **Dick Trail moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote. (Organizational Standards: 3.1-3.5)**

A. ACTION/DISCUSSION ITEMS

Head Start Self-Assessment - Carrie gave a summary at the meeting. All centers were in compliance. The summary listed center strengths and areas for improvement. This assessment is updated annually. A copy is filed in the Board book. **Deb Granger moved the Board approve. Roger Dorn seconded the motion; motion carried by unanimous voice vote.**

Head Start Community Assessment – An overview was provided on census data trends and community resources for Head Start's service area. **Linda Fitzsimmons moved the Board approve. Cecelia Loganbill seconded the motion; motion carried by unanimous voice vote.**

Community Services Block Grant (CSBG) Award Amendment – This award is for \$97,530.29 to bring our total subaward to \$323,100.82 for the time period of 10/01/2023 to 9/30/2025. The agency anticipates receiving the full grant award of \$636,201.51. *(ROMA Goal 1, 2, 3)* **Dick Trail moved the Board accept the funding. Nathan Avery seconded the motion; motion carried by unanimous voice vote.**

Commodity Supplemental Food Program (CSFP) 2024 Funding Award - The amount of this sub-award for FY 2024 is \$95,100 for the period of October 1, 2023 through September 30, 2024. *(ROMA Goal 1)* **Deb Granger moved the Board accept the funding. Michael Stromer seconded the motion; motion carried by unanimous voice vote.**

Affirmative Fair Housing Marketing Plan Updates - This is our agency marketing plan for single-family and multi-family units. *(Given handout day of Board.)*

- a. Southwest Housing Initiative Hayes Center, Palisade, Trenton, Stratton Grant Number: 98-OE-006-03 *(Org Standards 4.2, 4.3)*

Linda Fitzsimmons moved the Board approve. Nathan Avery seconded the motion; motion carried by unanimous voice vote.

Office of Head Start Capital 1303 Grant Resubmission for Early Head Start New Facility – We are resubmitting our application for \$2,610,484 from the Office of Head Start to build a new Early Head Start Child Care facility located behind our WIC/Head Start building in Kearney located at 1023 Avenue F. This is the total project cost. The agency is requesting a non-federal waiver for the 20% match to expedite the project if funded. The Early Head Start facility is an identified need in our three-year agency Strategic Plan and the potential project has been discussed with the Board and Policy Council over the last three years (February 2021, April 2021, August, 2021, September 2021, July 2022 and April 2023). The Feasibility Study for this project was presented to the full Board in August of 2021 with the Board voting to proceed with the project. A Phase 1 Environmental Study has also been completed twice. **Coy Clark moved the Board approve. Bernardo Revelo seconded the motion; motion carried by unanimous voice vote.**

Closing of Ravenna Head Start Center – This is to approve the permanent closing of the Ravenna Head Start after this school year in case the Change of Scope application is delayed in being approved or not approved. The closing of Ravenna is due to budget concerns, the limited number of income eligible children, and the community not pursuing match funding for next year. **Cecelia Loganbill moved the Board approve. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

Approval of Disposal/Selling of Ravenna Head Start Modular (41760 Carthage Road) – The Ravenna Public School Board is not interested in using the Head Start modular building and has requested the removal of the property, foundation, and all utility connections along with all related dirt work by August 1st, 2024. Requested approval from the Board to sell or dispose of the property to the most reasonable offer. Fair market value has been determined by real estate market analysis. The modular value is between \$17,000 - \$30,000. Projected costs to move the unit is \$20,000 and we are still waiting on a cost estimate for remove all concrete and dirt work. **Dick Trail moved the Board approve Meredith be allowed to negotiate and accept the most reasonable offer with the preference that sales be adjusted if buyers move the modular themselves. Roger Dorn seconded the motion; motion carried by unanimous voice vote.**

Peterson Senior Activity Meal Contract with City of Kearney – This is the annual contract between Mid and the City of Kearney to continue meal services from July 1, 2024 – June 30th, 2025. Mid will provide personnel and grant oversight of the meal nutrition program including all revenues and expenses. The City will provide office space, utilities, telephone/internet, and cover all shortfalls related to the meal nutrition program.

Deb Granger moved the Board approve. Coy Clark seconded the motion; motion carried by unanimous voice vote.

Approval of New Head Start Director – The Head Start Policy Council recommends Anne Peterson (currently Head Start’s Deputy Director) for promotion to Head Start Director upon Lisa Giboney’s retirement on July 31, 2024 and requests approval from the Board. **Cecelia Loganbill moved the Board approve. Bernardo Revelo seconded the motion; motion carried by unanimous voice vote.**

Mid-Plains (North Platte) United Way Grant Awards (ROMA Goal 1)

- a. Community Services** – Amount awarded is \$5,000 to be used for homeless prevention.
- b. Head Start** – Amount requested was \$1,500. The amount awarded was zero. Head Start did not receive funding last year as well due to limited funds
- c. Senior Center** – Amount awarded is \$8,000 for the Home-Delivered Meal Program

These amounts are similar to the grant awards from last year. Mid-Plains did not reach their fundraising goal for the year. **Linda Fitzsimmons moved the Board accept the funding. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

City of Kearney and RYDE Transit Vehicle Gasoline Purchase Agreement - RYDE Transit agrees to pay an administrative fee of sixteen cents per gallon to the City of Kearney along with RYDE’s portion of the monthly cost of the fuel. RYDE Transit also agrees to pay the cost of the fuel keys which is estimated at \$10.00 per key. A report will be provided for fuel expenses. No tax shall be levied or collected solely by virtue of this Agreement. This Agreement is ongoing and may be terminated by any party with 90 days written notice.

Deb Granger moved the Board approve. Michael Stromer seconded the motion; motion carried by unanimous voice vote.

Approval of Updated Out of Town Fare Structure for RYDE Transit - Due to increasing maintenance, fuel, and personnel costs, the proposed Fare Structure increases Out of Town and Out of Transit Service Area Rates. Board approval is needed to begin Public Hearings with the proposed changes. **Linda Fitzsimmons moved the Board approve. Coy Clark seconded the motion; motion carried by unanimous voice vote.**

B. OTHER ISSUES/COMMENTS –

C. ADJOURNMENT -- With no further business, President Roebuck adjourned the meeting. It was announced that the next Board of Directors’ Meeting would be on **Thursday, May 23, 2024.**

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board Secretary

Date

Board President

Date