

WCCA BOARD MEETING
January 15, 2019

A meeting of the West Central Community Action Board of Directors was held January 15, 2019 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:15 p.m. Staff attending were: Ivy Nielsen, Wendy Mueller, Kelly Mahlberg, Deb Martens, Molly Cummings, Keith Bruck, Lavennia Coover, Denny Lawson, and Brittany Schoof. Additional staff in attendance was Suzette Bates-Leal.

ROLL CALL

Steve Barber, Cass	Tom Brouillette, Monona
Eric Skoog, Crawford	Lynn Bieler, Monona
Becky Fichter, Fremont	Will Brown, Montgomery
Walter Utman, Harrison	Chris Ritter, Pottawattamie
Trista McLaughlin, Harrison	Charles Parkhurst, Shelby
Coleen Driscoll, Mills	Bryan Swain, Shelby- Phone

A quorum was declared.

Excused Absences:

Joan Martens, Harrison	Chris Gibson, Page
Carol Vinton, Mills	Rose Maxwell, Page
Brandi Snow, Montgomery	Samantha Noel, Pottawattamie
Alan Armstrong, Page	

SEATING OF NEW BOARD MEMBERS

Wendy introduced the following new Board Members: John Hartkopf, Cass County Board of Supervisor, will serve as the Public Representative for Cass County. Donna Childress was nominated by Crawford County Community Services to serve as the Private Representative for Crawford County. A Low-Income election was held January 7th at our Crawford County WIC Clinic for Connie McGee to serve as the Low-Income Representative for Crawford County. Connie also serves as the Secretary/Treasurer for TAP in Denison and is a past WCCA Crawford County Outreach Specialist. Dustin Sheldon, Fremont County Board of Supervisor, was unable to make it tonight, but he will serve as the Public Representative for Fremont County. Rudy Kinard, Montgomery County Board of Supervisor, will serve as the Public Representative for Montgomery County. Wendy stated we were informed after the Agenda was mailed that Lynn Grobe, Pottawattamie County Board of Supervisor, will serve as the Public Representative for Pottawattamie County. Walter Utman made a motion to seat John Hartkopf, Public Representative for Cass County, Donna Childress, Private Representative for Crawford County, Connie McGee, Low-Income Representative for Crawford County, Dustin Sheldon, Public Representative for Fremont County, Rudy Kinard, Public Representative for Montgomery County, and Lynn Grobe, Public Representative for Pottawattamie County to the West Central Community Action Board of Directors, Eric Skoog seconded. Motion was carried. Wendy read a letter from Judy Knapp to the Board of Directors stating that she has resigned from the West Central Community Acton Board of Directors Low-Income Position for Shelby County. Wendy thanked Judy for her service to West Central Community Action and Shelby County. Wendy introduced Tim Trepa from Monona County Veteran Affairs. Tim is interested in serving as the Low-Income Representative for Monona County. Trista McLaughlin had everyone go around the room and introduce themselves to the newly seated Board of Directors.

ADDITIONS OR AMENDMENTS TO THE AGENDA

#7 Weatherization Contract Designee Approval. Walter Utman made a motion to approve the addition, Charles Parkhurst seconded. Motion was carried.

APPROVAL OF NOVEMBER MINUTES

Chris Ritter made the motion to approve the November Minutes. Lynn Bieler seconded. Motion was carried.

OLD BUSINESS

Trista McLaughlin stated that after Joel Dirks retirement at the November 21, 2018 Board of Directors meeting, Wendy Mueller was appointed the Interim Executive Director and Keith Bruck as Deputy Director by the West Central Community Action's Executive Committee. We are requesting approval by the entire West Central Community Action's Board of Directors appointing Wendy Mueller as the Interim Executive Director and Keith Bruck as Deputy Director retroactive back to November 22, 2018. Eric Skoog made the motion to approve Wendy Mueller as the Interim Executive Director and Keith Bruck as Deputy Director, retroactive back to November 22, 2018. Walter Utman seconded. Motion was carried.

NEW BUSINESS

EXECUTIVE COMMITTEE REPORT

Everyone received a copy of the Executive Committee minutes from the November 28, 2018 meeting. Wendy stated that the Executive Committee approved not having a December board meeting, moving the EFSP meeting to January, approving the FY 2019 CSBG Budget Amendment and the CSBG, FaDSS, LIHEAP, and Weatherization Contract Designee so Wendy and Keith can sign contracts on behalf of the WCCA Board Chairperson. The Executive Directors hiring process was also approved.

PLANNING AND EVALUATION COMMITTEE REPORT

HS/EHS 2019-20 ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE CRITERIA APPROVAL

Lavennia stated that the Planning and Evaluation Committee met prior to the board meeting to discuss the HS/EHS 2019-20 Eligibility, Recruitment, Selection, Enrollment & Attendance Criteria. Lavennia went through each change to the criteria and eligibility points. Additions included Public Assistance (TANF) within last 12 months, Poverty of 100% and below were put into one category, 3 and 4 year old age categories, and if a family has moved in the past 12 months, 2 to 5 times in the past 12 months or 6 to 10 times in the past 12 months. It was taken to Policy Council on January 10, 2019 and approved. Steve Barber stated that Policy Council felt it is much more simplified and easier to understand. Wendy agreed and thanked Lavennia. Steve Barber made the motion to approve the changes to the HS/EHS 2019-20 Eligibility, Recruitment, Selection, Enrollment & Attendance Criteria. Lynn Grobe seconded. Motion was carried.

PERSONNEL COMMITTEE REPORT

2019 EMPLOYEE HOURLY RATE INCREASE APPROVAL

Keith Bruck stated that everyone received a copy of the Office of Head Start letter informing us that the FY 2019 COLA is 1.77%. COLA funding for Head Start is \$54,559 and for Early Head Start is \$22,527 for a total of \$77,086. Keith recommended to the Personnel Committee a 2019 hourly rate increase of 2% + \$0.25 for all eligible Agency employees, effective February 1, 2019. Keith reminded everyone that last year, all employee anniversary dates were changed to February 1st. All program budgets can support this increase. Eric Skoog made the recommendation to the Board of Directors that the 2019 Hourly Rate increase be 2% + \$0.25 for all eligible Agency employees. Lynn Bieler made the motion to approve the 2019 Employee Hourly Rate Increase of 2% + \$0.25, effective February 1, 2019. Walter Utman seconded. Motion was carried.

PERSONNEL POLICIES

Denny Lawson handed everyone a copy of Personnel Policies #103 Equal Employment and Program Services Opportunity, #305 Holiday, and #516 Family Members in the Workplace that the Personnel Committee discussed prior to the board meeting. Denny stated that on PP#103 we need to remove the 1-800 phone number as that will be a direct line to WIC with our phone system upgrade. Calls can be made to the WCCA main phone number as already stated. PP#305 include two additional Holidays for WCCA employees. The additions include Martin Luther King Day effective January 2020 and Christmas Eve effective 2019. Steve Barber asked if this is for all employees. Eric Skoog stated yes, Denny does a comparison report amongst the other CAP agencies in Iowa every two years and WCCA was in the bottom third on the number of Holidays offered. PP#516 is a new policy. Denny let everyone read it and would answer any questions. There were no questions. Charles Parkhurst made the motion to approve changes to Personnel Policies #103 Equal Employment and Program Services Opportunity and #305 Holiday and accept new PP#516 Family Members in the Workplace and approve the entire WCCA Personnel Policy Manual. Will Brown seconded. Motion carried.

ANNUAL BOARD OF DIRECTORS MEETING

Wendy stated that each year our Annual Meeting in April is held offsite. Attendance has continued to decrease over the past few years. We still need to have an Annual Meeting but it can be done at WCCA as a regular board meeting. Our Annual Meeting will be April 16th this year. There was discussion and the Board of Directors and Management Staff agreed on having it here at WCCA rather than offsite.

WCCA BOARD OF DIRECTORS VACANCY UPDATE

Wendy thanked Molly Cummings for her help recruiting new Board of Directors. Wendy stated that Eric Skoog will be going off our Board this month and will be replaced by Jeri Vogt, Crawford County Board of Supervisor. We will seat Jeri at the February Board of Directors meeting. Crawford County is now fully seated. Wendy already mentioned that Tim Trepa from Monona County Veteran Affairs is interested in serving as the Low-Income Representative for Monona County. Wendy has been in contact with someone from Mills County but they will not know for sure until spring, so Wendy will reach back out to the individual at that time. Molly did contact someone for Fremont County but they declined. We still need a Low-Income Representative for Cass County and Shelby County. Wendy does have someone in mind for Shelby County and will be reaching out to them.

HEAD START & EARLY HEAD START PROGRAM UPDATE

Wendy stated the Head Start grant was submitted November 25th and we received 4 confirmation emails. We do know other agencies submitted applications. We will find out what decision was made by June 30, 2019. At the September 18th Board of Directors meeting we discussed that our Early Head Start Slots were being reduced from 131 to 103 slots effect immediately. This equals a funding decrease of \$346,234.00. However, no changes were made until December 2019. There will be \$114,000.00 supplemented by the State Early Head State program for Early Head Start Home based employees. The remaining balance is being cut by not filling a few Early Head Start positions and moving office space in Red Oak and Council Bluffs. There are projected unused funds from Head Start of approximately \$206,000.00 that will be sent back, which means we still have a projected shortfall of \$25,000.00. In years past Head Start has approved shortfalls and not requested additional funds. Wendy just wanted to make everyone aware in case we have to return funds. The new Early Head Start contract for February 1, 2019 reflects the new contract amount of \$1,302,499.00. We have been fully enrolled for both Head Start and Early Head Start which is 97% since November 2018. We are trying very hard to maintain full enrollment. The Glenwood classroom extended holiday break due to both the Teacher and Assistance Teacher resigning before the holiday. We are conducting interviews and hope to open the classroom February 4, 2019. We are continuing to look for Head Start and Early Head Start staff and are conducting interviews weekly. We need to have a joint training on the Head Start Performance Standards with our Board of Directors and Head Start Policy Council. Policy Council picked either Saturday, February 9th or February 23rd

from 10:00 to 2:00 p.m. at the Harlan Admin Office. There was discussion and the Board of Directors picked February 9th to have the training. Head Start will send everyone an invitation for the training.

WEATHERIZATION CONTRACT DESIGNEE APPROVAL

The Chairperson of the Board of Directors is the official authorized to execute any amendments related to the Weatherization contracts (DOE, HEAP, IPL, MEC, and BHE). We are requesting board approval to allow Trista McLaughlin as Board President to designate the Executive Director and Fiscal Officer to execute amendments on behalf of the Chairperson of the Board of Directors. Charles Parkhurst made the motion to approve the Executive Director and Fiscal Officer to execute amendments on behalf of the Chairperson of the Board of Directors. Tom Brouillette seconded. Motion was carried.

STAFF REPORTS

Wendy informed everyone that our WIC Director, Stephanie Mayne, resigned and her last day was January 11th. Stephanie took a job at CHI Hospital in Omaha and will be closer to her family. We are currently interviewing for the WIC Director position. Wendy added that during the holiday season, the WCCA Outreach offices assisted over 400 families with donations totaling almost \$80,000.00. Ivy has upcoming Host Agency Meetings. Beginning January 26th, SCSEP Participants hours will go from 20 hours per week to 15 hours per week. This is hopefully temporary to help with the funding shortfall. She is still taking applications and currently has a wait list. Kelly stated that the State will be in next week to do on-site inspections. He will report on that next month. Molly had 1 staff member resign. Currently, our FaDSS program has been the only Agency to meet our quota 4 months in a row for the State wide Mathematica project. FaDSS Day on the Hill is January 16, 2019 and Wendy will be attending this year. Deb stated Early Childhood Iowa Day on the Hill is January 17, 2019. Dawn Oliver with the Iowa Woman's Foundation is working with Iowa to combat the barriers woman face with daycare and trying to go to work. Danielle Hale who replaced Carol Jensen will be working on that project. Lavennia informed everyone that an updated Board Report was on the table tonight. They are continuing to fill jobs and hope to be 100% enrolled in both Head Start and Early Head Start.

FISCAL REPORT

Keith had nothing new to add to his report but stated the Audit was done last week and there will be a Finance Committee meeting with the Auditor in February. Steve Barber asked if he could explain the budget cut. Keith stated it was for Early Head Start. There was a budget cut previously for Head Start where some staff were let go. We are trying to moving individuals around so we do not have to cut Early Head Start staff.

Trista McLaughlin stated that there will be interviews next week for the Executive Director position. We hope to have that individual in place by March 1, 2019.

EXECUTIVE DIRECTORS REPORT

Wendy first thanked the Management Team for their continued hard work and dedication to WCCA & our clients the past 6 weeks. She also thanked Trista for her help and guidance, she has been amazing. Wendy finished her last County Board of Supervisor meeting in Page County today. She thanked all the counties for their continued support and thanked Keith for attending most of the meetings with her. A new IT Specialist has been hired and will start February 4, 2019. Wendy thanked Keith and Brittany for their IT support these past months. The WCCA Admin building is upgrading the phone system this month. The system is being purchased out of our building fund and will be capitalized over 10 years. With the new system we will have a conference call option for our board meetings starting this spring. The government shutdown affects our WIC, USDA, and CACFP programs. We are currently funded through March 7, 2019. If the shutdown continues past March 7, 2019 then staff would be on layoff and programs will not provide services. The Management Team attended EEOC training with Attorney, Ray Aranza on January 11, 2019. Topics included FMLA, Workers Compensation, and ADA. It was ns excellent training for supervisors. Additional handouts included the LIHEAP on-site review, there were no findings and all requirements were met. Wendy thanked her staff for

ensuring everything is done correctly. WIC year end progress report was included. We did meet all the requirements however, they did offer advice in a few areas for FY 2019. There will be a WIC Administrative review here on May 30, 2019. Wendy informed everyone we received our HEAP Contract for Weatherization starting January 1, 2019 for \$536,000.00 and amendments will follow throughout the year. We also received Alliant funds for \$29,605.00, BH \$33,231.00, and MEC for \$19,518.00 for Weatherization. These funds are carry over money from calendar year 2018 and are 3 month contracts from January to March. We are unsure of what the utility funding will be for the new program year. Wendy will be going with Molly and her FaDSS staff to FaDSS Day on the Hill January 16, 2019. It's a great way to connect with legislatures on the FaDSS Program. Wendy and Kelly plan to attend Energy Day on the Hill January 22, 2019 to help promote Weatherization and the continued need for utility funding. Lastly, there will be a new 2019 Board of Directors committee schedule mailing in February's board packets. For the new members, we have additional meetings such as Finance, Personnel, and Planning committee meetings before the regular board meetings. Please look for the colored agendas in your board packets. There is a Finance Committee meeting in February.

Trista McLaughlin reminded everyone that if you are unable to attend a WCCA board meeting, please call WCCA or email Brittany to let her know. Per the WCCA By-Laws we need at least 50% of Board of Directors in attendance to have a quorum. For those new members seated tonight, Brittany will email you her contact information.

Charles Parkhurst made a motion to adjourn at 8:09 p.m. Tom Brouillette seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
February 19, 2019

A meeting of the West Central Community Action Board of Directors was held February 19, 2019 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:17 p.m. Staff attending were: Ivy Nielsen, Keith Bruck, Denny Lawson, Wendy Mueller, and Brittany Schoof. Lavennia Coover participated via conference call.

ROLL CALL

John Hartkopf, Cass	Rudy Kinard, Montgomery- Phone
Steve Barber, Cass- Phone	Will Brown, Montgomery- Phone
Donna Childress, Crawford- Phone	Brandi Snow, Montgomery- Phone
Connie McGee, Crawford- Phone	Alan Armstrong, Page- Phone
Walter Utman, Harrison	Lynn Grobe, Pottawattamie
Trista McLaughlin, Harrison	Chris Ritter, Pottawattamie- Phone
Coleen Driscoll, Mills- Phone	Charles Parkhurst, Shelby

A quorum was declared.

Excused Absences:

Dustin Sheldon, Fremont	Lynn Bieler, Monona
Becky Fichter, Fremont	Chris Gibson, Page
Joan Martens, Harrison	Rose Maxwell, Page
Carol Vinton, Mills	Samantha Noel, Pottawattamie
Tom Brouillette, Monona	Bryan Swain, Shelby

SEATING OF NEW BOARD MEMBERS

Wendy introduced the following new Board Members: Jeri Vogt, Crawford County Board of Supervisor, will serve as the Public Representative for Crawford County. Jeri participated in the meeting via conference call. A Low-Income election was held February 1st at our Monona County WIC Clinic for Tim Tropa to serve as the Low-Income Representative for Monona County. Tim is with Monona County Veteran Affairs. Tim participated in the meeting via conference call. Walter Utman made a motion to seat Jeri Vogt, Public Representative for Crawford County and Tim Tropa, Low-Income Representative for Monona County to the West Central Community Action Board of Directors, John Hartkopf seconded. Motion was carried. Wendy stated Kris Olson Harmon from Harlan is interested in serving as the Low-Income Representative for Shelby County. There will be a Low-Income Election held on February 28th at our Harlan WIC Clinic for Kris. John Hartkopf had questions about the election process and stated he has a few people in mind for the Cass County Low-Income Representative. He will be in contact with Wendy.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda. Agenda item 3b will be moved to the end of the agenda.

APPROVAL OF JANUARY MINUTES

Walter Utman made the motion to approve the January Minutes. Charles Parkhurst seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2018 AUDIT PRESENTATION BY DAVID GINTHER OF GRONEWOLD, BELL, KYHNN & COMPANY P.C.

Keith Bruck provided each board member present with a copy of the FY 2018 Audit. Board of Directors not in attendance, were emailed a copy of the audit prior to the board meeting. A hard copy of the audit was mailed to them. David Ginther, CPA of Gronewold, Bell, Kyhnn and Company P.C. presented the FY 2018 Audit and gave an overview of the audit via conference call. He stated that the auditor's report issued an unmodified opinion. There were no instances of non-compliance, findings or questioned cost related to the financial statements, internal controls or that pertain to costs for federal awards and required statutory reporting. Wendy commended Keith and his staff on their great work in the Fiscal Department. David also thanked Keith and his staff for their continued hard work.

FINANCE COMMITTEE REPORT FY 2018 AUDIT APPROVAL

Due to the weather there was not a Finance Committee meeting prior to the Board Meeting. Charles Parkhurst made the motion to accept the FY 2018 Audit based on no findings or issues as stated on page 50. Walter Utman seconded. Motion was carried.

MANUAL OF ACCOUNTING POLICIES AND PROCEDURES APPROVAL

Keith went through the current policies and the proposed changes to the Manual of Accounting Policies & Procedures. John Hartkopf asked if the policies are internal requirements. Keith stated yes they are and the policies are stricter than OMB Standards. Steve Barber questioned the 75% Per Diem rate for travel. Keith stated that if an employee is traveling to a conference overnight, the employee only receives 75% of their Per Diem for the day of travel to the conference and day of travel home. If the employee is at the conference a full day in-between and staying over a second night, the employee will receive 100% of their Per Diem for that day in accordance to GSA guidelines. John Hartkopf made the motion to accept the policy changes and approve the entire Manual of Accounting Policies & Procedures, Lynn Grobe seconded. Motion was carried.

PERSONNEL COMMITTEE REPORT EXECUTIVE DIRECTOR APPOINTMENT APPROVAL

Interviews for the WCCA Executive Director position were held on January 28th. The interview team consisted of: Trista McLaughlin, Walter Utman, Charles Parkhurst, Alan Armstrong, Steve Barber, and Carol Vinton. The interview team recommended Wendy Mueller for the WCCA Executive Director position. Regional Office of Head Start has reviewed and approved our hiring process and candidate qualifications for Wendy Mueller and has approved hiring Wendy Mueller as the West Central Community Action Executive Director. Wendy has been with WCCA since November 2009. Wendy has earned the following certifications: Certified Community Action Professional, Nationally Certified Roma Trainer, Nationally Certified Roma Implementer and ELITE Certification. We are requesting Board approval to move Wendy Mueller from Interim Executive Director to Executive Director of West Central Community Action. The Personnel Committee is requesting Board approval to move Wendy Mueller from Interim Executive Director to Executive Director of West Central Community Action. Walter Utman made the motion to approve Wendy Mueller as Executive Director for West Central Community Action, Alan Armstrong seconded. Motion was carried. Wendy thanked the Board of Directors and staff for their support and looks forward to the future of West Central Community Action.

PERSONNEL POLICY

Denny Lawson reviewed the proposed change to Personnel Policy #309 Bereavement Leave. The change involves sending plants to employees, employees spouse, parents, children, and step-children only. Walter Utman made the motion to approve changes to Personnel Policies #309 Bereavement Leave and approve the entire WCCA Personnel Policy Manual. Charles Parkhurst seconded. Motion carried.

PLANNING AND EVALUATION COMMITTEE MEETING

HEAD START AND EARLY HEAD START POLICIES APPROVAL

Due to the weather there was not a Planning and Evaluation Committee meeting prior to the Board Meeting. Lavennia Coover went through the following policies: Rest Time, Abuse/Criminal Background Checks, Mandatory Reporting Suspected Child Abuse and Neglect, Outside Food and Drink and Nutrition. The only changes made to the policies were formatting changes and additions to include the Head Start Standards, WCCA Policy, DHS Licensing, CACFP, and Childcare Licensing that coincides with the policies. Alan Armstrong made the motion to approve the Head Start & Early Head Start Policy Updates. Brandi Snow seconded. Motion carried.

NOMINATING COMMITTEE REPORT

Trista McLaughlin stated she has appointed the following to the nominating committee.

Lynn Grobe, Public, Pottawattamie County

Lynn Bieler, Private, Monona County

Carol Vinton, Public, Mills County

Due to Low-Income Representative vacancies, we were unable to fulfill the tripartite representation on the nominating committee. The Committee will inform the Board of Directors at the March board meeting on who they have nominated as officers for the April 16, 2019 Annual Meeting election.

FY 2018 CSBG CONTRACT EXTENSION

Per Article 14.2 of the FY 2018 CSBG contract, we are requesting board approval to extend the contract ending date from March 31, 2019 to June 30, 2019. This contract extension will allow the Agency to maximize the FY 2018 CSBG funding. For the period ending January 31, 2019, we have utilized approximately 60% of CSBG funding. Utilization of this award is projected to extend into mid-May 2019. We are requesting board approval of this contract extension. Charles Parkhurst made a motion to approve extending the FY 2018 CSBG contract from March 31, 2019 to June 30, 2019. Alan Armstrong seconded. Motion carried.

FY 2019 HS/EHS COLA SUPPLEMENTAL APPLICATION APPROVAL

Everyone received a copy of the Head Start and Early Head Start COLA. Keith explained that the Head Start budget is \$54,559 and Early Head Start budget is \$22,527. This budget includes wages, fringe benefits and indirect costs. Keith stated he has already figured this into the annual raise HS/EHS employees received on February 1st. We are requesting approval by the board to submit our Head Start and Early Head Start FY 2019 COLA supplemental funding application to the Office of Head Start Regional Office that is due March 1, 2019. Steve Barber made the motion to approve submitting our Head Start and Early Head Start FY 2019 COLA supplemental funding application to the Office of Head Start Regional Office. Alan Armstrong seconded. Motion was carried.

EXECUTIVE DIRECTORS REPORT

Due to the weather and a number of directors being absent, Wendy provided the Board of Directors with a handout on program updates. This handout was emailed to the Board of Directors prior to the meeting.

PERSONNEL COMMITTEE REPORT
EXECUTIVE DIRECTOR COMPENSATION APPROVAL

Trista McLaughlin dismissed all staff except for Denny Lawson and the meeting went into closed session to discuss the Executive Directors Compensation.

Alan Armstrong made a motion to adjourn at 8:03 p.m. Walter Utman seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
March 19, 2019

A meeting of the West Central Community Action Board of Directors was held March 19, 2019 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:15 p.m. Staff attending were: Deb Martens, Ivy Nielsen, Keith Bruck, Molly Cummings, Amanda Blum, Dena Matthews, Lavennia Coover, Denny Lawson, and Wendy Mueller.

ROLL CALL

John Hartkopf, Cass- Phone	Lynn Bieler, Monona
Steve Barber, Cass	Tim Trepa, Monona
Jeri Vogt, Crawford	Rudy Kinard, Montgomery
Donna Childress, Crawford	Will Brown, Montgomery
Connie McGee, Crawford	Lynn Grobe, Pottawattamie
Walter Utman, Harrison	Chris Ritter, Pottawattamie
Trista McLaughlin, Harrison	Charles Parkhurst, Shelby
Joan Martens, Harrison-Phone	Bryan Swain, Shelby

A quorum was declared.

Excused Absences:

Dustin Sheldon, Fremont	Brandi Snow, Montgomery
Becky Fichter, Fremont	Alan Armstrong, Page
Carol Vinton, Mills	Chris Gibson, Page
Coleen Driscoll, Mills	Rose Maxwell, Page
Tom Brouillette, Monona	Samantha Noel, Pottawattamie

SEATING OF NEW BOARD MEMBER

Wendy stated a Low-Income election was held February 28th at our Shelby County WIC Clinic for Kris Olson Harmon to serve as the Low-Income Representative for Shelby County. Kris currently is an Independent Child Activist and facilitates Children in the Middle Class 4th Judicial District. She has 40 years of experience in education including Elementary Interventionist, Middle School and High School Guidance Counselor, At-Risk Counselor and English Teacher. Walter Utman made a motion to seat Kris Olson Harmon, Low-Income Representative for Shelby County to the West Central Community Action Board of Directors, Will Brown seconded. Motion was carried.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were two additions to the agenda. #8 FY 2018 CSBG Budget Amendment Request and #9 FY 2019 CSBG Budget Amendment Request. Charles Parkhurst made the motion to approve the additions to the agenda. Chris Ritter seconded. Motion was carried

APPROVAL OF FEBRUARY MINUTES

Updated February minutes were handed out tonight and emailed to those not in attendance. Charles Parkhurst made the motion to approve the February minutes. Walter Utman seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

PLANNING AND EVALUATION COMMITTEE MEETING

The Planning and Evaluation Committee met prior to the Board Meeting. Wendy updated the committee on the 6-month FY 2019 NPI reports that will be submitted to DCAA at the end of the month. The reports are used to present a uniform and coherent national picture of community action outcomes. Overall, we are right on track and have adjusted a few targets to better reflect more accurate and achievable outcomes. A copy of the reports were attached to Wendy's staff report. Wendy then reviewed the FY 2020 CSBG grant application and NPI's. It is a full grant application this year that is due June 7th. The agency can use the Community Needs Assessment Executive Summary for 3 years to help determine what CSBG funds should be used for as well as other agency resources to combat poverty in our 10 county service area. It was last updated in 2018. Wendy will present the full grant application to the Planning and Evaluation Committee at the May board meeting and then to the Board of Directors for approval.

STRATEGIC PLANNING COMMITTEE REPORT

The Strategic Planning Committee met March 15, 2019. The committee reviewed the 6 month NPI reports for FY 2019 and FY 2020 CSBG Grant application. The Strategic Plan was then reviewed and everyone received the updated copy as a handout tonight. Wendy stated all goals are making nice progress except for the implementation of the entry/exit security measures at all agency facilities, which has not been started to date. Danielle Hale, from CCR&R provided a wonderful presentation on the new website development, and how the use of social media is vital in getting the message out about WCCA and our services. Wendy encouraged everyone to follow WCCA on Facebook and Twitter. A couple of goals have been: the agency personnel policies and bylaws have been reviewed by an attorney, which needs to be done every 5 years for CSBG organizational standards and the CACFP program has distributed marketing materials to the outreach offices and community bulletin boards. All other goals are right on track and the committee will meet again in October to analyze the final results and create the FY 2020 Strategic Plan.

Every five years we have to review the agency's mission statement, vision, belief and values statements and it must be approved by the Board of Directors. This is another CSBG organizational standard. Wendy presented ROMA training on mission statements to the committee. The committee reviewed the mission statement and decided to keep the same mission statement we currently have which is "Empowering families and individuals to achieve their highest potential." The committee then reviewed the vision statement and will keep it the same which is "Enhanced quality of life for communities, families and individuals." We feel both statements represent what WCCA does and who we are. The committee then reviewed the beliefs and values statements and made several changes to "Service, Quality Performance and Collaboration" The committee did a great job in reviewing and updating all the statements. The Beliefs and Values are as follows: We Believe... Dignity- In treating everyone with dignity, respect and compassion. Self-Sufficiency- Opportunities through our programs minimize barriers and lead to increased self-sufficiency. Service- Our priority is to serve the best interests of individuals, families, and the community as a whole. Organizational Culture- Open communication, dedication, creativity, and cooperative relationships are essential to our success. Quality Performance- Excellence in service is solution-based and data driven with transparency and accountability. Collaboration- Partnerships are mutually beneficial to individuals, families, communities, and West Central Community Action. The Strategic Planning Committee is requesting board approval to accept the agency's mission, vision and beliefs and value statements and that all Agency programs and services are aligned with our mission and addresses poverty. Charles Parkhurst made the motion to approve that the Agencies programs and services are aligned with the mission statement and addresses poverty, Will Brown seconded. Motion was carried.

NOMINATING COMMITTEE REPORT

Trista McLaughlin stated the committee consists of Lynn Grobe, Lynn Bieler and Carol Vinton. The committee has been unable to meet due to the impended flooding conditions but so far has nominated Charles Parkhurst as

President, Joan Martens as Vice-President, and Lynn Bieler potentially for Secretary. Election of Officers will be held at the April 16, 2019 Annual Meeting. Election Ballots will be available for write-in candidates as well.

FY 2019-22 FADSS RENEWAL APPLICATION APPROVAL

We have received our grant renewal funding application for the three year period beginning July 1, 2019. This is a non-competitive renewal process and we are projecting to receive annual federal and state funding in the amount of \$401,347.00. We employ a Program Director and 5 Family Development Specialists that work with a caseload of 105 families. The program is home based and helps families overcome barriers and develop plans that will lead to self-sufficiency. We are requesting board approval of our three year FaDSS Renewal Application to the Division of Community Action Agencies. Chris Ritter made the motion to approve the three year FaDSS Renewal Application to the Division of Community Action Agencies. Lynn Bieler seconded. Motion was carried.

FY 2020 ECI AREAS RFP APPROVAL

Everyone received the SFY 2020 Early Childhood Iowa Areas Request for Proposals. Last year we received \$253,950.00 and we are applying for \$281,200.00 for SFY 2020. Proposals are due on various dates in the months of April and May. We are requesting board approval to submit the applications as we receive them. Rudy Kinard made the motion to approve submitting the FY 2020 ECI Areas RFP's as they are received. Chris Ritter seconded. Motion was carried.

FY 2020 WIC FUNDING APPLICATION APPROVAL

We have received notice to submit our funding application for the WIC Program beginning October 1, 2019 through September 30, 2020. This is the second year of a six year grant funding cycle with the Iowa Department of Public Health to provide WIC program services in eight of our ten counties (does not include Page or Pottawattamie counties). We will submit our application based on grant funding in the amount of \$391,070.00 and a monthly assigned caseload of 1,650. During FY 2018 the WIC Program provided program services to 2,642 participants and distributed \$1,173,920 in food benefits. The application is due by 4:00 p.m. on April 29, 2019. We are requesting board approval to submit this application in the amount of \$391,070.00. Chris Ritter made the motion to approve submitting the FY 2019 Funding Application. Lynn Bieler seconded. Motion was carried.

AMENDED BY-LAW APPROVAL

Wendy stated that every five years our By-Laws need reviewed by an attorney. This was completed in February by Attorney Ray Aranza. Bryan Swain also reviewed the by-laws and his suggested changes are noted as well. Wendy explained that additions are highlighted in yellow and anything crossed out is proposed to be removed. Wendy went through each proposed change, a majority of the changes are grammatical. 6.02 B proposed changes to post low-income election notices in agency offices instead of posting notices in the newspapers and to also remove alternates for both low-income and private representatives. 6.02 D the proposed change states there are no limits on the number of years directors can serve. 7.01 the proposed changes are to have a minimum of 6 meetings per year instead of 8 meetings per year and that if a quorum is unable to be obtained for a meeting, the Executive Director or CSBG Director will cancel the meeting. Wendy stated that with moving from 8 to 6 meetings per year proposed meetings being held in January, March, May, August, October and November. This would not start until after May 2019. Monthly staff reports will still be sent to all Board of Directors. If there would be a need for a meeting outside a normal board meeting, an Executive Committee meeting would take place. Wendy asked the Directors if they would be interested in moving up the time of the board meetings. It was suggested to start at 6:30 instead of 7:15. Committee meetings would then start 1 hour before the board meetings. Wendy stated we will create a survey and send it out to all Directors and see what time frame would work for the majority of Directors. 7.02 the proposed change is to move the annual meeting from April to May. This change would not take effect until the 2020 annual meeting. 7.04 the proposed change is to move notice of special meetings time, place, and purpose of the meeting from 5 days' notice to 2 days'

notice. Lynn Grobe made the motion to approve the changes to the WCCA By-Laws. Rudy Kinard seconded. Motion was carried. All Board of Directors will receive an updated copy at the April board meeting and will sign off that they received them.

FY 2018 CSBG Budget Amendment Request

Wendy stated that the budget amendment reflects the changes in direct staff time and supplies being budgeted into CSBG for FY 2018. Charles Parkhurst made the motion to approve the FY 2018 CSBG Budget Amendment Request. Walter Utman seconded. Motion was carried.

FY 2019 CSBG Budget Amendment Request

Wendy stated that the budget amendment reflects the changes in direct staff time and supplies being budgeted into CSBG for FY 2019. Rudy Kinard made the motion to approve the FY 2019 CSBG Budget Amendment Request. Will Brown seconded. Motion was carried.

STAFF REPORTS

Wendy opened by introducing Amanda Blum the new WIC Director and Dena Matthews the new Outreach Director. Ivy Nielsen is the new LIHEAP Director and will continue as the SCSEP Director and Brittany Schoof is the new CSBG Director and will continue doing the Executive Secretary duties. Ivy reported that SCSEP participants are back to 20 hours starting March 23rd. She has recertification meetings on March 22nd and gained two more unsubs for a total of nine. Molly stated Mathematica has been extended to October 2019. Her on-site review is in May. Molly is also helping with Disaster Case Management in Pottawattamie County. Amanda is working on the WIC FY 2020 grant that is due April 29th. Currently, WIC is looking for a dietitian/nutrition coordinator and support staff. Staff will be attending a breastfeeding conference in May. Deb stated that CCR&R now has a mobile app. Deb is continuing to work on grants and will be submitting the Boost4Families grant tomorrow. Lavennia informed everyone that Head Start had a number of families lose their homes due to flooding. The Glenwood classroom is shut down until water is back up and running and then they will supply bottled water for drinking. She attended ERSEA training the beginning of March and brought back a lot of valuable information. Lavennia also provided the board with the Management Wheel and Head Start Performance Standards that were discussed at the WCCA Board of Directors and Policy Council training in February. Staff are continuing to recruit to have full enrollment for Head Start and Early Head Start. Wendy informed everyone that clients can still apply for LIHEAP and we are currently up on applications this year. Moratorium ends April 1st. Denny has officially moved offices and his previous office is now used for an employee orientation and training room. He has been busy cleaning up water issues from last week's flooding.

FISCAL REPORT

Keith stated the audit was submitted. He is busy working on RFP's and closeouts for Head Start.

EXECUTIVE DIRECTORS REPORT

- Wendy went over the additional handouts. Included was a letter to Gwen Howe, State Weatherization Bureau Chief, on the corrective work completed in February. This letter is in response to our onsite review conducted in January, by Chris Bracey. It was one of the best onsite reviews ever conducted. We had one finding that required corrective work which has been completed. A big thank you goes out to Kelly and his team. We also received our DOE contract for the new contract year in the amount of \$313,393.00.
- We received a letter from the Department of Public Health regarding an onsite WIC clinic visit on April 15th in Glenwood.
- WCCA will be offering Long term disability to all employees working 25 hours or more per week. The plan also includes an Employee Assistance Program which provides services to employees to help maintain a healthy and productive work environment. The EAP provides assessment and referral services, legal and financial services, work-life benefits, and resources. Several Community Action agencies in Iowa have an

EAP program and it will be beneficial for our employees. The plan also has another component called WellVIA, which provides access to doctors 24/7. These new benefits will start April 1, 2019.

- Wendy provided an informational sheet on CSBG since we have a number of new directors. CSBG was enacted in 1981 and provides flexible funding to Community Action Agencies to support their efforts in fighting poverty.
- The US Department of Health and Human Services issued an IM to all Head Start/Early Head Start agencies affected by disasters. We need to make sure we are assisting families even if a classroom or center is not operating due to a disaster. Program staff are to support families in meeting their basic needs, including nutrition, health, mental health and alternative care for their children. We also need to try to resume services as soon as possible but we have to make sure that our buildings are safe for children including outside space. Any age eligible child from a family that has had to abandon their home because of a disaster should be considered homeless and these children are eligible for Head Start services due to loss of housing. Head Start has had several classroom closures and late starts due to the weather since our last board meeting. We did not meet the enrollment requirement of 97% for Early Head Start, we had 95% for the month of February. We did meet the requirement for Head Start. This is just one month of under enrollment, it is not a concern until we don't meet the goal of 97% for four consecutive months. Due to the flooding we might be incurring more classrooms not being fully enrolled. Lavennia, Keith, Amy Tuma, and Wendy have met with the Atlantic, Fremont/Mills, Shenandoah, and Clarinda school districts so far to discuss partnerships for the upcoming school year. We will be meeting with other school districts later this month and in April. The new grant proposal indicated that we would partner with at least 8 maybe 9 school districts for the 2019-2020 school year. We had 2 reported incidents involving the Head Start program. Lavennia has reported both incidents to the Head Start Regional Office and appropriate action was taken.
- With the recent flooding both the Iowa Individual Assistance Grant Program and Disaster Case Management Program have been implemented for Crawford, Fremont, Harrison, Mills, Monona, Montgomery, Page, Pott and Shelby counties. Clients who are eligible may receive up to \$5000.00 in reimbursement for items lost during the disaster. Individuals up to 200% of poverty are eligible and have 45 days to submit a claim. Individuals can apply at the outreach offices whose counties are affected. Dena has been extremely busy with getting the program implemented in all the counties.
- Keith, Denny, Trista, Lana Shope, Executive Director of ICAA, and Wendy had a conference call with the State Auditor's office on Monday, February 25. There has been a complaint issued to the state, by an entity in Fremont County in regards to outreach office operations. They talked about how the audit would be conducted and the approximate time frame, they thought it would take approximately two weeks, however to our knowledge it is still going on.
- The Child and Adult Care Food Program which promotes good nutrition and positive eating habits in registered home child care providers will have an onsite home visit review March 26 and 27th. They will be visiting 7 of our registered in-home childcare providers. They will be visiting providers in Woodbine, Denison, Kiron, Red Oak and two in Clarinda. The reviewer will be observing daily operations and making sure that the providers are in compliance with all the CACFP rules and regulations.
- Iowa Community Action Association (ICAA) has a mentor program for new Executive Directors. Wendy participated in her first call in February with Arlene McAtee from MICA located in Marshalltown. She has been an executive director for many years. This is a great opportunity for her to learn from other experienced directors in the state.
- On March 25th at 10:00, we will have the Shelby County Chamber of Commerce at the admin building to do an ambassador visit since the agency has a new executive director. Board of Directors are welcome to attend. It is a great way to showcase West Central Community Action and our programs.
- Wendy has also attended the CCR&R and Head Start Management team meetings so far and plans to attend additional program staff meetings in the future.
- Wendy, Keith, Lavennia, and the fiscal department will attend the Wipfli conference in Des Moines April 2-4th.

- It is a CSBG requirement that all new board members must receive orientation within 6 months of being seated. We will hold a training for new board members on April 16 at 6:00, before the board meeting. If you cannot attend in person we will have the call in option available that evening for the training as well.

Charles Parkhurst made a motion to adjourn at 8:16 p.m. Rudy Kinard seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
April 16, 2019

The 53rd Annual Meeting of the West Central Community Action Board of Directors was held March 19, 2019 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:15 p.m. Staff attending were: Deb Martens, Ivy Nielsen, Kelly Mahlberg, Keith Bruck, Molly Cummings, Amanda Blum, Dena Matthews, Lavennia Coover, Denny Lawson, Wendy Mueller, and Brittany Schoof.

ROLL CALL

John Hartkopf, Cass	Lynn Bieler, Monona
Steve Barber, Cass	Rudy Kinard, Montgomery
Jeri Vogt, Crawford	Will Brown, Montgomery
Donna Childress, Crawford	Lynn Grobe, Pottawattamie- Phone
Connie McGee, Crawford	Chris Ritter, Pottawattamie
Becky Fichter, Fremont- Phone	Bryan Swain, Shelby
Trista McLaughlin, Harrison	Kris Olson Harmon, Shelby
Carol Vinton, Mills	

A quorum was declared.

Excused Absences:

Dustin Sheldon, Fremont	Brandi Snow, Montgomery
Walter Utman, Harrison	Alan Armstrong, Page
Joan Martens, Harrison	Chris Gibson, Page
Coleen Driscoll, Mills	Rose Maxwell, Page
Tom Brouillette, Monona	Charles Parkhurst, Shelby
Tim Tropa, Monona	

Trista McLaughlin stated she spoke with Samantha Noel who has become very busy and therefore has resigned from the WCCA Board of Directors. Will Brown has accepted a new position in Abingdon, IL and tonight will be his last meeting. Trista thanked Samantha and Will for their service to the WCCA Board of Directors and wishes them both the best in their future endeavors.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF MARCH MINUTES

Jeri Vogt made the motion to approve the March minutes. Carol Vinton seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

ELECTION OF OFFICERS

Trista McLaughlin stated the Nominating Committee consisted of Lynn, Grobe, Carol Vinton, and Lynn Bieler. The committee has nominated the following Board of Directors to fill these positions: Charles Parkhurst- President, Joan Martens- Vice President, and Lynn Bieler- Secretary. Trista asked if there were any other nominations. Ballots were made available for any "Write-In Candidates." John Hartkopf made a motion to accept the slate of Officers, Chris Ritter seconded. Motion was carried.

WCCA PROGRAM PRESENTATION

Ivy Nielsen presented a PowerPoint presentation on all WCCA programs.

PLANNING AND EVALUATION COMMITTEE MEETING

The Planning and Evaluation Committee met prior to the board meeting to discuss changes to Head Start and Early Head Start policies. Lavennia Coover explained the changes to the following policies: Use of Condiments, Designated Pick Up and Drop Off for EHS & HS Centers, Dress Code, Classroom Safe Environments Checklist, Playground General Maintenance Checklist, Physical Examination for Employees, Emergency Boards/Postings, Inclement Weather/Emergency Closings, Work Schedules, Human Resources-Standards of Conduct and WCCA Head Start Standards of Conduct. Carol Vinton made a motion to approve the Head Start/Early Head Start Policy changes, Steve Barber seconded. Motion carried.

HEAD START GOVERNANCE, LEADERSHIP, AND OVERSIGHT CAPACITY SCREENER RESULTS

Lavennia Coover handed out the Head Start Governance, Leadership, and Oversight Capacity Screener results. Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program. This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities. Lavennia presented the results for each question. Our organization needs assistance in understanding and implementing the following governance regulations: Question 6 #1- we need assistance to establish a system for identifying the T/TA needs of the Governing Board. Question 7 #1- we need assistance to establish a system for identifying the T/TA needs of Policy Council. Question 11 #4- we will establish procedures for parent committees to participate in and screen of EHS and HS employees. Question 13 #3- we will establish a procedure to share the programs Program Information Reports (PIR) with the Governing Board and Policy Council. Question 16 #1- we will establish a procedure for Policy Council to approve and submit activities to support active engagement of families in the program to the Governing Board. Questions that were non-applicable to us were: Question 3 #2- as we do not have delegates. Question 5 #2- the advisory committees have already been established and are written in the Policy Council/Board of Directors By-laws. Question 8 #2- as we do not have delegates. Steve Barber asked if this requires a corrective action plan. Lavennia stated no and that Head Start staff will receive training and then they will train the Board of Directors. Carol Vinton asked how much this training would cost and Lavennia stated there is no charge to us for additional training. Lynn Bieler made a motion to accept the results of the Head Start Governance, Leadership, and Oversight Capacity Screener, Carol Vinton seconded. Motion carried.

WCCA BY-LAW SIGN-OFF

Wendy stated all proposed changes that were presented in March have been made and all Board of Directors received a copy of the WCCA By-Laws and signed of that they received them. Directors not in attendance, the By-Laws were mailed to them.

BOARD OF DIRECTORS POLICY UPDATES

Wendy explained that every two years for CSBG Organizational Standards, Board of Directors need to complete a new Conflict of Interest, Confidentiality, and Nepotism policies. All Board of Directors present completed these policies, those not in attendance the policies were mailed to them.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports. No one had anything to add but would be happy to answer any questions.

FISCAL REPORT

Keith had nothing new to add to his report but would be happy to answer questions.

EXECUTIVE DIRECTORS REPORT

- Wendy explained that we are in the process of waterproofing the basement. Carpet has already been removed and the next step will be to install drains and a sump pump. Brittany and Denny are in the process of finalizing bids for drywall and then we will look at new flooring.
- Wendy thanked Will and Samantha of their service and dedication to West Central Community Action. Wendy is continuing to recruit new board members. She has spoken with someone already to fill the Pottawattamie County Private Representative position and may possibly seat him in May.
- There was one additional handout tonight from DCAA stating that they received and reviewed our annual audit and the provision of the contracts have been met and generally accepted accounting principles were followed.
- Everyone received a copy of the 2018 Annual Report. West Central Community Action assisted over 18,000 individuals and almost 7,500 households. The report highlights client demographics, employee service recognition, program profiles, the Head Start and Early Head Start annual report and auditors report. Wendy thanked Brittany for completing another great annual report.
- There was discussion at the March board meeting to change the time of the monthly board meetings. We compiled a survey and the results were handed out tonight for the Board of Directors survey and Management Staff survey. Trista asked everyone what their opinions were and it was decided to change the board meetings to starting at 6:00 p.m. with committee meetings starting at 5:00 p.m. We will revisit the decision in January to see if the board recommends any additional changes. Lynn Bieler made a motion to change the start time of monthly board meeting to 6:00 p.m., Jeri Vogt seconded. Motion carried. Wendy added that committee meetings may be able to start at 5:30 p.m. instead of 5:00 p.m. depending on the topics that need discussed.
- The state notified us that they are still in the process of getting the weatherization utility contracts out that should have started April 1st. Once DCAA gets all the contracts from Black Hills, Mid-American Energy, and Alliant they will submit them to us.
- CCR&R has their audit April 17th.
- On March 25th the Shelby County Chamber of Commerce had an Ambassador visit at the Harlan Admin office to welcome Wendy. Wendy thanked Kris Olson Harmon for attending. It was a great way to showcase our programs.

- Keith, the fiscal department, Lavennia and Wendy attended the WIPFLI conference in Des Moines the beginning of April. The training was on uniform guidance and a Head Start overview. There was discussion on laws, regulations, admin requirements, accounting principles, cost allocation and changes in audit requirements.
- We did meet the enrollment requirement of 97% in March for both Head Start and Early Head Start. Lavennia, Amy, Keith, and Wendy are continuing to meet with school districts. Since the last board meeting they have met with Council Bluffs and Missouri Valley. Currently there is a family advocate position and Early Head Start teacher position both open in Council Bluffs.
- Wendy attended a Domestic Violence Luncheon with Molly and the FaDSS staff on April 10th. Carol Vinton commented it was a great presentation.
- LIHEAP will have its annual program audit on May 8th.
- Pottawattamie and Shelby Counties have been declared under FEMA. Clients can now apply for FEMA individual disaster assistance.
- Please watch for a new Board of Director's Committee listing in next month's board packet.
- Wendy presented Trista with an Excellence Award and thanked her for her support and dedication to West Central Community Action and our staff the past two years.

Chris Ritter made a motion to adjourn at 8:08 p.m. Will Brown seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
May 21, 2019

A meeting of the West Central Community Action Board of Directors was held May 21, 2019 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:02 p.m. Staff attending were: Ivy Nielsen, Keith Bruck, Molly Cummings, Amanda Blum, Dena Matthews, Denny Lawson, Wendy Mueller, and Brittany Schoof. Lavennia Coover participated via conference call.

ROLL CALL

John Hartkopf, Cass	Rudy Kinard, Montgomery
Donna Childress, Crawford	Chris Gibson, Page
Connie McGee, Crawford	Rose Maxwell, Page
Walter Utman, Harrison	Lynn Grobe, Pottawattamie
Trista McLaughlin, Harrison	Chris Ritter, Pottawattamie
Joan Martens, Harrison	Charles Parkhurst, Shelby
Lynn Bieler, Monona	Bryan Swain, Shelby
Tim Trepa, Monona- Phone	Kris Harmon, Shelby

A quorum was declared.

Excused Absences:

Steve Barber, Cass	Coleen Driscoll, Mills
Jeri Vogt, Crawford	Tom Brouillette, Monona
Dustin Sheldon, Fremont	Brandi Snow, Montgomery
Carol Vinton, Mills	Alan Armstrong, Page

SEATING OF NEW BOARD MEMBER

Wendy introduced Bob Burnett to the Board of Directors. Bob worked for WCCA as the Information System Coordinator in the LIHEAP program for 11 years until retiring in 2017. Bob has been nominated by the Peace Haven Association in Walnut, Iowa to serve as the Private Representative for Pottawattamie County. Trista McLaughlin made a motion to seat Bob Burnett, Private Representative for Pottawattamie County to the West Central Community Action Board of Directors, Walter Utman seconded. Motion was carried.

Wendy informed the Board of Directors that Becky Fichter, Fremont County Low-Income Representative has resigned from the West Central Community Action Board of Directors.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions to the agenda. Walter Utman made the motion to approve the agenda. Rudy Kinard seconded. Motion was carried

APPROVAL OF APRIL MINUTES

Chris Ritter made the motion to approve the April minutes. Trista McLaughlin seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

PLANNING AND EVALUATION COMMITTEE MEETING

FY 2020 CSBG COMMUNITY ACTION PLAN AND APPLICATION APPROVAL

Wendy Mueller stated the Planning Committee met prior to the board meeting to discuss the FY2020 CSBG Community Action Plan and Application which are aligned with WCCA's mission, vision, beliefs and values. She discussed and explained the three parts of the application: narrative, National Performance Indicators Report (NPI), and the budget. The grant narrative describes how our agency follows the ROMA cycle of assessment, planning, implementation, achievement of results and evaluation. Using the ROMA cycle ensures that CSBG funds are used on programs that are anti-poverty based, anti-poverty focused, and tie directly to the community needs assessments. The narrative describes our process of how our Board of Directors, Administrative Management Team, and various sub-committees are involved in all stages of the ROMA cycle. It also defines how our agency meets the CSBG assurances in assisting low-income families and individuals to achieve self-sufficiency, secure employment, obtain emergency assistance, and make better use of available income. The CSBG Budget Summary illustrates how CSBG funds will be used during FY 2020. The majority of the funds will be used to operate the outreach offices in our ten counties. Funds will also be used to co-fund CACFP, SCSEP, FaDSS and a few other programs if needed in order to enhance services. The NPI Report identifies and captures the outcomes our agency plans to achieve through our programs and services during FY 2020. Everyone received a copy of those in March. The targets for the NPI report will be made in the fall. Copies of the CSBG Community Action Plan and Application are available to those who would like one. John Hartkopf made the motion to approve the FY 2020 CSBG Community Action Plan and Application and that it is aligned with WCCA'S mission, vision, beliefs and values. Walter Utman seconded. Motion was carried.

HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

The Planning Committee also reviewed updates to the Head Start and Early Head Start Policies. Lavennia Coover explained the changes to the following policies: Pedestrian Safety, First Aid Kits, Medication Administration, Tooth brushing, Confidentiality, and Food Allergy/Special Diet Declaration Statement. Lavennia stated staff will also sign the new confidentiality policy for our records. The policy changes have already been approved by Head Start Policy Council. Rudy Kinard made a motion to approve the Head Start/Early Head Start Policy changes, Joan Martens seconded. Motion carried.

PERSONNEL COMMITTEE REPORT

Denny Lawson handed everyone a copy of Personnel Policies #020 Mission, Vision and Beliefs and Values Statements, #103 Equal Employment and Program Services Opportunity, #106 Employment Physical Examinations, #107 Immigration Law Compliance, #117 Promotions and Transfers, #181 Employee Grievance Procedure, #301 Employee Benefits, #303 Vacation Benefits, #305 Holidays, #307 Sick Leave/Incentive Leave Benefits, #601 Family and Medical Leave. Denny went through each proposed change and additional changes suggested by Bryan Swain. Personnel Policies #281 Life Threatening Illnesses, #302 Life Insurance, and #602 Family Leave were suggested to be removed from our manual by our attorney since we already have policies in place that cover these items. Personnel Policies #321 Employees as Clients and #720 Child Support Recovery Services are new additions to our

manual. Denny let everyone read them and would answer any questions. There were no questions. These changes will also be presented to Head Start Policy Council. Lynn Bieler made the motion to approve changes, additions, and deletions of the presented personnel policies and approve the entire WCCA Personnel Policy Manual. Chris Ritter seconded. Motion carried.

EXECUTIVE DIRECTOR 90 DAY EVALUATION

The Personnel Committee completed the Executive Directors 90 Day Evaluation. Charles Parkhurst commended Wendy on her hard work and dedication. Trista McLaughlin made the motion to approve the Executive Directors 90 Day Evaluation. Walter Utman seconded. Motion carried. Wendy thanked the Board of Directors and staff for their support.

FY 2020 ORGANIZATIONAL BUDGET APPROVAL

2019-2020 Organizational Budgets was provided to all Board of Directors in their board packet. Keith Bruck included the previous year's 2018-2019 budget to show a comparison. Keith stated this is a requirement for CSBG but is a great overview for the Agency. Trista McLaughlin made the motion to approve the Annual Agency Wide Organizational Budget for 2019-2020, Chris Ritter seconded. Motion was carried.

SCSEP PY 2019 FUNDING REQUEST APPROVAL

We have not received our funding application for PY 2019 from Senior Service America Incorporated. We are projecting to receive the same amount of funding that we received in PY 2018 which was: SCSEP Participant Wages & Fringe Benefits \$322,212.00, Other Enrollee Costs \$15,570.00 and Administrative Costs \$34,801.00 for a Total Projected Funding of \$372,583.00 and a Non-Federal Share Match of \$48,042.00. We expect to enroll and serve 70 participants and exit at least 15 participants into unsubsidized employment during the program year. We are requesting board approval to submit the PY 2019 SCSEP funding application once it is received from our national grantee, Senior Services America Incorporated. Lynn Grobe made the motion to approve the PY 2019 SCSEP funding application. Rudy Kinard seconded. Motion was carried.

CCR&R FY 2019 FUNDING REQUEST APPROVAL

We are in the process of preparing our budget and training plan for FY 2020. This renewal is in the second year of the five-year grant cycle. We are projecting to receive \$724,462.00 in federal and state program funding with an additional \$28,978.48 in funding if two additional incentives are met throughout the program year. The incentives include: 1. 95% or above of completed QRS applications require no follow-up. Incentive pay is two percent of the base contract amount or \$14,489.24. 2. 95% or above of all completed Registered Child Development Home and Child Care Assistance Applications are submitted without additional follow-up. Incentive pay is two percent of the base contract amount or \$14,489.24. We employ ten CCR&R staff positions to provide resources, education and advocacy to support quality child care. We deliver the following two core services in a 17 county area in Southwest and West Central Iowa. 1. Provider Services: Technical assistance, consultation, coaching, and training designed to improve the quality of environments. Targeted consultations will include provider registration; regulatory requirements; infant and toddler care; recruitment and retention strategies; and the Iowa Quality Rating and Improvement System with an emphasis on onsite services. 2. Community Services: Provide outreach and partnerships with businesses and community organizations. We will also provide data to community partners as to the available capacity of child care, the expense and the technical assistance available from CCR&R. We are requesting board approval to submit the FY 2020

CCR&R budget and training plan by June 1, 2019 to the Iowa Department of Human Services. Joan Martens made the motion to approve submitting FY 2020 CCR&R budget and training plan. John Hartkopf seconded. Motion was carried.

CORPORATE RESOLUTION

Keith Bruck stated with Wendy being the new Executive Director, we need to update our Corporate Resolution at the following financial institutions: Bank Iowa, Bank of The West, Farmers Trust and Saving Bank, Shelby County State Bank and United Bank of Iowa. Trista McLaughlin made the motion to update the Corporate Resolution at the following financial institutions: Bank Iowa, Bank of The West, Farmers Trust and Saving Bank, Shelby County State Bank and United Bank of Iowa. Rudy Kinard seconded. Motion was carried.

JUNE AND JULY BOARD OF DIRECTORS MEETINGS

Wendy stated we have been in communication with the Office of Head Start and we will need to have a June meeting to approve the Head Start Grant. Wendy reminded everyone they can participate via conference call. At this time Wendy does not anticipate we will need to have a July board meeting and she will be in Des Moines for the ICAA Conference. An Executive Committee meeting can always be scheduled if needed. Joan Martens made the motion to not have a July Board of Directors meeting. Chris Gibson seconded. Motion was carried.

STAFF REPORTS

Brittany has been working with Wendy to complete the FY2020 CSBG Community Action Plan and Application. Ivy is continuing with enrollments and will be completing a compliance review for SCSEP at the end of this month. LIHEAP has ended and the May 8th audit went well. Amanda submitted her WIC grant April 26th. WIC currently has three open positions for a Registered Dietitian, Nutritionist, and Support Staff. Dena stated Disaster Case Management is still continuing in all ten counties. FEMA assistance has been extended to July 1st for Fremont, Harrison, Mills, Monona, Pottawattamie and Shelby Counties. Ivy and Dena also had a staff meeting with all Outreach and LIHEAP staff in April. Lavennia included in the board packet a list of Vision and Mission Statements. She would like all Board of Directors to select which statements they feel describes WCCA Head Start and she will use these to help Head Start select its new mission and vision statements. Denny is continuing to recruit employees. He has one staff change to his board report that will be reflected on his June report.

FISCAL REPORT

Keith completed the RFP for the audit. He will have an August Finance Committee meeting to select a new auditor. He is completing budgets with program directors for grants that start July 1st.

EXECUTIVE DIRECTORS REPORT

- The basement waterproofing project will begin next week. Wendy thanked Brittany and Denny for their help with this project. Baxter Lumber will be removing and replacing the drywall. Thrashers will be installing drains and sump pumps. After the construction is complete, new flooring will be installed. We did receive money from our insurance company for the water damages and that will cover a majority of the project costs.
- CCR&R had their on-site review April 17th with the Department of Human Services. The review went very well and included is the letter which notes several strengths in the program and that all

documents were reviewed and approved. Wendy thanked Deb Martens and the CC&R staff for their hard work and outstanding review.

- Included is the letter from the Department of Human Rights stating the FaDSS 3 year grant application was approved. Wendy thanked Molly for her hard work.
- The FY 2020 WIC Grant was submitted on April 26th. Amanda did a great job on her first grant application. WIC has its on-site audit on May 29th.
- Head Start and Early Head Start met the 97% enrollment for both programs in April. Keith and Lavennia are continuing to work on school district contracts for the 2019-2020 school year. There was one incident in a Head Start classroom. The incident was self-reported to DHS and Lavennia submitted the paperwork to Region 7 Head Start. The teachers will be receiving additional training to handle these situations in the future. Wendy and Lavennia attended a Regional Head Start meeting in Des Moines on May 14th. Information was provided on Children's Mental Health System and the best practices from mental health partnerships with Iowa Head Start Programs. On May 4th, Governor Reynolds signed an act for Children's Mental Health and the state will be forming a behavioral health board that will plan on how to best service children across the state.
- Wendy and Molly attended the FaDSS Council meeting in Des Moines on May 16th. The council voted to approve our FaDSS grant that day. FaDSS on-site audit is May 22nd in Council Bluffs. Molly, Wendy and Danielle Hale will be attending the Pottawattamie Gives event May 22nd at Bayliss Park to promote WCCA and our services.
- The LIHEAP annual audit was May 8th with John Burnquist from the state. Everything went very well and Wendy thanked the LIHEAP staff for their hard work.
- Danielle Hale, our Community Communication Specialist, arranged for all Directors to have their pictures taken by an Iowa State University student. These pictures will be displayed on our new our Agency website.
- Wendy and Molly have been in contact with someone to fill Will Brown's position for Montgomery County. We have sent her information about WCCA and are waiting to hear back from her.

Chris Ritter made a motion to adjourn at 7:06 p.m. Trista McLaughlin seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary

WCCA BOARD MEETING
August 20, 2019

A meeting of the West Central Community Action Board of Directors was held August 20, 2019 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:10 p.m. Staff attending were: Ivy Nielsen, Keith Bruck, Molly Cummings, Deb Martens, Lavennia Coover, Amanda Blum, Denny Lawson, Wendy Mueller, and Brittany Schoof.

ROLL CALL

Steve Barber, Cass	Tim Tropa, Monona
Donna Childress, Crawford	Rose Maxwell, Page- Phone
Connie McGee, Crawford	Lynn Grobe, Pottawattamie
Dustin Sheldon, Fremont	Bob Burnett, Pottawattamie
Trista McLaughlin, Harrison- Phone	Chris Ritter, Pottawattamie
Joan Martens, Harrison	Charles Parkhurst, Shelby
Coleen Driscoll, Mills- Phone	Bryan Swain, Shelby
Tom Brouillette, Monona	Kris Harmon, Shelby
Lynn Bieler, Monona	

A quorum was declared.

Excused Absences:

John Hartkopf, Cass	Rudy Kinard, Montgomery
Jeri Vogt, Crawford	Brandi Snow, Montgomery
Walter Utman, Harrison	Alan Armstrong, Page
Carol Vinton, Mills	Chris Gibson, Page

Wendy welcomed Cynthia Williams. Cynthia is considering filling the Fremont County Low-Income Representative Board of Directors position.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions to the agenda.

APPROVAL OF MAY MINUTES

Chris Ritter made the motion to approve the May minutes, Tim Tropa seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2018 IRS FORM 990 PRESENTATION BY DAVID GINTHER OF GRONEWOLD, BELL, KYHNN AND CO.

David Ginther from Gronewold, Bell, Kyhnn and Co. P.C. presented the FY 2018 IRS Form 990 in detail to the Board of Directors. IRS Form 990 was emailed and mailed to all Board of Directors on June 3, 2019 before it was submitted and all Board of Directors received an additional copy in their monthly board packet.

FINANCE COMMITTEE MEETING
FY 2018 IRS FORM 990 APPROVAL

Keith Bruck stated that David Ginther from Gronewold, Bell, Kyhnn and Co. P.C. presented the FY 2018 IRS Form 990 to the Finance Committee. The Finance Committee is requesting approval to accept the FY 2018 IRS Form 990 to the Board of Directors. Lynn Bieler made the motion to approve accepting the FY 2018 990 Form, Bob Burnett seconded. Motion was carried.

WCCA ACCOUNTING MANUAL UPDATES AND APPROVAL

Keith explained the proposed addition to the Employee Out of Area Travel Allowance Policy. The Agency will pay for meal costs associated with a working lunch while attending a training or meeting with same day travel when no M&IE is paid. Expenses must be billed through a third party vendor directly to the fiscal department. Lynn Bieler made the motion to accept the policy addition and approve the updated Manual of Accounting Policies & Procedures, Steve Barber seconded. Motion was carried.

AGENCY AUDIT RFP APPROVAL

Keith explained the FY 10/01/18-9/30/23 Audit RFP. This is a requirement that needs completed every five years for the CSBG Organization Standards. The RFP was advertised in the newspaper, posted on our website and emailed to auditing firms. Keith presented the bid proposal from BKD CPAs & Advisors, Gronewold, Bell, Kyhnn and Co. P.C., and WIPFLi LLP. Charles Parkhurst stated the Finance Committee recommends retaining Gronewold, Bell, Kyhnn and Co. P.C. as WCCA's Auditor for FY 10/01/18-9/30/23. Steve Barber made the motion to approve Gronewold, Bell, Kyhnn and Co. P.C. as WCCA's Auditor for FY 10/01/18-9/30/23, Bob Burnett seconded. Motion was carried.

USDA RURAL DEVELOPMENT 2019-2020 BUDGET APPROVAL

Keith reviewed the board handout USDA Statement of Budget, Income and Equity for the Shelby County Early Childhood Center for the period of October 1, 2019 to September 30, 2020. Keith stated that the annual budget for WCCA Early Head Start increased due to opening an Early Head Start classroom. Steve Barber asked how long this loan was for. Keith stated it is for 40 years and we are in year 14. Chris Ritter made the motion to approve the USDA Rural Development 2019-20 Budget. Tom Brouillette seconded. Motion was carried

FY 2020 LIHEAP CONTRACT APPROVAL

At the start of the FY 2019 LIHEAP Program, we received the following start-up budget and we anticipate a similar start-up budget to FY 2020: Administration \$100,627, Regular Assistance \$0, Emergency Crisis Intervention \$67,085, Client Services \$16,771 for a total contract of \$184,483. Contract amendments will be forthcoming throughout the program year. We ended FY 2019 with the following budget: Administration \$285,788, Regular Assistance \$2,377,845, Emergency Crisis Intervention \$237,794, Client Services \$35,774, Summer Deliverable Fuel Payment \$272,418 for a total contract of \$3,209,619. We are requesting Board approval to accept and have the Board President and Executive Director sign the FY 2020 start-up contract once received from the State. Lynn Grobe made the motion to approve the Board President and Executive Director to sign the FY 2020 start-up contract, Bob Burnett seconded. Motion was carried.

FY 2020 CSBG, FADSS, LIHEAP, AND WEATHERIZATION CONTRACT DESIGNEE APPROVAL

The Chairperson of the Board of Directors is the official authorized to execute any amendments related to the FY 2020 CSBG, FaDSS, LIHEAP, and Weatherization contracts. We are requesting board approval to allow Charles Parkhurst as Board President to designate the Executive Director and Fiscal Officer to execute amendments on behalf of the Chairperson of the Board of Directors. Chris Ritter made the motion to approve the Board President to designate the Executive Director and Fiscal Officer to execute amendments on behalf of the Chairperson of the Board of Directors, Lynn Bieler seconded. Motion was carried.

FY 2020 CACFP CENTER BASED AND HOME BASED FUNDING APPLICATION APPROVAL

We are in the process of completing the FY 2020 CACFP Center Based renewal funding application. The application is due into the State on August 26, 2019. We receive cash in lieu of commodities at 16 of our Head Start & Early Head Start classrooms. We are included on 7 school districts CACFP reimbursement. We are projecting to receive \$147,000 from the State of Iowa for meal reimbursements in FY 2019. We are requesting board approval to submit the FY 2020 CACFP Center Based renewal funding application. Joan Martens made the motion to approve submitting the FY 2020 CACFP Center Based renewal funding application. Kris Harmon seconded. Motion was carried.

We are in the process of completing the FY 2020 CACFP Home Based renewal funding application. The application is due into the State on August 26, 2019. This program provides reimbursement to licensed home care providers that serve CACFP approved meals to income eligible children. We are projecting to reach 105 homes per month and employ a Program Coordinator and Nutrition Representative. We are projecting to receive \$670,000 in meal reimbursements and \$129,720 in program delivery/administration costs for a total reimbursement of \$799,720 for FY 2019. We are requesting board approval to submit the FY 2020 CACFP Home Based renewal funding application. Bob Burnett made the motion to approve submitting the FY 2020 CACFP Home Based renewal funding application. Chris Ritter seconded. Motion was carried.

HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Lavennia Coover explained the changes to the following Head Start/Early Head Start policies: 90 Day Evaluation, Annual Evaluation, Attendance of Children, Application for Free and Reduced Meals, Catered Site Food Production Form, Center Staff Meetings, Coloring Books and Worksheets, Daily Sign-In and Sign-Out form, File Audits, Fire Drill Log, Food Activity Request, Food for Open House, Meetings, Trainings, and Socialization Events, Food Brought From Home, Licensing/Inspections, Master File Checklist for Files, Meal Time Poem and Human Resource-Mandatory Reporting Suspected Child Abuse and Neglect. New policies presented were Anecdotal Notes, Coaching, and Creative Curriculum GOLD. The Criminal Background Checks policy was included in the board packet but there are additional changes that will be made so Lavennia will bring that policy back for approval another time. The policy changes and additions have been approved by Head Start Policy Council. Lynn Grobe made a motion to approve the Head Start/Early Head Start Policy changes and additions, Tom Brouillette seconded. Motion carried.

HEAD START TRANSPORTATION WAIVER APPROVAL

Lavennia Coover presented the Head Start Transportation Waiver. We are requesting a transportation waiver for both child safety restraint system and bus monitoring requirements. Chris Ritter made the motion to approve the Head Start Transportation Waiver, Tom Brouillette seconded. Motion carried.

HEAD START SUPPLEMENTAL GRANT APPROVAL

West Central Community Action Head Start is requesting supplemental grant funds in the amount of \$31,000 to purchase and install cameras in 12 Head Start and Early Head Start classrooms. The cameras would be used for safety and programmatic purposes. The primary use of the cameras would be to ensure the safety of all individuals in the classroom. The cameras would also be used for coaching, teacher and student observations. The several different observation types could be conducted with no interruption to the children's learning in the classroom. The use of the cameras would allow the supervisor and other management staff to view the classroom in both video and real time. Other benefits include: protection of individuals, to support appropriate student behavior, improve teacher practice, and privacy. Chris Ritter asked if a sign would be posted to notify individuals cameras are in use. Lavennia stated yes there will be signs posted. Kris Harmon asked about the privacy of other children. Lavennia stated parents will not be allowed to view the cameras in order to protect the privacy of other individuals and children. Chris Ritter made the motion to approve the Head Start Supplemental Grant Application, Lynn Grobe seconded. Motion carried.

HEAD START LOCALLY DESIGNED OPTION WAIVER APPROVAL

This past year the lead teacher at the Atlantic Head Start classroom passed away. She was a Pre-K Licensed teacher, which enabled our program to partner with the Atlantic Community School District. Children will be at Head Start in the mornings and then bused to the public school in the afternoons. We are requesting a waiver on total contact hours which would allow us to continue our partnership with the Atlantic Community School District. Lavennia also stated that a school partnership in Fremont County decided last minute to no longer partner with us for the upcoming school year. We are required to serve Fremont County. Lavennia and Keith met with the Hamburg Superintendent and he has agreed to partner with us for the upcoming school year. However, their school calendar was already set and we may not meet the requirement of 1,020 hours for children, so Lavennia would like approval to submit a waiver. Lynn Bieler made the motion approval submitting the Head Start Locally Designed Option Waiver for Atlantic and Hamburg Head Start classrooms, Tom Brouillette seconded. Motion carried.

GOVERNANCE, LEADERSHIP, AND OVERSIGHT CAPACITY SCREENER

Lavennia Coover presented the Head Start Governance, Leadership, and Oversight Capacity Screener results. This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities. The areas for additional comments, questions or concerns are on the last page. Chris Ritter made a motion to accept the results of the Head Start Governance, Leadership, and Oversight Capacity Screener, Lynn Bieler seconded. Motion carried.

SEPTEMBER BOARD MEETING

Wendy stated that the Board of Directors voted to have a minimum of six meetings per year. Wendy recommended that we do not have a September meeting and October will be the next meeting. Joan Martens made the motion to not have a September Board of Directors meeting, Chris Ritter seconded. Motion was carried.

STAFF REPORTS

Lavennia added that Beth Cox from Region VII Head Start visited WCCA in July. She focused a lot on data and making sure employees are putting the right information where it belongs so we can get the reports we need. Since her visit, we are working to write procedures so staff know exactly where to enter the data we collect. Wendy stated it was a very positive visit and that Beth is happy with the direction our Head Start and Early Head Start programs are going. Staff are continuing to enroll for the upcoming school year. Family Advocates were back last week and everyone else came back August 19th. The first day of school is August 28th. Wendy added that we are continuing to fill positions.

FISCAL REPORT

Keith had nothing to add to his report.

EXECUTIVE DIRECTORS REPORT

- The LIHEAP Audit conducted on May 8th went very well. There is a letter from the Iowa Department of Human Rights stating we had no findings and Wendy commended outreach staff and Amy Lugsch on their hard work.
- There is a letter from the Iowa Department of Human Rights letting us know that our FY 2020 CSBG funding application was approved and we will be getting the contract in September. The second letter informed us we were in compliance with all 58 organizational standards for FY 2019. Wendy and Brittany worked together to ensure all documents were in order and completed. Wendy thanked Brittany for overseeing this process. Next spring we will have our on-site CSBG audit.
- There is a letter from the Iowa Department of Public Health accepting our responses to the WIC clinic visit in April and on-site administrative review in May. We did receive our FY 2020 WIC Contract for \$398,570. The new lactation room upstairs is almost complete. It will be a great addition to our agency.
- Weatherization will be having its on-site administrative review September 9-11th.

- The FaDSS program on-site visit report from May was included in the board packet. We were out of compliance on three standards. Molly and Wendy submitted our responses to the state on July 24th. It was a very successful review and Wendy thanked Molly and her staff for their great work.
- Everyone received a copy in their board packets of the Notice of Award for our start-up funds for the Head Start grant that started July 1st. We did receive the full amount we wrote for of \$276,200. The money will be used to purchase new vehicles, computer equipment, new curriculum for the classrooms, and resurfacing the playgrounds for Denison Early Head Start and Harlan Head Start.
- We did receive our Senior Service America contract for PY 2019. We will serve 73 participants with a goal of 15 unsubsidized placements.
- Auditors from the Iowa Department of Community Action Agencies were here July 23-25th to review CSBG, FaDSS, LIHEAP, and Weatherization. The review went extremely well and they wish all agencies had a thorough fiscal department like ours. Great job to Keith and his staff.
- Wendy stated we have decided to open both Fremont and Mills County outreach offices back to five days per week. Both counties have been very busy with recent disasters. Tracey Anderson will remain at the Mills County outreach office and we will hire someone for the Fremont County outreach office. We hope to fill the position soon and get them trained before LIHEAP starts October 1st.
- Kelly and Wendy worked the Iowa Community Action booth at the Iowa State Fair on August 14th. It was a great experience and they talked to lot of people about Community Action and services we provide.
- Wendy will be attending a New Executive Directors Institute training in Kansas City October 9-11th. It is sponsored by Community Action Partnership and there are at least three new executive directors from Iowa attending.
- The basement waterproofing and remodel is complete. It was a long process but we are very happy with the results.

Chris Ritter made a motion to adjourn at 7:11 p.m. Lynn Bieler seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary

WCCA BOARD MEETING
October 15, 2019

A meeting of the West Central Community Action Board of Directors was held October 15, 2019 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:00 p.m. Staff attending were: Ivy Nielsen, Keith Bruck, Molly Cummings, Dena Matthews, Wendy Mueller, and Brittany Schoof. Lavennia Coover participated via conference call. Additional staff in attendance was Suzette Bates-Leal.

ROLL CALL

John Hartkopf, Cass	Brandi Snow, Montgomery- Phone
Steve Barber, Cass	Alan Armstrong, Page- Phone
Jeri Vogt, Crawford	Lynn Grobe, Pottawattamie- Phone
Donna Childress, Crawford	Bob Burnett, Pottawattamie
Connie McGee, Crawford	Chris Ritter, Pottawattamie
Trista McLaughlin, Harrison	Charles Parkhurst, Shelby
Joan Martens, Harrison- Phone	Bryan Swain, Shelby
Lynn Bieler, Monona	Kris Harmon, Shelby
Rudy Kinard, Montgomery	

A quorum was declared.

Excused Absences:

Dustin Sheldon, Fremont	Tom Brouillette, Monona
Walter Utman, Harrison	Tim Trepka, Monona
Carol Vinton, Mills	Chris Gibson, Page
Coleen Driscoll, Mills	Rose Maxwell, Page

SEATING OF NEW BOARD MEMBER

A Low-Income election was held October 10th at our Fremont County WIC Clinic for Cynthia Williams to serve as the Low-Income Representative for Fremont County. Chris Ritter made a motion to seat Cynthia Williams, Low-Income Representative for Fremont County to the West Central Community Action Board of Directors, Rudy Kinard seconded. Motion was carried.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions to the agenda. Rudy Kinard made the motion to approve the October agenda, Chris Ritter seconded. Motion was carried.

APPROVAL OF AUGUST MINUTES

Bob Burnett made the motion to approve the August minutes, Rudy Kinard seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

PLANNING & EVALUATION COMMITTEE MEETING

HEAD START 2020-2021 GRANT SUBMISSION APPROVAL

The Planning and Evaluation Committee met prior to the board meeting to discuss the 2020-2021 Head Start Grant. Lavennia discussed in detail the four program goals: 1) Strengthen the transition to kindergarten. 2) Hire and retain quality early childhood leaders. 3) Maintain funded enrollment. 4) Use data for continuous improvement and reporting. Lavennia then explained the program objectives and activities to complete the four goals. Lavennia explained the sections on service delivery and governance, organization and management structures. Everyone received a copy of the Head Start and Early Head Start Budgets for 2/1/2020-1/31/2021. Keith explained each category. A discussion was held. Trista McLaughlin made the motion to approve submitting the Head Start 2020-2021 Grant. Lynn Bieler seconded. Motion carried.

HEAD START 2019 SELF-ASSESSMENT APPROVAL

The Planning and Evaluation Committee also discussed the Head Start 2019 Self-Assessment and Program Improvement Plan. The areas for improvement are: Trauma sensitive program- students, families, and staff. Develop and revise, train and implement policies and procedures. Sharing data with staff, stakeholders, Policy Council and Governing Board. Maintain funded enrollment for Head Start and Early Head Start. Lavennia explained each area of improvement and what Head Start standard(s) correlate with the improvement, the activities Head Start is going to take to improve these areas, which staff are responsible for the activity, the timeframe to complete it and the outcome. Chris Ritter made the motion to approve submitting the Head Start 2019 Self-Assessment. Kris Harmon seconded. Motion carried.

HEALTH AND SAFETY SCREENER: POLICIES AND PROCEDURES FOR HEAD START APPROVAL

Lavennia explained that this screener is completed to make sure Head Start and Early Head Start are in compliance with the Health and Safety Standards. Lavennia will compile the screeners and create an action plan that Head Start will complete. Lavennia will present the action plan for board approval at a later date and update the board in her Head Start/Early Head Start board report as items are completed. Lynn Bieler made the motion to submit the Health and Safety Screener to the Office of Head Start. Rudy Kinard seconded. Motion carried.

PERSONNEL COMMITTEE MEETING

PERSONNEL POLICY UPDATES APPROVAL

Everyone received copies of Personnel Policies #306 Workers' Compensation Insurance and #510 Emergency Closings. The Personnel Committee met prior to the board meeting to review the policies. Wendy explained that the addition to Policy #306 Workers' Compensation Insurance, states that if an employee loses three work days in a row for a Workers' Compensation illness or injury, those three days and subsequent days are protected by FMLA. There were additional questions. Wendy will have Denny clarify Policy #306 and it will be brought back to the board at a later date. Additions to Policy #510 Emergency Closings, if Agency sponsored classes or clinics are cancelled due to inclement weather, staff members will have the option to work, use vacation time, or take unpaid leave. If employees choose to work, they need to notify their supervisor of what WCCA site they will be at and what tasks will be completed during that time. Steve Barber asked if staff would have things to do if the classroom

is closed. Wendy stated there are always trainings staff can complete during this time. Chris Ritter made the motion to approve changes to Personnel Policy #510 Emergency Closings. John Hartkopf seconded. Motion carried.

STRATEGIC PLANNING COMMITTEE MEETING

Everyone received a copy of the 2018-2019 Strategic Plan. The 2018-2019 Strategic plan was reviewed, and reflected the goals that were met and those that were not have been moved to next year's Strategic Plan. Everyone also received a copy of the 2019-2020 Strategic Plan. The updated WCCA logo, sign-in/sign-out system and board vacancies were carried over from 2018-2019 plan. Additional goals added were to update the Agency brochure, staff survey, Head Start MOU partner engagement and Head Start/Early Head Start would like to inform communities of Head Start and Early Head Start events. Trista McLaughlin made the motion to approve the 2019-2020 Strategic Plan, Lynn Bieler seconded. Motion was carried.

FY 2019 CSBG CONTRACT EXTENSION APPROVAL

Per Article 14.2 of the FY 2019 CSBG contract, we are requesting board approval to extend the contract ending date from December 31, 2019 to March 31, 2020. This contract extension will allow the Agency to maximize the FY 2019 CSBG funding. For the period ending September 30, 2019, we have utilized \$160,740.62 or approximately 30% of CSBG funding. We are requesting Board approval on the CSBG contract extension. Lynn Bieler made a motion to approve extending the FY 2019 CSBG contract from December 31, 2019 to March 31, 2020. Chris Ritter seconded. Motion carried.

STAFF REPORTS

Charlie asked the Program Directors if they had anything to add to their reports. No one had anything to add but are happy to answer any questions.

FISCAL REPORT

Keith had nothing new to add to his report but would be happy to answer questions.

EXECUTIVE DIRECTORS REPORT

- We received our FY 2020 CSBG grant award of \$533,320 which is the same amount as FY 2019.
- The Iowa Individual Assistance Grant Program and Disaster Case Management Program have been implemented for the third time by the Governor for Fremont, Harrison, Mills, and Pottawattamie counties for flooding that occurred on September 18th or after. Clients who are eligible may receive up to \$5000.00 in reimbursement for items lost during the disaster. Individuals up to 200% of poverty are eligible and have 45 days (November 4) to submit a claim. Individuals can apply at the outreach offices whose counties are affected. Disaster Case Management services will be available until March 16th. We hired two new Disaster Case Managers for Fremont County to fill the recently vacated spots. We also promoted one of the Mills County Disaster Case Managers to a coordinator position. With the new disaster proclamation, increasing paperwork, and LIHEAP starting Dena needed assistance in running the program.
- Mindy Williamson, the new Disaster Coordinator, and Wendy attended a meeting in Des Moines on October 2nd with FEMA, DHS, and Homeland Security to discuss FEMA Disaster Case Management services, expectations, and reporting. DHS was awarded a 2.6 million dollar FEMA Case Management grant. Since we administer the State Disaster program we will now transition into providing FEMA case management services. The grant period runs until March 23, 2021 for Monona, Harrison,

Pottawattamie, Mills, Fremont, and Shelby counties and covers the first two declarations that occurred on March 12th and June 15th. The processes we have in place for the state program will be used for the federal program, with a few more reporting requirements. FEMA will be performing an audit where they review our files to make sure everything is being done correctly. Right now we currently have 175 open cases in Fremont County and around 35 open cases in Mills County. Our case managers are doing a great job of handling the cases and attending various long term recovery meetings. We hope that it is a smooth transition to the FEMA case management process.

- We had a tree dedication on September 16th at the Atlantic Head Start building in memory of Lu Ann Gipple. Lu Ann was a long time WCCA Head Start teacher who passed away in June. Many of Lu Ann's family, friends, and co-workers attended.
- We started off our new grant period with full enrollment for both Head Start and Early Head Start. Our enrollment numbers for September were 270 for Head Start or 99% and 85% for Early Head Start with 8 pending applications for our new classroom in Harlan. The new Harlan Early Head Start classroom opened October 15th. We currently have one teacher and are serving four children. We have hired another teacher for the classroom and she will be starting October 25th, so we will be at full capacity. The HR department is working hard to fill all open Head Start/Early Head Start positions so we can be fully staffed.
- Wendy is continuing to visit classrooms and offices in our 10 county area. She visited the Head Start and Early Head Start classrooms in Denison and also the Harlan and Council Bluffs Outreach offices. She continues to visit the Head Start and CCR/R Administrative building regularly.
- Included in the packet was a letter from the Department of Human Rights. We had our State Weatherization Administrative Review on September 9-11. Ben Banowetz reviewed six house files and stated there were no issues identified. The exit interview went very well and Ben complimented Kelly and his staff on their great work. Congratulations to Kelly and his staff for a job well done.
- LIHEAP started October 1st for disabled and elderly (60+) clients. All clients can apply beginning November 1st. The outreach offices will be open this Saturday October 19th from 8-12 to take LIHEAP applications. This is something new we are trying this year. We will be open a total of three Saturdays during LIHEAP season to make it more convenient for clients. As of today we have taken 1492 applications, which is right on track with last year. We did receive our start up contract of \$180,948. This is a reduction from last year's contract of over \$4,000.
- Wendy attended a CCR&R all staff development day in Des Moines October 14th with Deb and her staff. The keynote speaker was Lynette Fraga from Child Care Aware of America. She talked about the importance of childhood educations and how we need to educate policymakers. Also included in your board packet was the CCR&R 2019 Annual Report. In the report it highlights that our CCR&R staff have been working with the community of Red Oak to resolve the child care crisis. On the back of the report it highlights several statistics from across the state of Iowa.
- Wendy attended the FaDSS Retreat with Molly and her staff September 12-13th in Sioux City. It was a good opportunity to learn and network with other FaDSS staff from across the state. Molly and her staff have done a great job with the Mathematica project and WCCA is the only agency in the state on track to meet our goal of enrolling 87 total families during the program period.
- We hired a new Fremont County Outreach Specialist, Kathlene Sawyer. She started September 16th. The Mills and Fremont County offices will now be open five days a week. Tracey Anderson will continue to run the Mills County Outreach Office.
- On October 9-11th, Wendy attended the New Executive Director's Institute training in Kansas City. It was sponsored by the Community Action Partnership. There were 6 new Executive Directors from Iowa that attended as well as others from all across the United States. There were several keynote

presenters that talked about advocacy, community engagement, fundraising, finance, and working with your board of directors. It was great hearing from long-term Executive Directors and the successes and challenges they have faced.

- Wendy attended the ICAA Board meeting in Des Moines on October 3rd.
- Currently, Wendy has the management team reading the book “The Power of a Positive Team” by Jon Gordon. The book highlights principles and practices that build great teams and provides tools to help teams overcome negativity. She thinks this is a great way for us to grow and succeed as a team and highly recommends the book if you haven’t read it.
- Wendy thanked the directors for taking the time to serve on our board. She appreciates their dedication to WCCA, our staff, and the programs we administer. She also challenged the directors to talk about WCCA to at least one person or group within the next month. The Board of Directors are one of our greatest assets in promoting our services.

Charles Parkhurst also thanked the Board of Directors, Wendy and the staff for their continued hard work.

Trista McLaughlin made a motion to adjourn at 6:59 p.m. Chris Ritter seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary

WCCA BOARD MEETING
November 19, 2019

A meeting of the West Central Community Action Board of Directors was held November 19, 2019 at the WCCA Executive Office, Harlan, IA. Vice President, Joan Martens called the meeting to order at 6:00 p.m. Staff attending were: Ivy Nielsen, Kelly Mahlberg, Keith Bruck, Molly Cummings, Dena Matthews, Lavennia Coover, Denny Lawson, Wendy Mueller, and Brittany Schoof.

ROLL CALL

John Hartkopf, Cass- Phone
Jeri Vogt, Crawford
Donna Childress, Crawford
Connie McGee, Crawford
Dustin Sheldon, Fremont
Cynthia Williams, Fremont
Walter Utman, Harrison
Trista McLaughlin, Harrison
Joan Martens, Harrison

Carol Vinton, Mills
Coleen Driscoll, Mills- Phone
Lynn Bieler, Monona
Rudy Kinard, Montgomery
Lynn Grobe, Pottawattamie
Bob Burnett, Pottawattamie
Chris Ritter, Pottawattamie
Bryan Swain, Shelby
Kris Harmon, Shelby

A quorum was declared.

Excused Absences:

Steve Barber, Cass
Tom Brouillette, Monona
Tim Trepa, Monona
Brandi Snow, Montgomery

Alan Armstrong, Page
Rose Maxwell, Page
Charles Parkhurst, Shelby

Wendy informed the Board of Directors that Chris Gibson, Page County Private Representative, has resigned from the West Central Community Action Board of Directors due to meetings conflicting with her work schedule.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions to the agenda.

APPROVAL OF OCTOBER MINUTES

Jeri Vogt made the motion to approve the October minutes, Walter Utman seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

PERSONNEL COMMITTEE REPORT

PERSONNEL POLICY UPDATE APPROVAL

Everyone received a copy of Personnel Policy #306 Workers' Compensation Insurance. Trista McLaughlin stated policy #306 was brought back from the October board meeting and has been reviewed by WCCA's attorney and the Page County Auditor. Walter Utman made the motion to approve Personnel Policy #306 Workers' Compensation Insurance and the entire WCCA Personnel Policy Manual. Bob Burnett seconded. Motion carried.

2020 EMPLOYEE HOURLY RATE INCREASE APPROVAL

Trista McLaughlin stated the Personnel Committee discussed the 2020 Employee Hourly Rate Increase options presented by Keith. Trista and the Personnel Committee recommended to the board a 2% + \$0.25 raise effective February 1, 2020 for all employees. Carol Vinton made the motion to approve the 2020 Employee Hourly Rate Increase of 2% + \$0.25. Trista McLaughlin seconded. Motion carried.

PLANNING & EVALUATION COMMITTEE MEETING

HEAD START/EARLY HEAD START ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE CRITERIA APPROVAL

Lavennia stated that the Planning and Evaluation Committee met prior to the board meeting to discuss the HS/EHS 2020-21 Eligibility, Recruitment, Selection, Enrollment & Attendance Criteria. Lavennia went through each change to the criteria and eligibility points. Changes included additional points for Dual/Shared Custody and Parents 18 years or younger. Lavennia stated they also renamed and organized the categories as follows: Referral, Family Crisis, High Risk Family, Health-Diagnosed Serious Health Problem of Applicant and Living Stability. The changes were taken to Policy Council on November 7, 2019 and approved. Bob Burnett made the motion to approve the changes to the HS/EHS 2020-21 Eligibility, Recruitment, Selection, Enrollment & Attendance Criteria. Kris Harmon seconded. Motion was carried.

FY 2019-20 HEAD START/EARLY HEAD START NON-FEDERAL SHARE WAIVER APPROVAL

Lavennia explained that we are requesting a waiver for a portion of the Non-Federal Share matching requirements in the amount \$450,000.00 for Fiscal Year 07/01/19 thru 01/31/20 for the Head Start and Early Head Start Programs. We are required to raise \$932,215.00 in NFS and we are projecting to generate \$766,461 for the program year. Lynn Bieler made the motion to approve the FY 2019-20 Non-Federal Share Waiver Request, Walter Utman seconded. Motion was carried.

PROPOSED CHANGES AND APPROVAL OF THE HEAD START POLICY COUNCIL BY-LAWS

Lavennia presented the proposed Head Start Policy Council By-law changes. The changes were approved by Policy Council at the November 7, 2019 meeting. Changes include the representation from each county for Early Head Start Center Based and Home Based. Removing the Ad Hoc Members, Sergeant At Arms Representative, 0-5 Advisory Committee, and Personnel Committee. The Chairperson, Vice-Chairperson, and Secretary need to physically attend meetings. Officer Elections and Notice of Meetings will be announced 7 days prior by ordinary mail or electronically. Policy Council meetings will follow the WCCA Board of Directors meeting schedule with a minimum of six meetings per year. Meetings will also be at 5:30 p.m. and located in Harlan. Lavennia added they have had better Policy Council attendance with evening meetings rather than morning meetings as in the past. Everyone

agreed with the changes. Chris Ritter made the motion to approve then Head Start Policy Council By-laws with the recommended changes. Carol Vinton seconded. Motion was carried.

HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Lavennia explained the changes to the following policies: Outdoor Play, Outside Food and Drinks, Rest Time and Safe Sleep, Staff Training- Health Requirements, Storage of Cleaning Agents and Disinfectants, Tornado Drill, Children Transitioning out of Early Head Start, Tuition/Professional Development Reimbursement Request, Volunteer Statement, and Work Schedules. The policy changes have already been approved by Head Start Policy Council. Lynn Bieler made a motion to approve the Head Start/Early Head Start Policy changes, Carol Vinton seconded. Motion carried.

DECEMBER BOARD MEETING

Wendy stated in the past the board decides on whether we have a December meeting or not, if anything were to arise that needs addressed, we will have an Executive Committee meeting. Walter Utman made the motion to not have a December board meeting, Trista McLaughlin seconded. Motion carried.

STAFF REPORTS

Joan asked the Program Directors if they had anything to add to their reports. Brittany presented the FY 2019 CSBG Final Program Reports. She reviewed the following four reports: Year-End Report (YE), 2019 National Performance Indicators (NPI) and Agency Resources Report. She also reviewed the FY 2020 National Performance Indicators targeting report. She stated that the annual CSBG report collects information about the entire Agency. It is a comprehensive look at the Agency's accomplishments over the past year. The report was submitted to DCAA on October 23, 2019.

FISCAL REPORT

Keith had nothing new to add to his report but would be happy to answer questions. The Agency Audit will be December 9-12th.

EXECUTIVE DIRECTORS REPORT

- Wendy explained that part of our strategic plan was to survey employees regarding their overall satisfaction. Our goal was to have 60 employees out of 135 or 44% take the survey. We had a great response of 103 out of 135 employees complete it, which is 76%. Everyone received a copy of the results. 1) I am very satisfied with my job – 95% are satisfied or very satisfied with their job. 2) I would recommend WCCA as a good place to work – 85% agreed or strongly agreed. 3) I like the type of work I do – 98% agreed or strongly agreed. 4) Job duties/responsibilities are clear – 82% agreed or strongly agreed. Wendy and the management team are going to look at our job descriptions and training to see where we can improve in this area. 5) I am familiar with WCCA programs – 90% were somewhat or very familiar. We are going to talk about all programs at employee training day in April. 6) Do you feel WCCA's presence in our 10 counties has improved – 83.50% yes. Overall, the management team and Wendy were very pleased with the results and it demonstrates that we are moving in the right direction. Wendy will be emailing the results to the employees as well.
- The Individual Assistance Grant Program grant assistance program ended on November 4th for Fremont, Harrison, Mills and Pottawattamie Counties who were declared on September 18th. Disaster Case Management Program services will be available until March 16th.

- A press release will be going out this week in Pottawattamie, Fremont, Mills, Harrison and Shelby counties announcing FEMA Disaster Case Management services will be available until March 2021. We are under contract to provide FEMA services and our staff have been doing an excellent job assisting clients, completing various reports, and answering all of FEMA's questions. Unfortunately, FEMA has not been providing us with information that we have been requesting for over a month in regards to the budget. We just found out that they will reimburse us for rent in Fremont and Mills as our outreach offices are too small to accommodate additional staff. We are still waiting to hear about indirect and technology costs associated with the program. Keith and I were on a conference call last week with ICAA to review financial procedures. I have requested a meeting with FEMA, DHS, and ICAA representatives to clarify a few issues, but at this time they have refused. We were guaranteed in the beginning to have all of our expenses reimbursed at 100% incurred with this program. We are finding out that is not necessarily the case. Unfortunately, we don't have funds to cover costs associated with administering FEMA case management. There was additional discussion.
- Wendy and Mindy (Disaster Case Coordinator) attended a disaster meeting in Glenwood on October 17th to discuss the buyout process in Mills County.
- Molly, Mindy, and Wendy met with State Representative, Jon Jacobsen and two families on October 17th that have been impacted by the flood in Pottawattamie County. It was a great meeting and Representative Jacobsen was very complimentary on the work that West Central Community Action is doing to help individuals.
- Molly attended a disaster meeting in Crescent on November 6th with US Congresswoman Cindy Axne to talk about the flood recovery effort.
- Starting the week of January 13th, WCCA has collaborated with Bridges Out of Poverty and will host a class once a week for 10 weeks in our Council Bluffs office. We hope to have participants come from FaDSS, LIHEAP, Head Start, PROMISE JOBS, and Stars Scholars. Participants who attend all 10 weeks will receive \$300.00. The Bridges Out of Poverty curriculum is used in 300 US Communities and has a 75% success rate. It is a great opportunity to get WCCA families to realize their dreams and it's a great collaboration with other service providers. Thanks to Molly for meeting with them and getting this collaboration started.
- Head Starts enrollment numbers for October were 272 or 100% and 88 or 96% for Early Head Start with 4 pending applications for our new classroom in Harlan. We were still training the new teacher and the Office of Head Start is aware of the situation. The 4 pending children started last week making Head Start and Early Head Start both 100% fully enrolled for November. The recruitment and the enrollment process has gone a lot smoother this year. Amy Tuma and the Family Advocate staff have done a great job. The HR department is working hard to fill all open positions so we can be fully staffed. Keith submitted the Head Start/Early Head Start grant on October 29th. Thank you to Lavennia and her staff and Keith for getting everything done and submitted before the November 1st due date. There has been a lot of progress made in the Head Start and Early Head Start program and Wendy is very happy with the direction that the program is headed.
- The FY 2019 Annual WIC report was submitted on November 1st. The WIC staff did a great job completing this while Amanda has been off on maternity leave. Our FY 2019 WIC participant average was 1,640.
- Wendy is continuing to visit classrooms and offices in our 10 county area. She visited the outreach offices in Shenandoah, Sidney, Malvern, Denison, and Council Bluffs. She also met with our new disaster case managers in Sidney. The new Early Head Start classroom in Harlan looks great and Wendy encourages you to stop by.

- The first day of LIHEAP for all individuals to apply was November 1st. Saturday, October 19th and Saturday, November 16th were a success for taking LIHEAP applications. We will also be open one Saturday in January. As of today, we have taken 3,057 applications, which is ahead of last year at this time.
- Denny and Wendy attended a Human Resource Law Conference in Omaha on November 6th. It covered an array of HR topics from workplace safety, state laws, wage and hour updates, and leave policies.
- Wendy attended the Western Iowa Director's meeting on November 14th in Denison. The Executive Directors from New Opportunities, Mid Sioux, and Siouxland all attended.
- Wendy will be starting to attend County Board of Supervisor meetings next week to talk about the services West Central Community Action provided in FY 2019.

Wendy wished everyone and their families a wonderful Thanksgiving and is thankful that they take the time to serve on our board. She appreciates your dedication to WCCA, our staff, and the many programs that we administer.

Trista McLaughlin made a motion to adjourn at 6:58 p.m. Lynn Bieler seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary