

WCCA BOARD MEETING
January 20, 2026

The West Central Community Action Board of Directors meeting was held January 20, 2026 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 5:30 p.m. Staff attending were: Wendy Mueller, Angela Bladt, Brittany Schoof, Danni Segebart and Keith Bruck

ROLL CALL

Wendy Richter, Cass- Zoom
Justin Williams, Cass- Zoom
Donna Childress, Crawford- Zoom
Connie McGee, Crawford- Zoom
Brian Rife, Harrison- Zoom
Trista McLaughlin, Harrison- Zoom
Angie Winqvist, Mills- Zoom
Donna Maddocks, Mills- Zoom

Charla Schmid, Montgomery- Zoom
Pat Berendes, Montgomery- Zoom
Lisa Connell, Page- Zoom
Molly Cummings, Pottawattamie- Zoom
Charles Parkhurst, Shelby
Bryan Swain, Shelby
Kris Olson Harmon, Shelby- Zoom

A quorum was declared.

Excused Absences:

Jean Heiden, Crawford
Dustin Sheldon, Fremont
Cynthia Williams, Fremont
Tom Brouillette, Monona

Todd Maher, Page
Jeannine Liljedahl, Page
Jeff Jorgensen, Pottawattamie

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda. Brian Rife made the motion to approve the agenda, Lisa Connell seconded. Motion was carried.

APPROVAL OF NOVEMBER MINUTES

Charla Schmid made the motion to approve the November minutes, Angie Winqvist seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

WCCA RISK ASSESSMENT

Wendy stated the Risk Assessment needs completed every two years in order to be in compliance with CSBG Organizational Standard 4.6 and it was last completed in January 2024. We used the risk assessment tool from the National Community Action Partnership that is designed specifically for Community Action Agencies through a partnership with the NonProfit Risk Management Center. There were 14 modules completed on the following areas: Risk Management Basics, Governance Risk,

Facility and Building Security, Human Resources and Employment Practices, Financial Reporting and Internal Controls, Contracts, Client and Participant Safety, Transportation, Technology and Privacy Risk Management, Special Events, Crisis Management and Business Continuity Planning, Volunteer Risk Management, Fundraising and Resource Development, and Service Delivery Risk. The assessment was completed on November 19 by Wendy and Brittany. The results were reviewed by the management team on January 14. Wendy presented the Risk Assessment and the recommendations that were identified for further review: 1- Complete Motor Vehicle Records (MVR) check on all employees. 2- Conduct phishing tests or other exercises to gauge level of awareness of staff with respect to scams. 3- Data Classification Policy. 4- Basic screening process for regularly scheduled volunteers. 5- Social Media Policy for employees. Wendy and the program directors will address the recommended areas and make the necessary changes required. Since completing the Risk Assessment as required over the last 10 years, WCCA has implemented many new procedures and updated numerous policies to reduce risk for staff and the agency.

2026 WCCA COMMUNITY NEEDS ASSESSMENT EXECUTIVE SUMMARY APPROVAL

Brittany Schoof, CSBG/CACFP Director, presented the 2026 Community Needs Assessment Executive Summary that was included in the board packet. This is required for CSBG and is valid for 3 years. This was last updated in May 2024 and the only updates were the Iowa Community Action Agencies Needs Assessment Community Stakeholders Results and WCCA's FY 2025 Client Characteristics. The Executive Summary helps show us where the biggest needs are for assistance in our 10 county area and what CSBG funds should be used for as well as agency resources. The stakeholders survey was completed by 221 individuals. The top community needs included: housing, child care, unemployment/low wages/education, transportation and mental health and substance abuse. Survey respondents indicated our service area has many strengths when addressing the needs of low-income families and children. Those top strengths were: sufficient number of accessible and affordable early childhood/pre-school education programs, sufficient number of recreation opportunities and community facilities, sufficient number of food resources, sufficient number of police, emergency medical and fire department personnel and violent crime was not an issue. Respondents who have connected with WCCA in the past 12 month: 96% agree/strongly agreed staff with friendly and helpful and conducted business in a professional manner. 94% agree/strongly agreed staff had thorough knowledge of agency programs and services. West Central Community Action is committed to operating programs and collaborating with other organizations in order to assure the best possible support and outcomes for clients. While WCCA does not meet every need identified in the survey, the agency has services and referrals options in place to combat many of the issues. The Community Needs Assessment Executive Summary is used along with our agency's mission and vision to determine what CSBG funding should be used for along with other agency resources. Wendy Richter made the motion to approve the 2026 Executive Summary. Angie Winquist seconded. Motion was carried.

PERSONNEL COMMITTEE REPORT

2026 EMPLOYEE HOURLY RATE INCREASE APPROVAL

Wendy stated the Personnel Committee discussed the 2026 Employee Hourly Rate Increase options prior to the board meeting. Keith had already budgeted annual raises into all the program budgets. The Personnel Committee recommended to the board a 3% + \$0.10 raise effective February 1, 2026 for all employees. Lisa Connell made the motion to approve the 2026 Employee Hourly Rate Increase of 3% + \$0.10. Charla Schmid seconded. Motion carried.

PERSONNEL POLICY UPDATES APPROVAL

Everyone received a copy of Personnel Policies #715 Whistleblower Protection. Angela Bladt, HR Director, explained to the Board of Directors that the change is a CSBG program requirement to have department titles listed in the policy and the proposed changes were also approved by Policy Council. We are requesting board approval to approve all proposed changes and the entire WCCA Personnel Policy Manual. Wendy Richter made the motion to approve changes to #715 Whistleblower Protection and the entire WCCA Personnel Policy Manual. Kris Olson Harmon seconded. Motion carried.

HEAD START/EARLY HEAD START TRAINING

Danni Segebart presented the Board of Directors with an overview of the Head Start/Early Head Start programs and guide to complete the training with Academy+. Brittany will also be emailing the link to the Board of Directors to complete the training. Please send Brittany a copy of your completed training certificate for our records.

HEAD START/EARLY HEAD START ELIGIBILITY TRAINING

Danni provided eligibility training to the Board of Directors. She explained the factors that are needed to help determine eligibility for applicants for Head Start/Early Head Start, how it is verified, required records, violating policies and procedures, and meeting with potential clients to complete applications.

HEAD START/EARLY HEAD START PROGRAM GOALS UPDATE

Danni explained the self-assessment report. The goals are as follows: Goal 1: WCCA Head Start will empower families and maintain strong community connections that will enable future success for children and families. Goal 2: WCCA Head Start will effectively and efficiently utilize data and database systems to streamline services for continuous improvement. Goal 3: WCCA Head Start will cultivate high quality staff to promote and ensure safe, secure, and supportive environments. Goal 4: WCCA Head Start will promote a culture that fosters and supports high quality relationships. Danni stated the goals were established in 2024 and the chart shows which ones have been met and which goals are still in progress. Danni will provide additional updates on the progress in the future.

HEAD START/EARLY HEAD START 2025-2026 BUDGET AMENDMENT APPROVAL

Danni explained that Keith and herself met with our Head Start Program Specialist the beginning of January and there will be projected funds left at the end of the program year ending January 31. The Office of Head Start will allow us to submit an extension to spend the money during the next program year. Keith explained the funding will be used to update playground equipment at multiple locations. and is roughly around \$480,000. We are requesting board approved to submit a Head Start/Early Head Start 2025-2026 Budget Amendment once Keith has a final dollar amount to update the playground equipment for Red Oak Head Start, Red Oak Early Head Start and Council Bluffs Head Start. Pat Berendes made the motion to approve the Head Start/Early Head Start 2025-2026 Budget Amendment Lisa Connell seconded. Motion carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- A letter dated December 18, from the Administration for Children and Families was included in your board packet. The letter provides 45-day notice of our upcoming Focus Area 2 Review the week of February 2. The review will be conducted onsite and is an intense review of:
 - Program Design, Management, and Improvement
 - Education and Child Development Services

- Family and Community Engagement Services
- Health Services
- Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Fiscal Infrastructure

The monitors want to see how we implement high quality services for children and families. They will interview multiple staff, visit numerous classrooms, and spend a lot of time reviewing financial records and processes. Danni has done an excellent job of getting staff prepared and providing all required documentation to the monitoring team before their arrival.

- We also received a 45-day notice on January 7, from the Office of Head Start regarding our CLASS monitoring review to take place February 23-April 10. The letter is included in the board packet. CLASS stands for Classroom Assessment Scoring System and assesses the quality of teacher-child interactions using standardized observation tools. We will be responsible for recording 25 Head Start classrooms that are selected and uploading them to the Office of Head Start for review. CLASS scores are used by the Office of Head Start for designated renewal system determinations, meaning if we don't score the minimum threshold in component areas that can put our program back into competition. The scores are used to help OHS understand the current experiences of children in Head Start classrooms as a quality improvement opportunity and to offer training and technical assistance to build upon existing program efforts.
- We had to close several classrooms last week in Council Bluffs, Red Oak and Harlan due to staff illness and we did not have the staff to back fill.
- We currently have 11 openings in Head Start and Early Head Start. We continue to advertise and interview potential candidates. If you know of someone who would be a good fit with our agency please send them our way.
- The end of December enrollment numbers for Head Start and Early Head Start are: 240 in Head Start with 2 accepts, funded enrollment is 249 (96%). 78 in Early Head Start with 4 accepts, funded enrollment is 92 (85%). Continuing to look for a Home Based Teacher. 25 children on the Head Start waitlist and 6 children on the EHST waitlist are over income. We are currently not meeting the 97% enrollment requirement.
- We are waiting on our official Notice of Award for budget period of 2/1/26-1/31/27. The Midwest Region submitted our application to the Office of Head Start on January 2, after we answered a few clarifying questions, they had regarding our application. We may not receive our award until the end of January. We are hoping we receive the NOA before our contract ends on January 31, or within the first few days of February.
- On January 20, the House Appropriations Committee released a compromised draft of a funding bill that includes the Senate funding proposal for Head Start which is a \$85 million increase including a \$75 million dollar cost of living adjustment or COLA. They also included an increase of \$5 million dollars for CSBG. The compromise draft has been agreed to by leadership in both parties in both chambers and is expected to pass the House this week and the Senate next week. Fingers crossed the President signs the bill as the government is currently funded until January 30.
- Danni stated we have met our 10% disability requirement and will not need a waiver this year.
- Recruitment for the 26-27 school year will begin on Feb 1.
- The Fall Family Survey results were included in the board packet. Danni stated they were positive and have provided feedback on areas of attendance and Learning Genie that Danni and her leadership team were needing to address. The results from the survey will be very useful to make future changes.

FEBRUARY BOARD MEETING

Wendy recommended that we do not have a February meeting and that March 17th will be the next meeting. Brian Rife made the motion to not have a February Board of Directors meeting, Lisa Connell seconded. Motion was carried.

STAFF REPORTS

The Directors present had nothing new to add to their reports.

FISCAL REPORT

There was nothing new to add to the fiscal report.

EXECUTIVE DIRECTORS REPORT

- There is a CSBG grant award notice dated December 16, from Health and Human Services included in the board packet. The letter awards us the first quarter of FY 2026 CSBG funds in the amount of \$180,940.
- We will be having our CSBG program review and organizational standards assessment January 29-30. The review will be conducted both remotely and onsite. Brittany has worked very hard to ensure everything is ready for the review.
- WCCA continues to see a steady increase in LIHEAP applications this year including a lot of first-time applicants. We made our first payment of over \$1.4 million dollars to vendors on December 19. It was a team effort to get the payments processed. Wendy thanked Keith, Ivy, and Brittany for their assistance. We are waiting for the feds to release the additional 9-10% of funds to the states. We will need the additional regular LIHEAP funding to provide a LIHEAP benefit to all households that apply.
- We had our Weatherization Home Inspection/House File Review Audit November 17-18, 2025. There were a few items that needed to be corrected on two homes. All homes have been completed and the response along with pictures were sent to the state for approval and the state accepted our response on December 29. A copy of the response and approval are included in the board packet.
- We did receive some good news for Weatherization. The House and Senate both passed the final FY 2026 Energy and Water Appropriations Bill on January 16. Total funding for Weatherization was approved at \$369 million, which is a \$3 million dollar increase from FY 2025 (\$366). This amount includes: Weatherization regular grant funds of \$329 million. Weatherization readiness funding at \$30 million and training and technical assistance at \$10 million. Weatherization had been slated to take a steep decrease in funding, so we are excited to see the increase in funding levels. We also received additional Black Hills funding for Weatherization in the amount of \$76,644.00.
- FaDSS Day on the Hill is February 3, at the State Capital. Mary Wisnieski, FaDSS Director, and three of her staff will be attending the event. This meeting allows us to highlight the accomplishments of the FaDSS program to our state representatives. We have 84 families enrolled with a contracted enrollment number of 95, which is 88%.
- Our Denison Outreach Office is now back open 4.5 days a week as our outreach specialist has returned from medical leave.
- Wendy is currently working with the landlord of our Denison outreach office to rent the end unit of the same building. This new space is currently being remodeled and will house both our Outreach office and five Denison Head Start staff. After negotiating and contracts are signed, we will rent the new space beginning March 1. This space will also have ample parking for our agency vehicles.
- Gronewold, Bell, Kyhnn and Company were here December 11-12 to conduct our annual agency audit. The major programs audited were LIHEAP and HEAP. We had our exit interview on January 15

and there were no compliance issues, and everything is looking good for fiscal year 2025. Wendy thanked Keith and his staff for all of their hard work. The audit will be presented at the March board meeting.

- Keith and Wendy had our annual agency insurance renewal meeting in December. We had an 8.8% increase in premiums which is lower than the industry average.
- We are looking for two people to fill the low-income representative spots in Monona and Harrison Counties. They do not have to be low-income themselves just represent the low-income population interests. If you know of anyone that would be a good fit, please send Wendy their contact information.
- Wendy finished the last County Board of Supervisors meeting today and thanked everyone for letting her present on our services and for the continued support.

Lisa Connell made a motion to adjourn at 6:09 p.m. Wendy Richter seconded. Motion carried.

Respectfully Submitted,

Kris Olson Harmon
WCCA Board Secretary

WCCA BOARD MEETING
March 17, 2026

The West Central Community Action Board of Directors meeting was held March 17, 2026 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 5:30 p.m. Staff attending were: Wendy Mueller, Keith Bruck, Angela Bladt, Brittany Schoof, and Danni Segebart.

ROLL CALL

Wendy Richter, Cass- Zoom
Jean Heiden, Crawford- Zoom
Connie McGee, Crawford- Zoom
Cynthia Williams, Fremont- Zoom
Trista McLaughlin, Harrison- Zoom
Angie Winquist, Mills- Zoom
Donna Maddocks, Mills- Zoom

Charla Schmid, Montgomery- Zoom
Pat Berendes, Montgomery- Zoom
Todd Maher, Page- Zoom
Lisa Connell, Page- Zoom
Molly Cummings, Pottawattamie- Zoom
Charles Parkhurst, Shelby
Kris Olson Harmon, Shelby- Zoom

A quorum was declared.

Excused Absences:

Justin Williams, Cass
Donna Childress, Crawford
Dustin Sheldon, Fremont
Brian Rife, Harrison

Tom Brouillette, Monona
Jeannine Liljedahl, Page
Jeff Jorgensen, Pottawattamie
Bryan Swain, Shelby

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda. Pat Berendes made the motion to approve the agenda, Jean Heiden seconded. Motion was carried.

APPROVAL OF JANUARY MINUTES

Angie Winquist made the motion to approve the January minutes, Todd Maher seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2025 AUDIT PRESENTATION BY DAVID GINTHER OF GRONEWOLD, BELL, KYHNN & COMPANY P.C.

Board of Directors were emailed a copy of the FY 2025 Audit prior to the board meeting. A hard copy of the audit was also mailed to them. Faith Thomsen of Gronewold, Bell, Kyhnn and Company P.C. presented the FY 2025 Audit in detail. Faith stated the auditor's report issued an unmodified opinion. There were no instances of non-compliance, findings or questioned costs related to the financial

statements, internal controls or that pertain to costs for federal awards. West Central Community Action remains a low-risk auditee. Faith commended Keith and his staff on their great work in the Fiscal Department.

FY 2025 AUDIT APPROVAL

Wendy Richter made the motion to accept the FY 2025 Audit, Lisa Connell seconded. Motion was carried. Wendy thanked Keith and his staff on their great work.

PLANNING AND EVALUATION COMMITTEE REPORT

CSBG FY 2026 NPI REPORTS

Brittany presented the 6-month FY 2026 NPI reports that will be submitted to HHS 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 included in the board packet.

FY2027 CSBG COMMUNITY ACTION PLAN AND APPLICATION APPROVAL

The Planning and Evaluation Committee met prior to the Board Meeting. Brittany stated the Planning Committee discussed the FY2027 CSBG Community Action Plan and Application which are aligned with WCCA's mission, vision, beliefs and values. It is an abbreviated application this year and is due June 3rd. 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 2027. The majority of the funds will be used to operate the outreach offices in our ten county service area and we are expected to receive roughly the same budget as FY2026 of \$533,951. Funds can also be used to co-fund CACFP 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 2027. Individual and Family NPI's have changed from 45 to 33 NPI's to reflect the move to the CSBG Annual Report 3.0 that will be used for FY2027. 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. Charla Schmid made the motion to approve the FY 2027 CSBG Community Action Plan and Application and that it is aligned with WCCA's mission, vision, beliefs and values. Angie Winkquist seconded. Motion was carried. Wendy thanked Brittany for her hard work on the CSBG NPI's and preparing the FY 2027 CSBG Grant Application and Keith for completing the budget.

STRATEGIC PLANNING COMMITTEE REPORT

Wendy Mueller stated the Strategic Planning Committee met March 13, 2026 to review the FY 2026 6 month NPI reports, FY 2027 CSBG Grant Application and 2025-2026 Strategic Plan. Everyone received a copy of the updated FY 2026 Strategic Plan in their board packet. Wendy highlighted progress so far this year: We have surpassed our online LIHEAP goal of 100 and have processed 141 applications and

counting. LIHEAP does not end until April 30, so Wendy is sure we will continue to get more online applications. 483 unduplicated households have received a food pantry during the current fiscal year. 16 households have received Weatherization services. We currently have 60% of registered childcare homes enrolled in CACFP. CCR&R had 31 Child Development Home Providers have received Positive Behavior Intervention training. We were in compliance with the CSBG grant and all 58 organizational standards in our onsite review. Board of Directors have completed the training on fiduciary duties and responsibilities. The Agency risk assessment was completed and presented to the Board in January. The Business Continuity and Emergency Disaster Preparedness Plan was updated. 91% of our job openings are currently filled with a goal of 95%. 23% of Head Start families have attended 1 family night with a goal of 75%. The committee will meet again in October to analyze the final results and create the new FY 2027 Strategic Plan. A thank you goes to Brittany and all the staff for working hard on the specified goals.

HEAD START/EARLY HEAD START SELF-ASSESSMENT TIMELINE

Danni explained the timeline of the self-assessment. The self-assessment analyzes program data and shows if we need to make adjustments to programming. Danni will present the results at the May board meeting.

HEAD START/EARLY HEAD START TRANSPORTATION WAIVER

Danni Segebart presented the Head Start Transportation Waiver. We are requesting a transportation waiver for both the child safety restraint system and bus monitoring requirements, Standard 1303.71(d) and 1303.72(a)(1). Due to our school partnerships providing bus transportation we do not meet the requirement of child restraint systems. We are also seeking a waiver for bus monitors. We are unable to provide staffing for this requirement due to the additional cost and number of staff needed. We are still in compliance with Iowa DHS licensing regulations and would provide a bus monitor when there are at least 7 children on the bus or transit system. This waiver was also approved by Head Start Policy Council last week. Pat Berendes made the motion to approve the Head Start Transportation Waiver. Jean Heiden seconded. Motion carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- We currently have 8 openings in Head Start and Early Head Start. Angela Bladt (HR Director) and Danni Segebart (HST Director) continue to work together to schedule interviews. Openings include: Council Bluffs Assistant Head Start Teacher, Harlan Early Head Start Teacher, Family Advocate – Denison, Red Oak Head Start Teacher, Red Oak Assistant Head Start Teacher, Harlan Head Start Assistant Teacher, Early Head Start Home Based, and Education Support Coordinator – Red Oak.
- A letter from the Administration for Children and Families is included in the board packet. The letter confirms our correction of the area of noncompliance identified in our FA1 review last spring. We had a Family Advocate who did not complete her Family Support training within the required timeframe of 18 months. The Family Advocate completed her certification in December and Danni provided a detailed written plan to ensure future compliance. The Office of Head Start has accepted our correction and the matter is now closed.
- The end of February enrollment numbers for Head Start and Early Head Start are holding steady. Our current enrollment numbers are: 244 in Head Start, funded enrollment is 249, which is 98%. 81 in Early Head Start with 5 accepts, funded enrollment is 92, which is 88%. 27 children on the Head Start waitlist and 6 children on the EHST waitlist are over income.

APRIL BOARD MEETING

Wendy stated she does not feel we will have anything needing approval in April. The Executive Committee meeting can always be scheduled if needed. Lisa Connell made the motion to not have an April Board of Directors meeting. Jean Heiden seconded. Motion was carried.

STAFF REPORTS

The Directors present had nothing new to add to their reports.

FISCAL REPORT

There was nothing new to add to the fiscal report.

EXECUTIVE DIRECTORS REPORT

- Our FaDSS program has not been meeting our 95% enrollment requirement. Our average is 89% for the first two quarters of FY 2026. We did meet it for the month of January, but we have been struggling with getting families enrolled, but have also been losing enrolled families for several reasons including enrollees moving out of our service territory. We have noticed a definite shift with families after COVID as they are not wanting home visiting programs. They would prefer to do meetings remotely which is not allowed in the FaDSS program.
- The state officially put WCCA on a Corrective Action Plan on February 13. The letter is included in the board packet along with the corrective action plan that Mary and Wendy developed and submitted on February 17. They had a meeting with the state program officers and they approved our plan. Mary and Wendy met with staff and reviewed the letter along with the action steps that need to be completed to ensure we are exhausting all options for recruitment. Outreach and Head Start also provided names of families who are eligible for the program. Staff are working hard to get families enrolled. If we are not successful in maintaining the 95% the state could reduce our capacity and funding or terminate our contract. Wendy is hopeful neither of those two things will occur. As of today we are at 95%.
- The employee structure for CCR&R will change with the new program year starting July 1. The state is requiring a full time Regional Community Development Specialist and a full time Regional Professional Development Specialist for all regions, they are currently part-time roles. We currently have staff that will fill those positions, however with the change it leaves vacancies for the Child Care Consultant role. Due to the new state formula, we will need to hire 3 Child Care Consultants. We hope to have the positions filled by the end of the summer.
- A letter from the Iowa Department of Education is included in the board packet regarding our 2024-2025 CACFP financial review. There were no findings identified. A big thank you goes to Keith as it was a very time-consuming process to submit all the paperwork and bank records.
- We hired a new Outreach Specialist for Page County. Nichole Jones started on February 24, and will be operating our Shenandoah outreach office Monday-Thursday. She previously worked for a Community Action Agency in Missouri.
- We are fully moved into our new office space in Denison. The new space houses Head Start staff and our outreach office. The space looks amazing and staff are very excited.
- We had our CSBG three-year program review and organizational standards audit on January 29. The final report from Health and Human Services was included in the board packet. WCCA met all 58 organizational standards and met CSBG program compliance. The audit went very well as Brittany had everything organized for the state program officers.
- One of items mentioned during the exit interview was our two board vacancies in Harrison and Monona. We have the largest board in the state, and it was recommended that maybe we consider

eliminating two more spots to ensure we maintain compliance with CSBG program standards, which is no vacancy longer than 9 months. Wendy recommends eliminating the two low-income representatives that have been vacant since June. That would leave 8 low-income representatives, 10 public and 4 private for a total of 22. The 8 low-income representatives could represent any of the 10 counties. Wendy would like to bring this proposal to the board for a vote at the May board meeting.

- Also included in the board packet was the CSBG contract amendment extending our FY 2025 contract until June 30. We now can continue to spend our FY 2025 CSBG money past March 31.
- LIHEAP will be ending April 30. If you know of people who would qualify, please encourage them to apply for the program. We have limited ECIP funding available to help with disconnects.
- Weatherization will be having DOE home inspections on March 24 and 25th from the state Weatherization staff.

Pat Berendes made a motion to adjourn at 6:16 p.m. Wendy Richter seconded. Motion carried.

Respectfully Submitted,

Kris Olson Harmon
WCCA Board Secretary