

WCCA BOARD MEETING
May 18, 2021

The 55th Annual Meeting of the West Central Community Action Board of Directors was held May 18, 2021 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:00 p.m. Staff attending were: Keith Bruck, Lavennia Coover, Denny Lawson, Wendy Mueller, Brittany Schoof, Suzette Bates-Leal, Kristi Lingle, Danni Segebart, Dianne Blum, Shari Boucher and Jill Mastin.

ROLL CALL

Steve Green, Cass- Zoom
Jeri Vogt, Crawford- Zoom
Connie McGee, Crawford- Zoom
Donna Childress, Crawford- Zoom
Walter Utman, Harrison- Zoom
Trista McLaughlin, Harrison- Zoom
Joan Martens, Harrison- Zoom
Carol Vinton, Mills
Coleen Driscoll, Mills- Zoom

Donna Maddocks, Mills- Zoom
Charla Schmid, Montgomery- Zoom
Alan Armstrong, Page- Zoom
Lynn Grobe, Pottawattamie - Zoom
Bob Burnett, Pottawattamie- Zoom
Charles Parkhurst, Shelby
Bryan Swain, Shelby
Kris Olson Harmon, Shelby- Zoom

A quorum was declared.

Excused Absences:

Steve Barber, Cass
Dustin Sheldon, Fremont
Cynthia Williams, Fremont
Tom Brouillette, Monona

Lynn Bieler, Monona
Brent Watkins, Monona
Pat Berendes, Montgomery
Chris Ritter, Pottawattamie

ADDITIONS OR AMENDMENTS TO THE AGENDA

Wendy stated that #7 Head Start/Early Head Start COVID Funding Application Approval needs removed and #14 FY2021 CSBG Contract Amendment Approval has been added to the agenda. Walter Utman made the motion to approve the additions and amendments to the agenda. Carol Vinton seconded. Motion was carried.

APPROVAL OF MARCH MINUTES

Carol Vinton made the motion to approve the March minutes. Steve Green seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

ELECTION OF OFFICERS

Wendy Mueller stated the Nominating Committee consisted of Steve Green, Kris Olson Harmon and Trista McLaughlin. The committee has nominated the following Board of Directors to fill these

positions: Charles Parkhurst- President, Joan Martens- Vice President, and Trista McLaughlin- Secretary. Wendy asked if there were any other nominations. Walter Utman made a motion to accept the slate of Officers, Alan Armstrong seconded. Motion was carried.

FY 2020 ANNUAL REPORT

Everyone received a copy of the FY 2020 Annual Report in their board packet. The report highlights all programs, services, number of clients served, demographic information, Head Start information, and our audit. We served a total of 15,546 unduplicated individuals and 6,707 unduplicated households. A big thank you goes to Brittany for all of her hard work in completing the annual report.

PLANNING AND EVALUATION COMMITTEE MEETING

FY 2022 CSBG COMMUNITY ACTION PLAN AND APPLICATION APPROVAL

Brittany Schoof stated the Planning Committee met prior to the board meeting to discuss the FY2022 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 2022. 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, WIC 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 2022. 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. Alan Armstrong made the motion to approve the FY 2022 CSBG Community Action Plan and Application and that it is aligned with WCCA'S mission, vision, beliefs and values. Trista McLaughlin seconded. Motion was carried.

FY 2022 ORGANIZATION BUDGET APPROVAL

2021-2022 Organizational Budget was provided to all Board of Directors in their board packet. Keith included the previous year's 2020-2021 budget to show a comparison. Keith stated this is a requirement for CSBG but is a great overview of the Agency. Keith explained the budget in detail. Carol Vinton made the motion to approve the Annual Agency Wide Organizational Budget for 2021-2022, Steve Green seconded. Motion was carried.

CCR&R FY 2022 FUNDING REQUEST APPROVAL

We are in the process of preparing our budget and training plan for FY 2022. This renewal is in the fourth year of the five-year grant cycle. The base funding is \$724,462 in federal and state program funding with a 5% increase for FY 22, which equals \$36,223 for a total grant award of \$760,685.00. Additionally, there are three Pay for Performance Measures available to the host agencies. The Pay for Performance Measures and funds include: 1- 95% or above of submitted QRS applications require no

follow-up. Incentive pay is two percent of the state base contract amount or \$20,834.00. 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 state base contract amount or \$20,834.00. 3- Adding regulated child care programs within the region to the Department of Human Services baseline count taken July 1st each year. Incentive pay \$25,000 for the Gold Standard. If we meet all the Pay for Performance Measures in our contract we could receive an additional \$66,668.00. At this time, we employ nine 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 the 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 of onsite services. 2- Community Services: Provide outreach and partnerships with businesses and community organizations. 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 2022 CCR&R budget and training plan by June 1, 2021 to the Iowa Department of Human Services. Carol Vinton made the motion to approve submitting FY 2022 CCR&R budget and training plan. Alan Armstrong seconded. Motion was carried.

HEAD START TRANSPORTATION WAIVER APPROVAL

Lavennia Coover presented the Head Start Transportation Wavier. We are requesting a transportation waiver for both the child safety restraint system and bus monitoring requirements. Walter Utman made the motion to approve the Head Start Transportation Wavier. Carol Vinton seconded. Motion carried.

HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Lavennia had the following HS/EHS Coordinators join the meeting to present the policy updates: Suzette Bates-Leal, Kristi Lingle, Danni Segebart, Dianne Blum, Shari Boucher and Jill Mastin. Staff explained the changes to the following policies: 90 Day Evaluation, Anecdotal Notes, Animals, Pets and Plants, Annual Evaluation, Bus/Transportation/Pedestrian/Safety Guidelines, CACFP Child Care Enrollment Form, Catered Site Food Production Form, Center Staff Meetings, Child Care Injury/Incident Report, CLASS Observations, Coaching, Coloring Books and Worksheets, Confidentiality, Daily Attendance/Weekly Meals Attendance Totals, Daily Classroom Safe Environments/Playground Checklist, Daily Information Exchange Form, Data Plan and Monitoring of Health Requirements, Developmental (ASQ-3) and Behavioral Screenings (ASQ-SE 2), Dress Code, Emergency Postings, Emergency Preparedness and Response Plan, Family Style Dining and Table Setting, Facility and Maintenance Order, Field Trips, File Audits, Fire Drill Log, Food Activity Request, Food for Open House, Meetings, Trainings and Socialization Events, Gifts from Clients, Handwashing for Staff and Children, Health Services Advisory Committee, Holiday Celebrations, Home Visits and Parent Conferences, Inclement Weather/Emergency Closings, In-Kind (Non-Federal Share), Licensing/Inspections, Master File Checklist for Child Files, Medication Administration, Mileage Expense Report, Monthly Health Report 3035, Newsletter, News Releases, Outdoor Play, Outside Food and Drink, Parent Committees, Parent Consent Packet Permission Denial Form, Playground General Maintenance Checklist (Monthly), Professional Development Days, Purchase Request, Rest Time and Safe Sleep, Staff Eating, Staff Transporting Children and Families, Standards of Conduct, Storage of Cleaning Agents and Disinfectants, Suspensions and Expulsions, Time Sheets, Tornado Drill, Transitioning of Children, Transportation, Tuition/Professional Development Reimbursement Request,

Use of Condiments, Vehicles, Volunteer Statement, Webinar Form, and Weekly Family Advocate/Teacher Meeting. The policy changes have already been approved by Head Start Policy Council. Charla Schmid made a motion to approve the Head Start/Early Head Start Policy changes, Joan Marten seconded. Motion carried. Lynn Grobe made a motion to approve the entire Head Start/Early Head Start Policy Manual, Steve Green seconded. Motion carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- We have received all the school contracts for the 21-22 school year.
- There are currently 11 job openings in the program. We have had several interviews and the Human Resource Department and Head Start staff are working hard to get the positions filled.
- There are 2 program instructions and 1 information memo included in the board packet.
Program Instruction 21-02: states that at least 45% of Head Start center based funded enrollment needs to meet the 1,020 hours of planned classes over at least 8 months. We meet this requirement.
Program Instruction 21-03: states that all Head Start and Early Head Start programs will get additional funding due to the American Rescue Plan. The plan includes \$1 billion for Head Start. We will receive funds based upon our funded enrollment. The Information Memorandum: talks about fiscal and administrative flexibilities due to COVID-19.
- There was a Notice of Award included in the board packet in the amount of \$109,553. As a result of the Consolidated Appropriations Act, 2021 all Head Start grantees were eligible for the one-funding. The funds will be used for equipment in response to COVID-19.
- The last day of school for Head Start students will be May 26.

EFSP DISCUSSION

The Emergency Food and Shelter Program (EFSP) was created in 1983 to help meet the needs of hungry and homeless people. DHS/FEMA awards EFSP funds to the EFSP National Board which develops a formula based on poverty and unemployment statistics to identify jurisdictions that qualify for an award. For jurisdictions that do not qualify under the formula, some may receive funding through the State set-aside program. WCCA has administered EFSP funds since the program's inception, but are the only Community Action Agency in the state that continues to administer the entire program. Almost all other Agencies have dropped EFSP due to the insufficient administrative funds and the extreme paperwork that is required. EFSP provides 2% of total funding for administrative costs. Currently, indirect funds are being used to administer the program. The Executive Director, CSBG Director, and Fiscal Department are responsible for implementing, overseeing, and reporting for the EFSP program. The reporting requirements are cumbersome and entail massive amounts of paperwork, such as filling out the application, copying and uploading the front/back of all checks paid, vouchers, receipts, and filling out numerous reports for reimbursement. Also, we are not reimbursed in a timely manner and have to use unrestricted dollars to cover disbursements. Everyone received a copy of all funding received since 2010. Total funding is \$79,862.00 with administration allocations of only \$1,597.24 and provided assistance to 309 households. It is Wendy's recommendation that WCCA discontinue the administration of the Emergency Food and Shelter Program. The lack of administration funds and excessive paperwork make the program a burden to operate and the impact we have on households is minimal. Keith Bruck add that with funding not being reimbursed to us timely, it makes year end close outs and the audits challenging and agreed with Wendy on the staff time it takes to administer. Alan Armstrong made the motion to discontinue the administration of the Emergency Food and Shelter Program by WCCA, Walter Utman seconded. Motion carried.

REMOVAL OF BOARD MEMBER

Wendy stated that she and Brittany have been trying since November to reach Lynn Bieler, who was the Board Secretary and Monona County Private Representative, with no response. We have tried to reach her by phone, email, and regular mail. She has not returned any paperwork or communicated with us in any form. We sent a certified letter signed by Board President, Charlie Parkhurst to her on April 9th, which was signed for and gave her until May 7th to respond, but she did not. It is Wendy's recommendation to remove Lynn Bieler from the West Central Community Action Board of Directors. Walter Utman made the motion to remove Lynn Bieler, Monona County Private Representative, from the West Central Community Action's Board of Directors. Carol Vinton seconded. Motion was carried.

BOARD OF DIRECTORS VACANCY UPDATE

Wendy stated that we have the following board vacancies: Cass County Low-Income Representative, Fremont County Private Representative, Montgomery County Low-Income Representative and Page County Private and Low-Income Representatives. Wendy has reached out to a potential board member in Page County. If you know of someone that would be interested please let Wendy know. Steve, Charla, and Alan asked for the requirements for each sector. Wendy and Brittany will get those requirements to them.

JUNE AND JULY BOARD OF DIRECTORS MEETINGS

Wendy stated she does not feel we will have anything needing approval in June or July. The Executive Committee meeting can always be scheduled if needed. Walter Utman made the motion to not have a June or July Board of Directors meeting. Alan Armstrong seconded. Motion was carried.

FY2021 CSBG CONTRACT AMENDMENT APPROVAL

We received notification of our final FY 21 CSBG grant award. We received an additional \$3,691 for a total award of \$547,987. We put the additional dollars in co-funded programs which fund the outreach offices. We need board approval to submit the CSBG budget amendment request. Alan Armstrong made the motion to approve the FY2021 CSBG Contract Amendment, Steve Green seconded. Motion was carried.

STAFF REPORTS

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

FISCAL REPORT

Keith had nothing new to add to his report.

EXECUTIVE DIRECTORS REPORT

- Directors will be receiving a board assessment via survey monkey. It will be sent out this week and you will have until June 2 to complete. The assessment asks 19 questions regarding your thoughts on how the board functions in general. All responses are anonymous and the results will be provided in the July board report.
- We will be receiving additional ECIP crisis funding due to the American Rescue Plan Act. Due to the increase in funding the rules regarding ECIP distribution changed May 1. The poverty level increased from 175% to 200%. Households can now receive up to \$3000 in ECIP funds for reconnection or service continuity instead of \$1000. Emergency fuel delivery expenditures have increased from \$500 to \$800. Furnace repair or replacement expenditures have increased from \$3000

to \$4000. Emergency cooling has increased from \$350 to \$400. Subsidized households where heat is included in rent are now eligible for crisis funding. We will also be receiving water funding to assist households with reconnection or service continuity. We are still waiting on guidance from the state on how this program will be implemented.

- Included in the board packet was a letter from the state regarding our WIC mid-year report. Our report met all requirements. Comments were made regarding our strengths and a few areas in which we could improve. We are continuing to open clinics in all areas if clients are willing to be seen in person.
- We had our CACFP audit the week of April 26, and the exit interview was conducted on May 10. A copy of the report will be in the June board report. The review went extremely well and the state was very complimentary on our program and staff. We had two technical assistance recommendations: remind providers to provide nutritious meals and snacks and to ensure that providers are ensuring proper handwashing and not just using hand sanitizer. We had one finding in regards to the management plan not being updated with current staff. We had purposely held off on updating the plan due to staff turnover and wanted to ensure the new CACFP Specialist was trained and going to remain in the position before it was updated. A big thank you goes to Brittany, Keith, Mary and Beka for doing an outstanding job. They were impressed with how organized all the documents were and how we continued to serve homes effectively during the pandemic.
- Iowa Finance Authority received \$198 million dollars through the Federal COVID-19 Rental and Utility Assistance Program to assist households who were affected either directly or indirectly by COVID-19. All 16 Community Action Agencies signed a contract and are reviewing applications for rent and utilities. Kelly Mahlberg, Weatherization Director is overseeing the program. The program is available on a first come first serve basis across the state. All households must apply online through IFA's website.
- The CSBG Disaster Program was reviewed. There is a handout in the board packet. We received notification that all documents were accurate and there were no findings. A big thank goes to Brittany for running the program and Keith for doing all the financial reports.

Carol Vinton made a motion to adjourn at 7:11 p.m. Walter Utman seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler
WCCA Board Secretary