

WCCA BOARD MEETING
January 18, 2022

The West Central Community Action Board of Directors was held January 18, 2022 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:01 p.m. Staff attending were: Wendy Mueller, Keith Bruck, Angela Bladt, Brittany Schoof, and Danni Segebart.

ROLL CALL

Steve Green- Zoom	Tom Brouillette, Monona- Zoom
Justin Williams- Zoom	Charla Schmid, Montgomery- Zoom
Jeri Vogt, Crawford- Zoom	Alan Armstrong, Page- Zoom
Donna Childress, Crawford- Zoom	Jeannine Liljedahl- Zoom
Connie McGee, Crawford- Zoom	Lynn Grobe, Pottawattamie- Zoom
Cynthia Williams- Fremont- Zoom	Bob Burnett, Pottawattamie- Zoom
Walter Utman, Harrison- Zoom	Charles Parkhurst, Shelby
Trista McLaughlin, Harrison- Zoom	Bryan Swain, Shelby
Joan Martens, Harrison- Zoom	Kris Olson Harmon, Shelby- Zoom
Donna Maddocks, Mills- Zoom	

A quorum was declared.

Excused Absences:

Steve Barber, Cass	Brent Watkins, Monona
Dustin Sheldon, Fremont	Pat Berendes, Montgomery
Carol Vinton, Mills	Molly Cummings, Pottawattamie
Coleen Driscoll, Mills	

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF NOVEMBER MINUTES

Jeannine Liljedahl made the motion to approve the November minutes, Alan Armstrong seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

ANGELA BLADT, HUMAN RESOURCES DIRECTOR INTRODUCTION

Wendy introduced our new Human Resources Director, Angela Bladt. Angela started on December 13 and spent 4 weeks training with Denny. She brings fifteen years of human resource knowledge and experience to the Agency. She is doing an outstanding job and will be instrumental in creating new processes to improve efficiency for WCCA and the Human Resources Department.

WCCA BY-LAW SIGN-OFF

Wendy stated all proposed changes that were presented in November have been made and all Board of Directors received a copy of the WCCA By-Laws in the January board packets. CSBG organizational standards require that all board members receive a copy of the by-laws every two years. Board of Directors are to sign the form provided in their board packet and return as soon as possible.

WCCA RISK ASSESSMENT

Wendy stated that the Risk Assessment needs completed every two years in order to be in compliance for CSBG Organizational Standard 4.6 and it was last completed in January 2020. 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 December 29 with Brittany, Keith, and Denny's assistance and reviewed by the management team on January 11. Wendy presented the Risk Assessment and the recommendations that were identified for further review: 1- Conduct a Board of Directors self-assessment annually. 2- Periodic inspections of facilities and equipment to identify potential problems. 3- Review employment offer written process. 4- Complaint Resolution and Appeal Procedure needs to include volunteers. 5- Review and update Workplace Violence Policy to include a statement regarding possession of weapons. 6 - Driver applications for positions that require extensive driving. Wendy and the program directors will address the recommended areas and make the necessary changes required. Since the last assessment was completed in 2020, we implemented new procedures and updated numerous policies to reduce risk for staff and the agency.

FADSS FY2023-2025 RFP SUBMISSION APPROVAL

DCAA issued a competitive RFP (Request for Proposal) for the FaDSS program on November 29, 2021. All current FaDSS grantees have to compete for their service territory. Our service territory remained the same 10 counties with a funding amount of \$501,793 and a capacity of 107 families, this is an increase in capacity of 5 slots. The application is due on February 10, 2022 and intent to award will be announced on March 25, 2022. The new three year grant cycle will start July 1, 2022, and anyone can apply for the FaDSS grant. Wendy has completed the grant narrative section and Keith Bruck will be completing the financial portion. Deb Martens, the CCR&R Director has been reviewing and editing our work as she has experience with RFP's. It has definitely been a team effort. We are hopeful that we will retain our program. We are requesting board approval to submit the FaDSS grant proposal by February 10. Charla Schmid made a motion to approve submitting the FaDSS FY20223-2025 RFP on February 10, 2022. Alan Armstrong seconded. Motion carried.

PERSONNEL POLICY UPDATES APPROVAL

Everyone received copies of Personnel Policies #103 Equal Employment and Program Services Opportunity, #109 Client/Contractor/Volunteer Compliant Resolution and Appeal Procedure, #508 Use of Equipment, and #511 Workplace Violence. Angela explained all proposed changes to the board and the proposed changes have been approved by Policy Council. Lynn Grobe made the motion to approve changes to #103 Equal Employment and Program Services Opportunity, #109 Client/Contractor/

Volunteer Compliant Resolution and Appeal Procedure, #508 Use of Equipment, and #511 Workplace Violence and the entire WCCA Personnel Policy Manual. Steve Green seconded. Motion carried.

HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Danni explained the new Family Partnership policy and the proposed changes to the Positive Guidance and Behavior policy. The policies were presented and approved by Policy Council. Alan Armstrong made a motion to approve the Head Start/Early Head Start Policy addition and changes, Charla Schmid seconded. Motion carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- We currently have 15 staff openings in Head Start and Early Head Start.
- Our current enrollment for Head Start and Early Head Start is improving. Our current enrollment numbers are: 220 in Head Start, funded enrollment is 272. 65 in Early Head Start, funded enrollment is 92. 45 children are on the Head Start waitlist and 14 on the EHST waitlist that are over income.
- We only have one Early Head Start classroom open in Council Bluffs due to staffing. One Council Bluffs Head Start classroom will remain closed for the remainder of the school year due to lack of staff. We chose to provide the Council Bluffs school district with the 16 slots and we will be servicing those children through the school partnership. Glenwood Head Start classroom continues to be closed due to staffing.
- Included in the board packet was a letter from the Office of Head Start stating they will not resume evaluation of full enrollment beginning in January.
- Head Start training for both WCCA Board of the Directors and Policy Council is on Saturday, February 5, 9-1 p.m., via Zoom. It is not required but it is a great training to learn more about the policies and procedures of Head Start.
- We released the WCCA Head Start/Early Head Start Mandatory COVID-19 Vaccination and Masking Policy to all Head Start/Early Head Start Staff on December 2, due to the Office of Head Start Mandate. We already have a mask mandate in place for our staff and children ages 3 years and older. We have since implemented the mask mandate to include children who are two years of age.
- Danni and Wendy posted comments regarding the new mandates and the impacts the protocols would have on our children, families, partnerships, and our agency. As of January 2, the Louisiana Federal judge ruled that the Office of Head Start cannot enforce the mandate requirements in Iowa along with 23 other states. We are unsure at this time if the federal government will appeal the decision. We are not enforcing the mandate and our school partnerships can continue to operate as normal.
- Our Early Head Start Home Based teachers will be providing services remotely due to the high positivity rates. Danni will be assessing the numbers every two weeks and evaluating when it is safe to return to home visits.

FEBRUARY BOARD MEETING

Wendy recommended that we do not have a February meeting and that March 15th will be the next meeting. Walter Utman made the motion to not have a February Board of Directors meeting, Alan Armstrong 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

- We received our HEAP contract for Weatherization starting January 1, for \$490,443. Amendments will follow throughout the year. This amount is significantly higher than last years of \$326,253 due to the additional LIHEAP funds that were awarded. We ended last year with \$910,943 in HEAP funding. We also received our Alliant, Black Hills and Mid-American contract funds for the Weatherization program, which started January 1st and runs through December 31st. Alliant's contract is for \$40,644, Black Hill's contract is for \$48,162 and Mid-American's contract is for \$99,391. These are the same amounts as last year except Mid-American's which is \$30,000 higher. Also, included in the board packet was Weatherization Program Notice 21-04 which allows HEAP funds to be used for an optional special project that will help eliminate knob and tube wiring for weatherization eligible households. This will enable the program to fully insulate these homes to conserve more energy.
- Gronewold, Bell, Kyhnn and Company were here December 13-15 and January 12 to conduct our annual agency audit. They conducted the exit interview with Keith and Wendy on January 12. The major programs audited were LIHEAP and CCR&R. There were no findings with any of the programs. Wendy thanked Keith and his staff for all of their hard work. The audit will be presented at the March board meeting.
- We had our annual insurance coverage review with Molyneaux Insurance on December 20th. We will see an increase (\$14,376) for 2022-2023 mainly due to the addition of the new vehicles that were purchased for the agency and a significant increase in our cyber liability policy (\$6605) due to all the recent cyber-attack cases across the nation. Our Worker's Compensation renewal only saw an increase of \$329.
- The Supreme Court blocked the vaccine and mask mandate for employers with 100+ employees. WCCA will follow this ruling and will not implement the vaccine mandate. We still have our mask policy in place.
- The State is allowing all WIC programs to conduct appointments remotely if they so choose. Our program is assessing the seven day positivity rate in all eight counties and if numbers are 15% or above WIC clinics will be conducted remotely for the next two weeks.
- Included in the board packet is a letter from DCAA stating that CSBG CARES, FY 2021 and FY 2022 CSBG funding can continue to service clients up to 200% of poverty until February 18, of the Continuing Resolution.
- Wendy finished the last County Board of Supervisor meeting last week with Montgomery County. The meetings went well and Wendy thanked all the counties for their continued support and signing the 28E agreement.

Trista McLaughlin made a motion to adjourn at 6:29 p.m. Walter Utman seconded. Motion carried.

Respectfully Submitted,

Trista McLaughlin
WCCA Board Secretary