

WCCA BOARD MEETING  
August 17, 2021

The West Central Community Action Board of Directors was held August 17, 2021 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:01 p.m. Staff attending were: Keith Bruck, Lavennia Coover, Denny Lawson, Wendy Mueller, Brittany Schoof, and Danni Segebart.

**ROLL CALL**

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| Steve Green, Cass- Zoom           | Tom Brouillette, Monona- Zoom     |
| Jeri Vogt, Crawford- Zoom         | Brent Watkins, Monona- Zoom       |
| Donna Childress, Crawford- Zoom   | Pat Berendes, Montgomery- Zoom    |
| Connie McGee, Crawford- Zoom      | Alan Armstrong, Page- Zoom        |
| Dustin Sheldon, Fremont- Zoom     | Lynn Grobe, Pottawattamie- Zoom   |
| Cynthia Williams, Fremont- Zoom   | Chris Ritter, Pottawattamie- Zoom |
| Walter Utman, Harrison- Zoom      | Charles Parkhurst, Shelby         |
| Trista McLaughlin, Harrison- Zoom | Bryan Swain, Shelby               |
| Donna Maddocks, Mills- Zoom       | Kris Olson Harmon, Shelby- Zoom   |

A quorum was declared.

**Excused Absences:**

|                        |                            |
|------------------------|----------------------------|
| Steve Barber, Cass     | Coleen Driscoll, Mills     |
| Joan Martens, Harrison | Bob Burnett, Pottawattamie |
| Carol Vinton, Mills    |                            |

**SEATING OF NEW BOARD MEMBER**

A Low-Income election was held July 26-30th at our Cass County Outreach Office for Justin Williams to serve as the Low-Income Representative for Cass County. Justin works as a school administrator for Red Oak Community School District. Justin takes pride in working hard for disadvantaged individuals. Steve Green made a motion to seat Justin Williams, Low-Income Representative for Cass County to the West Central Community Action Board of Directors, Jeri Vogt seconded. Motion was carried.

**ADDITIONS OR AMENDMENTS TO THE AGENDA**

There were no additions or amendments to the agenda.

**APPROVAL OF MAY MINUTES**

Alan Armstrong made the motion to approve the May minutes, Brent Watkins seconded. Motion was carried.

**OLD BUSINESS**

There was no old business.

## NEW BUSINESS

### FY 2020 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 2020 IRS Form 990 in detail to the Board of Directors via Zoom. IRS Form 990 was emailed to all Board of Directors in their monthly board packet.

### FY 2020 IRS FORM 990 APPROVAL

Keith Bruck stated that David Ginther from Gronewold, Bell, Kyhnn and Co. P.C. presented the FY 2020 IRS Form 990 to the Board of Directors and is requesting approval to accept the FY 2020 IRS Form 990 by the Board of Directors. Tom Brouillette made the motion to approve accepting the FY 2020 990 Form, Alan Armstrong seconded. Motion was carried.

### USDA RURAL DEVELOPMENT 2021-2022 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, 2021 to September 30, 2022. Keith explained that the main change for the upcoming year is that the building will only house Head Start and Early Head Start programs since CCR&R now is located within the administration building. Trista McLaughlin made the motion to approve the USDA Rural Development 2021-2022 Budget. Walter Utman seconded. Motion was carried

### FY 2022 LIHEAP CONTRACT APPROVAL

We have not received the FY 22 LIHEAP contract yet, however we are expecting to receive a similar start-up budget to FY 21 of \$179,003. Amendments will be forth coming throughout the program year. We will end FY 21 with a budget of \$3,283,471. We are requesting Board approval to accept and have the Board President and Executive Director sign the FY 22 LIHEAP start-up contract once it is received from the State. Tom Brouillette made the motion to approve the Board President and Executive Director to sign the FY 2022 start-up contract, Steve Green seconded. Motion was carried

### FY 2022 CSBG, FaDSS, FaDSS PEAFF, 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 2022 CSBG, FaDSS, FaDSS PEAFF, 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. Walter Utman 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, Alan Armstrong seconded. Motion was carried.

### FY 2022 CACFP CENTER BASED AND HOME BASED FUNDING APPLICATION APPROVAL

We are in the process of completing the FY 2022 CACFP Center Based renewal funding application. The application is due into the State on August 31, 2021. We receive cash in lieu of commodities at 17 of our Head Start & Early Head Start classrooms. We are included on 7 school districts CACFP reimbursement. We are projecting to receive \$117,530 from the State of Iowa for meal reimbursements in FY 2021.

We are in the process of completing the FY 2022 CACFP Home Based renewal funding application. The application is due into the State on August 31, 2021. This program provides reimbursement to licensed home care providers that serve CACFP approved meals to income eligible children. We are projecting to reach 95 homes per month and employ a Program Specialist and Nutrition Representative. We are projecting to receive \$600,000 in meal reimbursements and \$120,000 in program delivery/administration costs for a total reimbursement of \$720,000 for FY 2021. We are requesting board approval to submit the FY 2022 CACFP Center and Home Based renewal funding applications. Alan Armstrong made the motion to approve submitting the FY 2022 CACFP Center and Home Based renewal funding applications. Pat Berendes seconded. Motion was carried.

#### HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Lavennia explained the changes to the following policies: Policy Council and Governing Body Training, Enrollment of Children/Expectant Families into the program, Family Partnership, WCCA Head Start Standards of Conduct, and Notice Regarding PII Record Protection Policies and Procedures. The policy changes have already been approved by Head Start Policy Council. Tom Brouillette made a motion to approve the Head Start/Early Head Start Policy changes, Alan Armstrong seconded. Motion carried. Alan Armstrong 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

- Wendy stated that Lavennia submitted her resignation and her last day will be August 20. The Head Start program has benefited from her leadership. Wendy wished her the best of luck in her new position.
- Danni Segebart, the current Head Start Educational Manager and Instructional coach, has agreed to be the Interim Head Start/Early Head Start Director until a permanent replacement is found. Region VII has been notified and job ads were placed the last week of July in a variety of locations including newspapers, websites and Facebook. The interview team will consist of Keith Bruck, Denny Lawson, Brittany Schoof, a Policy Council Representative and Wendy. We have received 6 applications to date. We hope to interview in September and have a candidate for board approval at the October board meeting.
- There are three information memorandums and one program instruction included in the board packet. IM 21-02: provided information about group health insurance plan premiums for furloughed employees. This does not affect our agency as we had our normal summer shut down. IM 21-03: provides information on the FY 22 Head Start monitoring process for all grantees. On-site reviews will begin January 2022 as local conditions allow. We are up for Focus Area 2 review which focuses on the effectiveness in implementing a high quality program to promote positive outcomes and school readiness. We will be notified 45 days in advance of the onsite visit. IM 21-04: provides information regarding terminology changes. The Office of Head Start is updating terms used in official documents, correspondence and other communications to provide consistency across all US Department of Health and Human Service Agencies. PI 21-04: provides information regarding expectations for Head Start programs in Program Year 2021-22. The Office of Head Start has set expectations for all Head Start programs to begin working towards full enrollment and providing in-person comprehensive services for all enrolled children as local health conditions allow. Beginning in September OHS will begin reviewing monthly enrollment. Programs must communicate with their Regional Office and be able to demonstrate why they are unable to fully enroll or serve children in person. Starting January 2022, OHS will reinstate

pre-pandemic practices for tracking and monitoring enrollment. If we start to be chronically under-enrolled for 4 straight months we will be put on the watch list again. Before the pandemic our agency was fully enrolled and was taken of the chronically under enrolled list.

- We received approval from Region VII to replace four of our Dodge Journeys. Advertisements were placed and bid packets were sent to various dealers the week of June 21. We did receive one vehicle bid from Karl Chevrolet in Stuart and three of the vehicles were delivered on July 29 and one will be delivered in the next week or two. The total purchase price after trade-ins was \$101,588.
- A letter from the Office of Head Start was included in the board packet for the upcoming Head Start grant that is due November 1. The total funding award is a little over \$5.2 million. The funding period is for February 1, 2022-January 31, 2023.
- We did receive approval from the Board of Directors and Policy Council to contract with Heartland Grant Solutions to do our in depth community needs assessment. The assessment should be completed by the first of September and will be used to write our grant for the upcoming year. So far the assessment is confirming what we thought was happening. We are losing overall population and the number of eligible Head Start and Early Head Start children has decreased significantly. We are competing with school districts for the same four year olds so adjustments will have to be made in order to keep our Head Start program viable.
- We currently have 20 openings in Head Start and Early Head Start. We are experiencing difficulty like many other employers across the state. We have had several calls with Beth Cox our Region VII Program Specialist and she is aware that we are having problems hiring qualified staff which may interrupt classroom openings in certain areas. We have talked with Region VII about the possibility of reducing Head Start enrollment in the future and using the additional funds to increase staff pay for Head Start/Early Head Start staff. They instructed us to wait for a while until the Office of Head Start has had the opportunity to respond to the staffing and enrollment issues occurring across the nation. Region VII assured us that we are not the only ones experiencing hardship as it is happening everywhere across various industries. We are trying a variety of methods to recruit staff and are increasing our digital advertising. Region VII stated that they know we are working extremely hard to get staff and children. Lavennia did one-on-one interviews with Council Bluffs Daily Nonpareil, and Missouri Valley Times to discuss the staffing crisis and to try to increase enrollment numbers.
- Lori Sampson, Head Start Information Support Specialist will be retiring on September 17, after 10 years with the agency. We wish her the best!
- Lavennia stated that so far we have 212 accepted children for Head Start and 67 children accepted for Early Head Start for the school year. Family Advocates are continuing to enroll children. Due to staff shortages we will not be opening the Glenwood Head Start classroom and two Council Bluffs Early Head Start classrooms. All effected families have been notified. We have floating staff that will fill in at the Harlan and Denison Head Start classrooms until staff are hired.
- Lavennia discussed the parent and staff survey results. There were 36 surveys completed. Overall the results were extremely positive. Parents liked the newsletters, parent handbook, families were pleased with classroom teachers and communication with staff is good. Staff surveys stated they want praise and positive feedback, breaks, recorded trainings and to understand what staff of Head Start/Early Head Start do. Lavennia stated they are trying to come up with ways for staff to get a break when possible, during pre-service this week staff explained what they do for the program so everyone has a better understanding and they are also recording trainings for staff to view later. Wendy added that the staff surveys have continued to improve over the years.

## FY 2022 COUNTY FUNDING DISCUSSION

Everyone received a copy of the letter from the State of Iowa Auditor regarding public funds going to private non-profits dated May 2021. It states in the letter that the Iowa Constitution prohibits donations to a private non-profit corporation. However, there are ways for a public entity to engage in a public/private relationship. The State Auditor is recommending that the county could enter into an agreement with WCCA under Chapter 28E. It is an agreement that safeguards the interest of the public and clearly defines how the funds will be used. Currently, we use the collective funding to provide local match dollars for federal programs, funds for programs that provide assistance to clients but have limited admin funds (IFA program, Disaster Case Management services. EFSP), and reserve operating capitol. Under this agreement we would no longer be allowed to use the funding as needed but would have to specify the intent of the yearly donation and provide an expenditure report to the county at its request. We would have to track and report on 10 separate donations. Wendy knows of a few counties that have disregarded the State Auditors request and have continued to make appropriations, but she doesn't want to put any county at risk. Wendy asked the Board of Supervisors their thoughts. There was discussion. Steve Green asked if maybe there could be one Chapter 28E completed between all 10 counties for WCCA? Those supervisors present are going to ask their County Auditors. Wendy stated we can bring it back up for discussion in October after they gather more information.

## SEPTEMBER BOARD MEETING

Wendy stated she does not feel we will have anything needing approval in September. The Executive Committee meeting can always be scheduled if needed. Wendy recommended that we do not have a September meeting and October 19, 2021 will be the next meeting. Walter Utman made the motion to not have a September 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

- Included in the board packet was a letter from Iowa Department of Public Health extending our WIC contract for FY 2022 in the amount of \$398,570. There will be a new WIC RFP issued early 2022, the grant will be competitive. We have lost several staff in the WIC program in the past 2 weeks for various reasons. Amanda, Keith, and Wendy had a call with the State WIC staff yesterday to discuss how we can continue to serve participants with limited staff. They are looking into reducing the education requirements needed to staff the program. We have ads out and have contacted an employment agency to aid in the search for a Dietician, RN or Nutritionist. The state is supposed to be getting back with us shortly to discuss options.
- We had our Head Start/Early Head Start State CACFP audit on June 28-29. The State CACFP Consultant stated that she rarely completes a review with so few findings. She also commented that Kristi and Keith are doing an excellent job of managing the complexities of the CACFP program. We had three findings total, two that referenced serving sizes and one for a grain based dessert that was counted for a grain component. The full report along with our responses is included in the board

packet. There is also a letter from the IA Department of Education accepting our responses to the findings. A big thank you goes to Kristi Lingle and Keith Bruck for doing an outstanding job.

- There are three letters from the Department of Human Rights included in the board packet. DCAA reviewed and accepted our FY 2021 CSBG Organizational Standards Self-Assessment Report. A big thank you goes to Brittany for getting the report completed and ensuring the agency is in compliance with all 58 organizational standards. This is a very detailed and time consuming report and Brittany does a great job! The second letter informs agencies with CSBG funded programs on how services can be provided in person. Any CSBG funded staff, which includes all outreach staff must wear masks and social distance when providing in person services unless staff provide proof that they are vaccinated. We are following our agency protocols in regards to masking. The third letter accepts our FY 22 CSBG grant application. Our CSBG contract will be mailed in September. We also received notification that DCAA will be conducting the CSBG CARES Supplemental funding desk-review. A letter was included in the board packet. Brittany and Keith had all the documents submitted before the August 20 deadline.
- There are two LIHEAP Program Notices included in the board packet. Program Notice 21-06: Clarifies policy and application procedures. The most significant changes include: Agencies cannot require applications in person and all agencies must offer an online application which we already do. Income eligibility has increased from 175% of the Federal Income Poverty Guidelines to 200%, which is in line with Weatherization applications. Furnace repair and replacement expenditure limit is now \$4000 instead of \$3000. ECIP deliverable fuel expenditure limit is \$800 instead of \$500 and expenditures for ECIP crisis is now \$3000 instead of \$1000. Emergency cooling expenditure has also been raised from \$350 to \$400. Program Notice 21-07: Effective July 7, all agencies can resume in person LIHEAP and ECIP applications. We are following our agency protocols in regards to masking. We have exhausted all regular FY 2021 ECIP funding and are now using the American Rescue Plan ECIP funding to assist families with their past due utility bills. We received an additional \$650,920 in funding. We have spent approximately half of that funding to date. We are waiting for the State of Iowa to release the contracts for the water program. The funds can be used for water and sewer, we can pay for arrearage only, no deposits or repairs. We will receive 10% in admin and will have until September 2023 to expend the funds. The program is set to start September 15.
- Included in the board packet are three letters from the Iowa Department of Human Rights. One is allowing FaDSS grantees to return to in-person services effective July 7. The second letter implements new home visiting protocols that went into effect on August 6, only allowing fully vaccinated staff to conduct home visits. Unvaccinated staff or staff whose vaccination status cannot be determined may only provide visits remotely. Our vaccinated staff are only doing home visits if the family agrees to wear a mask during the entire visit, otherwise visits are conducted remotely. We want to ensure that we are keeping both our staff and families safe. The third one is for our FY 2022 FaDSS Contract. We will be receiving \$477,683 and have a capacity of 102 participants. The contract started July 1. Keith and Wendy attended a FaDSS meeting on July 12. The meeting focused on Pandemic Emergency Assistance Funding (PEAF) that the FaDSS program will be administering. The state received \$1 million dollars. We will be receiving \$76,866 in funding with \$7,600 in admin. Funds must be spent by June 30, 2022. Families must be enrolled in FaDSS and can apply for non-reoccurring short term benefits such as rent, utilities, beds, appliances, etc. and a family can use up to \$1500.00 in a four month period. A letter from the Iowa Department of Human Rights and the contract for the PEAF funding was included in the board packet.

- We received notice on August 15 that the Iowa Finance Authority did not renew Community Action's contract to continue to process rent and utility applications. They have contracted with another firm from Texas to complete the review process. All 16 agencies will be finished on August 23. Statewide the agencies reviewed almost 4,500 applications. Our agency has processed over 250. Kelly and his staff did a great job with this program. Outreach staff will continue to refer clients to the online portal to get assistance.
- Our Mills County office in Malvern was damaged the beginning of July due to a storm. We did temporarily move our office to another location in Malvern. The ceiling in the back room fell in and a power surge fried the air conditioner. The insurance adjuster instructed us to test for asbestos. The results indicated there was no asbestos, which is great news. We now have the A/C installed and are obtaining bids to repair the ceiling in the back room. The roof has been patched. We are currently looking for another location to rent in Mills County to move our office permanently to better meet our outreach needs.
- We hired a new outreach specialist Amy Johnston for the Monona County Outreach office in Onawa. She is currently training and then the office will be back open full time at the end of the week.
- The CCR&R offices are now complete in the administrative building and they are all moved in. The office remodel looks great.

Walter Utman made a motion to adjourn at 7:17 p.m. Tom Brouillette seconded. Motion carried.

Respectfully Submitted,

Trista McLaughlin  
WCCA Board Secretary