

WCCA BOARD MEETING
January 17, 2023

The West Central Community Action Board of Directors was held January 17, 2023 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:00 p.m. Staff attending were: Wendy Mueller, Angela Bladt, Brittany Schoof, Danni Segebart and guest Evert Colunga.

ROLL CALL

Wendy Richter, Cass- Zoom	Lisa Connell, Page- Zoom
Justin Williams, Cass- Zoom	Jeannine Liljedahl, Page- Zoom
Craig Dozark, Crawford	Bob Burnett, Pottawattamie- Zoom
Donna Childress, Crawford- Zoom	Molly Cummings, Pottawattamie- Zoom
Connie McGee, Crawford- Zoom	Charles Parkhurst, Shelby
Trista McLaughlin, Harrison- Zoom	Bryan Swain, Shelby
Donna Maddocks, Mills- Zoom	Kris Olson Harmon, Shelby- Zoom
Charla Schmid, Montgomery- Zoom	

A quorum was declared.

Excused Absences:

Steve Barber, Cass	Tom Brouillette, Monona
Dustin Sheldon, Fremont	Brent Watkins, Monona
Cynthia Williams, Fremont	Pat Berendes, Montgomery
Brian Rife, Harrison	Todd Maher, Page
Carol Vinton, Mills	Jeff Jorgensen, Pottawattamie
Coleen Driscoll, Mills	

SEATING OF NEW BOARD MEMBERS

Wendy Mueller introduced the following new Board Members: Wendy Richter, Cass County Board of Supervisor, will serve as the Public Representative for Cass County. Craig Dozark, Crawford County Board of Supervisor, will serve as the Public Representative for Crawford County. Brian Rife, Harrison County Board of Supervisor, will serve as the Public Representative for Harrison County. Todd Maher, Page County Board of Supervisor, will serve as the Public Representative for Page County. Jeff Jorgensen, Pottawattamie County Board of Supervisor, will serve as the Public Representative for Pottawattamie County. Charla Schmid made a motion to seat Wendy Richter, Public Representative for Cass County, Craig Dozark, Public Representative for Crawford County, Brian Rife, Public Representative for Harrison County, Todd Maher, Public Representative for Page County and Jeff Jorgensen, Public Representative for Pottawattamie County to the West Central Community Action Board of Directors, Kris Olson Harmon seconded. Motion was carried.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda. Trista McLaughlin made the motion to approve the agenda, Charla seconded. Motion was carried.

APPROVAL OF NOVEMBER MINUTES

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

NOMINATING COMMITTEE REPORT

Every two years we need to elect officers to form a nominating committee. The committee has to be comprised of a board member from each of the three sectors. The committee will then need to meet to form the slate of officers. The following Board of Directors volunteered to be on the Nominating Committee: Charla Schmid, Public, Montgomery County, Trista McLaughlin, Private, Harrison County, and Brent Watkins, Low-Income, Monona County. The committee will present the slate of officers at the March board meeting and the election will be held at the Annual meeting in May.

BOARD OF DIRECTORS POLICY UPDATES

Wendy explained 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 received the policies in the January board packet to complete and return. Wendy reminded everyone they are required to attend one board meeting in a nine month period in order to be in compliance with CSBG program operations.

PERSONNEL POLICY UPDATES APPROVAL

Everyone received copies of Personnel Policies #317 Tax Sheltered Retirement Program 403(b), #505 Smoking, Tobacco & Electronic Vaping, #510 Emergency Closings, #701 Employee Conduct and Work Rules, #702 Drug Free Environment, #713 Confidentiality, and #720 Child Support Recovery Services Referrals. Angela Bladt, HR Director, explained all proposed changes to the board and the proposed changes were also approved by Policy Council. We are requesting board approval to approval all proposed changes and the entire the WCCA Personnel Policy Manual. Justin Williams made the motion to approve changes to #317 Tax Sheltered Retirement Program 403(b), #505 Smoking, Tobacco & Electronic Vaping, #510 Emergency Closings, #701 Employee Conduct and Work Rules, #702 Drug Free Environment, #713 Confidentiality, and #720 Child Support Recovery Services Referrals and the entire WCCA Personnel Policy Manual. Lisa Connell seconded. Motion carried.

2023 COMMUNITY NEEDS EXECUTIVE SUMMARY APPROVAL

Brittany Schoof, CSBG/CACFP Director, presented the 2023 Community Needs Executive Summary that was included in the board packet. This is required for CSBG and is valid for 3 years. She went through the surveys and assessments that were used to compile the data and explained the results. 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 Executive Summary showed we have lost overall population in 9 of our 10 counties and have seen an increase in the rate of people living in poverty. The main causes of poverty include: lack of higher education, lack of living wage or employment opportunities, lack of dependable transportation, lack of child care homes/centers, lack of affordable and safe housing, and lack of access to mental health/substance treatment options. 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. Charla Schmid made the motion to approve the 2023 Executive Summary. Jeannine Liljedahl seconded. Motion was 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. She will also be emailing the presentation to the Board of Directors.

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 and how it is verified.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- Included in the board packet is Program Instruction PI-23-01: Supplementary Information on Establishing an Evidence Based COVID 19 Mitigation Policy. The Administration for Children and Families published the final ruling mitigating the spread of COVID-19 in Head Start programs. The final rule removes one of the two provisions, it removes the universal masking requirement for individuals 2 years and older. It does not address the vaccine requirement which is still mandatory unless the Head Start program is in a state where there is a court injunction. Iowa has a vaccine injunction in place.
- Programs are also required to establish and maintain a Health Services Advisory Committee and implement an evidence based COVID-19 mitigation policy by March 7. WCCA already has both in place so we meet the standard.
- Wendy congratulated Danni Segebart, Head Start Director on completing the Head Start Director Credential through the National Head Start Association. The credential provides four months of professional development and practical support to help lead your program with excellence. It is designed for new directors and allows engagement with peers from across the country. Danni had to complete meetings, coursework and presented in December at the National Parent and Family Engagement Conference in Dallas. Congratulations Danni.
- We currently have 7 openings in Head Start and Early Head Start. We continue to advertise and interview potential candidates.
- The end of December enrollment numbers for Head Start and Early Head Start continue to improve. Our current enrollment numbers are: 246 in Head Start with 2 accepts, funded enrollment is 249, which is 98%. 58 in Early Head Start with 6 accepts, funded enrollment is 92, which is 63%. 74 children on the Head Start waitlist and 13 children on the EHST waitlist are over income.
- We continue to have only one Early Head Start classroom open in Council Bluffs as we are still searching for three teachers to get the two remaining classrooms open.
- Our second Harlan Early Head Start classroom will open on January 31 with 8 children.
- Starting this month the Office of Head Start will reinstate their monitoring of enrollment. They will be focusing on grantees who are significantly under enrolled, specifically grantees who are serving less than half of their funded enrollment. Currently, nationwide most programs are not meeting their enrollment numbers. Staffing remains a huge issue as all programs continue to struggle to hire

qualified staff. Head Start enrollment is at 98% and we are over the 50% mark with 63% in Early Head Start. Opening another Early Head Start classroom in Harlan will help tremendously.

- Head Start will have their 2nd annual open house on March 20th at all our locations.
- Kristi Lingle, Head Start Nutrition Specialist applied for the “I am moving, I am learning” physical activity and nutrition initiative for preschool children and our program was accepted. The initiative increases the quantity of time children spend in physical activity during their day and also teaches children about healthy nutrition choices.
- Wendy will be sitting on the National Community Action Partnership Head Start Task Force. The task force is an advisory council for the Community Action Partnership Board of Directors on actions related to early childhood issues and to advocate on behalf of the Community Action Network to promote the Community Action and Head Start early childhood education model. It is a two year term with 32 members from across the United States.
- We should be receiving a Notice of Award for the Head Start and Early Head Start programs in regards to their COLA (cost of living adjustment). Once we receive notification we will need board approval to submit the revised budget and narrative.
- Danni added they will start holding meetings with our current school partners in February to discuss the upcoming 23-24 school year. They are going to invite all school districts across our service area to participate. We hope to have all partnership contracts completed by May.
- Beth Cox from the Office of Head Start in Kansas City will be here in March and will attend our board meeting. This will be the first on-site visit since the pandemic.
- Staff will have a Professional Development day on January 23 where they will discuss topics of the poverty cycle and budgeting.

FEBRUARY BOARD MEETING

Wendy recommended that we do not have a February meeting and that March 21st will be the next meeting. Trista McLaughlin made the motion to not have a February Board of Directors meeting, Kris Olson Harmon 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

- Brittany sent out a letter via email from the Iowa Department of Human Rights dated January 9, approving our FY 2022 CSBG year-end reports. A big thank you goes to Brittany for getting those compiled and submitted. We had our three year CSBG program audit on January 12, with Greg Pieper and Lorie Easter from DCAA. They reviewed the CSBG organizational standards and overall program. The audit went extremely well and we met all 58 organizational standards. They complimented Brittany on her organization of all the documents as the review was able to be completed easily. Wendy thanked Brittany for completing everything for the CSBG audit. DCAA will send formal audit report letters at a later date. Our next onsite review for CSBG will be in 2026.
- When our FY23 LIHEAP contract was awarded, DCAA made an error on the admin contract amount. They exceeded the 10% cap they were allowed. We were notified the middle of December they would be taking back over one million dollars of admin state wide. Our agency lost a little over \$72,000 in

admin funding. The funding was then put into regular LIHEAP assistance to be distributed to clients. I did voice my concern to DCAA over the large error and the negative impact it will have on our agency. We received an additional LIHEAP Emergency Supplemental Award in the amount of \$470,978, which includes \$60,000 in admin funding. This will help offset the loss in the original contract.

- We continue to see a steady increase in LIHEAP applications over this time last year.
- We received our HEAP contract for Weatherization starting January 1, for \$483,241. Amendments will follow throughout the year. This amount is roughly the same as last years. We ended last year with \$1,081,219 in HEAP funding. We also received our Alliant, Black Hills, and Mid-American contract funds for the Weatherization program, which started January 1 and runs through December 31. Alliant’s contract is for \$40,736, Black Hill’s contract is for \$48,164 and Mid-American’s contract is for \$91,747. They are all similar to last year’s funding.
- We will have our home inspection audit on January 25 and 26. The state monitor will evaluate several homes within our service area.
- FaDSS Day on the Hill was January 10, at the State Capital. Mindy Williamson, FaDSS Director and two of her staff attended the event and were able to connect with a few of our Representatives. This meeting allows us to highlight the accomplishments of the FaDSS program. Our program continues to meet the 95% requirement of our funded slots of 107. We currently have 105 families participating in the program.
- Gronewold, Bell, Kyhnn and Company were here December 14-15 to conduct our annual agency audit. They conducted the exit interview with Keith and Wendy today. The major program audited was Head Start and there were no compliance issues. Everything looked good for fiscal year 2022 and Wendy thanked Keith and his staff for all of their hard work. The audit will be presented at the March board meeting.
- Iowa Department of Public Health and the Department of Human Services have merged at the state level and they are now called DHHS (Department of Health and Human Services). The merger along with the new organizational structure, will take effect July 1. Wendy will keep everyone informed as more develops.
- 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.

Craig Dozark made a motion to adjourn at 7:11 p.m. Lisa Connell seconded. Motion carried.

Respectfully Submitted,

Kris Olson Harmon
WCCA Board Secretary

WCCA BOARD MEETING
March 21, 2023

The West Central Community Action Board of Directors was held March 21, 2023 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, Danni Segebart and guest Beth Cox.

ROLL CALL

Wendy Richter, Cass- Zoom	Carol Vinton, Mills- Zoom
Justin Williams, Cass- Zoom	Donna Maddocks, Mills- Zoom
Craig Dozark, Crawford- Zoom	Todd Maher, Page- Zoom
Donna Childress, Crawford- Zoom	Bob Burnett, Pottawattamie- Zoom
Connie McGee, Crawford- Zoom	Molly Cummings, Pottawattamie- Zoom
Cynthia Williams, Fremont- Zoom	Charles Parkhurst, Shelby
Brian Rife, Harrison- Zoom	Bryan Swain, Shelby
Trista McLaughlin, Harrison- Zoom	Kris Olson Harmon, Shelby- Zoom
Evert Colunga, Harrison- Zoom	

A quorum was declared.

Excused Absences:

Steve Barber, Cass	Pat Berendes, Montgomery
Dustin Sheldon, Fremont	Lisa Connell, Page
Tom Brouillette, Monona	Jeannine Liljedahl, Page
Brent Watkins, Monona	Jeff Jorgensen, Pottawattamie
Charla Schmid, Montgomery	

SEATING OF NEW BOARD MEMBER

A Low-Income election was held January 30-February 3, 2023 at our Harrison County Outreach Office for Evert Colunga to serve as the Low-Income Representative for Harrison County. Evert is very active in his local church and is on the volunteer fire department. Evert is also a member of the Head Start Policy Council and is currently the president. He is actively involved in various Head Start program activities and looks forward to helping the community in any way possible. Kris Olson Harmon made a motion to seat Evert Colunga, Low-Income Representative for Harrison County to the West Central Community Action Board of Directors, Craig Dozark seconded. Motion was carried.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda. Craig Dozark made the motion to approve the agenda, Kris Olson Harmon seconded. Motion was carried.

APPROVAL OF JANUARY MINUTES

Bob Burnett made the motion to approve the January minutes, Kris Olson Harmon seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2022 AUDIT PRESENTATION BY DAVID GINTHER OF GRONEWOLD, BELL, KYHNN & COMPANY P.C.

Board of Directors were emailed a copy of the FY 2022 Audit prior to the board meeting. A hard copy of the audit was also mailed to them. Dave Ginther, CPA of Gronewold, Bell, Kyhnn and Company P.C. presented the FY 2022 Audit. He stated 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. West Central Community Action remains a low-risk auditee. Dave commended Keith and his staff on their great work in the Fiscal Department.

FY 2022 AUDIT APPROVAL

Carol Vinton made the motion to accept the FY 2022 Audit, Bob Burnett seconded. Motion was carried. Wendy thanked Dave and Keith and his staff on their great work and stated Keith does an outstanding job as the Chief Financial Officer.

NOMINATING COMMITTEE REPORT

The following Board of Directors represent the Nominating Committee: Charla Schmid, Public, Montgomery County, Trista McLaughlin, Private, Harrison County, and Brent Watkins, Low-Income, Monona County. Trista McLaughlin presented the following slate of officers: President, Charles Parkhurst, Vice President, Trista McLaughlin, and Secretary, Kris Olson Harmon. The election will be held at the Annual meeting on May 16, 2023.

CSBG FY 2023 NPI REPORTS

Brittany Schoof presented the 6-month FY 2023 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 included in the board packet.

STRATEGIC PLANNING COMMITTEE REPORT

Wendy Mueller stated the Strategic Planning Committee met March 17, 2023 to review the FY 2023 6 month NPI reports, FY 2024 CSBG Grant Application and 2022-2023 Strategic Plan. Everyone received a copy of the updated FY 2023 Strategic Plan in their board packet. Wendy highlighted progress so far this year: We have had 463 households apply for LIHEAP online this year and 425 households have applied for LIHWAP. 458 unduplicated households have received a food pantry during the current fiscal year. 100% of identified staff have attended local meetings or community based events. All programs have added at least one new community partnerships. 5,445 households have received assistance during the current fiscal year. We were 100% in compliance with the 58 CSBG Organizational Standards. All agency job descriptions were updated. The Community Needs Executive Summary was completed and presented to the board in January. Our New Employee 45 Day survey has been implemented. Head Start has met with six new school districts. Currently, 91.5% of Head Start enrolled children have attained school readiness levels. The committee will meet again in October to view the finalized FY 2023 plan and create the new FY 2024 Strategic Plan.

FY 2024 ECI AREAS RFP APPROVAL

Everyone received the SFY 2024 Early Childhood Iowa Areas Request for Proposals. Last year we received \$223,850.00 and we are applying for \$204,850.00 for SFY 2024. We are seeking a reduced funding amount due to the decrease in child care centers and homes in our service territory. CCR&R will be writing grants for Corner Counties (Fremont and Page Counties), Boost4Families (Cass, Mills and Montgomery Counties), HMS – (Harrison, Monona and Shelby Counties) and Thriving Families Alliance (Pottawattamie County). The funds will be used for Quality Incentive Projects for registered child care centers and homes which includes reimbursement for professional development classes, child care items, and facility improvements. Thriving Families Alliance

funding also pays for a full time Child Care Consultant position in Pottawattamie County. Carol Vinton made the motion to approve submitting the FY 2024 ECI Areas RFP's as they are received. Todd Maher seconded. Motion was carried.

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, Standard 1303.71 and bus monitoring requirement, Standard 1303.72. Justin Williams made the motion to approve the Head Start Transportation Waiver. Carol Vinton seconded. Motion carried.

HEAD START/EARLY HEAD START QUALITY FUNDING & COLA APPROVAL

Danni stated we received notice of the Cost of Living Adjustments on March 7th. Keith Bruck stated the COLA and QI for Head Start is \$265,411 and Early Head Start is \$139,319 for a total of \$404,730. Keith explained the COLA funding will be used towards staff wage increases. The Quality Improvement funding will be used to add two additional Assistant Head Start Teachers and one Early Head Start Teacher. The new funding will continue in our future grant contract. Carol Vinton made the motion to approve submitting FY 2023 HS/EHS COLA and Quality Improvement application, Kris Olson Harmon seconded. Motion was carried.

HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Danni explained the proposed changes to the COVID-19 Health Procedures. The policy changes have already been approved by Head Start Policy Council. Carol Vinton made a motion to approve the Head Start/Early Head Start Policy changes, Brian Rife seconded. Motion carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- Program Instruction PI-HS-23-02 details the funding increases for Head Start in FY 2023 that Danni and Keith already talked about this evening. There will be an increase of \$960 million over FY 2022. The increase includes \$596 million for a 5.6% cost of living adjustment for all Head Start and Early Head Start staff, \$262 million for quality improvement, and \$100 million for expansion.
- Included in the board packet is a letter from the Office of Head Start notifying us of the Focus Area 2 monitoring review that will take place the week of April 3. The FA2 review allows us to demonstrate our effectiveness in implementing a high-quality program to promote positive outcomes and school readiness for children and their families. The Office of Head Start reviewers are determining if our program is meeting the requirements of the Head Start Program Performance Standards, Uniform Guidance, and the Head Start Act. The review is divided into 6 sections: Program Management and Quality Improvement, Education and Child Development, Health, Family and Community Engagement, Fiscal, and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSA). There will be two reviewer's onsite and the Fiscal and ERSA will be conducted virtually. They will visit 15 classrooms for 30 minutes each. There is also a Governance Board and Policy Council review. Charlie Parkhurst, Trista McLaughlin, Kris Olson Harmon, and Carol Vinton have agreed to be a part of the governance interview. Wendy is confident it will go well.
- A letter dated March 2, from the Administration for Children and Families is included in the board packet. It notifies us that our Head Start program is currently eligible for a non-competitive five year grant award. This is great news and we are hopeful we will not go through the re-competitive process again.
- We currently have 6 openings in Head Start and Early Head Start: Council Bluffs Early Head Start Teacher (3), Harlan Early Head Start Teacher, Harlan Head Start Assistant Teacher, and Harlan Family Advocate. We have three new staff starting tomorrow.
- The end of February enrollment numbers for Head Start and Early Head Start are looking great. Our current enrollment numbers are: 249 in Head Start, funded enrollment is 249, which is 100%. 75 in Early Head Start with 3 accepts, funded enrollment is 92, which is 82%. 76 children on the Head Start waitlist and 8 children on the EHST waitlist are over income.

- We continue to have only one Early Head Start classroom open in Council Bluffs, but will be opening another classroom as we hired an Early Head Start Teacher Floater. We are still searching for three teachers.
- Head Start and Early Head Start had their 2nd annual open house yesterday from 2-7 pm in Atlantic, Council Bluffs, Denison, Glenwood and Harlan. It was a great opportunity to invite community members, partners, and potential families to tour our facilities. Danni added we received 17 eligible applications from the event.
- Danni stated we currently have 10.8% of children with a disability in Head Start and 14.5% in Early Head Start and she expects that number to increase before the end of the school year.
- We were notified last month that Sunshine and Rainbows in Red Oak was closing March 17th. Wendy, Keith and Danni met with the owners and we are able to complete the school year in that facility. Danni said they are actively looking for other options in Red Oak to re-open the classroom in the fall.
- Our Missouri Valley classroom will be moving into the Missouri Valley Elementary School the end of July. This is great news as students will be able to use the schools transportation system and families can apply for the after school wrap-around program.
- Danni applied for a qualification waiver for a teacher who is in the process of completing their CDA. Beth Cox has approved the waiver.
- Staff have been working on a data review and the self-assessment is in process and will be presented at the May Board Meeting.

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. Wendy stated there will be a Planning & Evaluation Committee meeting prior to the May Board meeting. An updated committee listing was included in the board packet. Trista McLaughlin made the motion to not have an April Board of Directors meeting. Carol Vinton seconded. Motion was carried.

HEAD START/EARLY HEAD START HE06 CONTRACT AMENDMENT APPROVAL

Keith stated there is Head Start/Early Head Start COVID funding that is set to expire March 31, 2023. The funds will be reallocated into supplies, travel, and equipment. A no cost extension will also be submitted and it would give us another year to expend the funds. Danni added there are two playgrounds that need updated and this funding would be used. Keith asked for board approval to submit a budget amendment for the COVID funding. Trista McLaughlin made the motion to submit a budget amendment. Brian Rife seconded. Motion was carried. Keith asked for board approval to submit a COVID funding contract extension. Carol Vinton made the motion to submit a contract extension. Kris Olson Harmon 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

- A letter from the Department of Human Rights dated February 9, is included in the board packet. The letter allocates CSBG funds through the second quarter in the amount of \$272,229. CSBG funds are used primarily to fund the outreach offices and staff. Just a reminder that starting June 1, all outreach offices will be decreased to 36 hours per week due to the reduction in CSBG funding allocation. The Page County Outreach will be going to a four day work week starting this week.
- Our response letter for our Weatherization Home Inspection audit completed the week of January 25th, is included in the board packet. All corrective work has been completed and documented. A thank you goes to Kelly and his staff for a good review and getting the corrective work taken care of. We also had another state

home inspection audit on March 20, in Harlan for one of our homes that utilized Readiness Funds for knob and tube wiring. The audit went well and there were no findings.

- Employee Training Day will be held on April 21, at the Therkildsen Center in Harlan. All employees come to the training to review basic policies and procedures, listen to a guest speaker, who is a magician and a comedian. We will also present years of service awards to staff. It is a great way to bring all the staff together and interact.
- We are down one FaDSS program specialist so our program is at 86% of our funded slots of 107. We currently have 92 families participating in the program. We are actively seeking a new FaDSS Specialist and had an interview today. Hopefully we will get someone on board very soon to meet our 95% caseload requirement.
- Coleen Driscoll, Private Board Representative for Mills County has decided to resign from the Board of Directors as she is now retired. She has been a member of the board since 2012 and was very supportive. WCCA has appreciated her time and dedication.
- Department of Health and Human Services (DHHS) Update: ICAA has continued to have meeting with Director Kelly Garcia and it looks like Community Action and its programs, that include CSBG, Weatherization, LIHEAP, and FaDSS will remain together for now. We will probably be placed under the Community Access Division. DHHS likely won't finalize the organizational chart until the end of the month. Wendy will keep everyone informed as more develops.
- Brittany will be sending out a survey to all board members regarding board meeting times by the end of the week. Wendy wants to make sure we currently have the optimal meeting time for members. The times range from 2:00 to our current time of 6:00. Please mark your top two choices that work for you and the results will be presented at the May board meeting.
- We have had a few client issues the past month and Wendy stated she takes staff safety very serious. It may be necessary at times to ban certain individuals from our premises or lock down offices. WCCA has a zero tolerance policy for violence or threats in any form and this policy also covers clients.

Craig Dozark made a motion to adjourn at 6:59 p.m. Carol Vinton seconded. Motion carried.

Respectfully Submitted,

Kris Olson Harmon
WCCA Board Secretary

WCCA BOARD MEETING
May 16, 2023

The 57th Annual Meeting of the West Central Community Action Board of Directors was held May 16, 2023 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:00 p.m. Staff attending were: Wendy Mueller, Keith Bruck, Angela Bladt, Brittany Schoof, and Danni Segebart.

ROLL CALL

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Craig Dozark, Crawford- Zoom	Todd Maher, Page- Zoom
Donna Childress, Crawford- Zoom	Lisa Connell, Page- Zoom
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Cynthia Williams, Fremont- Zoom	Bob Burnett, Pottawattamie- Zoom
Brian Rife, Harrison- Zoom	Molly Cummings, Pottawattamie- Zoom
Trista McLaughlin, Harrison- Zoom	Charles Parkhurst, Shelby
Carol Vinton, Mills	Bryan Swain, Shelby
Charla Schmid, Montgomery- Zoom	Kris Olson Harmon, Shelby- Zoom

A quorum was declared.

Excused Absences:

Steve Barber, Cass	Donna Maddocks, Mills
Justin Williams, Cass	Tom Brouillette, Monona
Dustin Sheldon, Fremont	Brent Watkins, Monona
Evert Colunga, Harrison	Jeff Jorgensen, Pottawattamie

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda. Carol Vinton made the motion to approve the agenda, Jeannine Liljedahl seconded. Motion was carried.

APPROVAL OF MARCH MINUTES

Trista McLaughlin made the motion to approve the March minutes. Kris Olson Harmon seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

ELECTION OF OFFICERS

Wendy Mueller stated the Nominating Committee consisted of Charla Schmid, Brent Watkins, and Trista McLaughlin. The committee has nominated the following Board of Directors to fill these positions: Charles Parkhurst- President, Trista McLaughlin- Vice President, and Kris Olson-Harmon-Secretary. Wendy asked if there were any other nominations. Jeannine Liljedahl made a motion to

accept the Slate of Officers, Charla Schmid seconded. Motion was carried. Wendy thanked the officers for accepting another term.

FY 2022 ANNUAL REPORT

Everyone received a copy of the FY 2022 Annual Report in their board packet. The report highlights all programs, services, number of clients served, demographic information, and our audit. We served a total of 14,771 unduplicated individuals and 6,591 unduplicated households. A big thank you goes to Brittany for all of her hard work in completing the annual report.

PLANNING & EVALUATION COMMITTEE REPORT

FY 2024 CSBG COMMUNITY ACTION PLAN AND APPLICATION APPROVAL

The Planning and Evaluation Committee met prior to the Board Meeting. Brittany Schoof stated the Planning Committee discussed the FY2024 CSBG Community Action Plan and Application which are aligned with WCCA's mission, vision, beliefs and values. It is a full application this year and is due June 2nd. 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 2024. 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 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 2024. 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. Pat Berendes made the motion to approve the FY 2024 CSBG Community Action Plan and Application and that it is aligned with WCCA's mission, vision, beliefs and values. Carol Vinton seconded. Motion was carried. Wendy thanked Brittany for her hard work on the CSBG NPI's and preparing the FY 2024 CSBG Grant Application and Keith for completing the budget.

FY 2023 CSBG BUDGET AMENDMENT APPROVAL

Keith Bruck stated we received notification of our final FY 2023 CSBG grant award and are reducing the original budget by \$8,925 for a total award of \$544,597. WCCA was informed last year that a reduction in our Final FY 2023 Budget would be occurring. We need board approval to submit the CSBG budget amendment. Wendy Richter made the motion to approve the FY2023 CSBG Budget Amendment, Kris Olson Harmon seconded. Motion was carried.

FY 2024 ORGANIZATION BUDGET APPROVAL

2023-2024 Organizational Budget was provided to all Board of Directors in their board packet. Keith stated this is a requirement for CSBG but provides a great overview of the Agency. Keith explained the budget in detail and stated there is a decrease from the previous year in Salary and Wages, Fringe Benefits and Supplies due to the additional funding received during COVID-19. Keith projected an increase in Travel and Training for the next year as many programs are going back to in-person

conferences after the pandemic. Brian Rife made the motion to approve the Annual Agency Wide Organizational Budget for 2023-2024, Todd Maher seconded. Motion was carried.

PERSONNEL POLICY UPDATES APPROVAL

Everyone received copies of Personnel Policies #106 Employment Physical Examinations, #120 Orientation, #306 Work Comp, #311 Jury Duty, #312 Witness Jury, #402 Training, and #715 Whistleblower. Angela Bladt, HR Director, explained all proposed changes to the board and the proposed changes were also approved by Policy Council Executive Committee. We are requesting board approval to approve all proposed changes and the entire the WCCA Personnel Policy Manual. Pat Berendes made the motion to approve changes to #106 Employment Physical Examinations, #120 Orientation, #306 Work Comp, #311 Jury Duty, #312 Witness Jury, #402 Training, and #715 Whistleblower and the entire WCCA Personnel Policy Manual. Charla Schmid seconded. Motion carried.

CCR&R FY 2024 FUNDING REQUEST APPROVAL

We are in the process of preparing our budget and training plan for FY 2024. This renewal is in the sixth year of a six-year grant cycle, with a base funding is \$856,329. Additionally, there are three Pay for Performance Measures available that will be determined by the Department of Health and Human Services at a later date. At the anticipated funding level we will employ eight full-time and one part-time CCR&R positions to provide resources, education, and advocacy to support quality child care in a 17 county area. Our region has seen a 10% decrease in child care providers this year compared to the 4% loss last year. We are requesting board approval to submit the FY 2024 CCR&R budget and training plan by June 1, 2023 to the Iowa Department of Health and Human Services. Craig Dozark made the motion to approve submitting FY 2024 CCR&R budget and training plan. Jeannine Liljedahl seconded. Motion was carried.

HEAD START SELF-ASSESSMENT APPROVAL

Danni Segebart presented the Head Start Self-Assessment in detail and a handout was provided to all Board of Directors in their board packet. She discussed the process of the self-assessment, timeframe, data collection tools, program strengths, systemic issues, innovation findings/discoveries, the progress of the program goals and recommendations. The two areas they want to explore more are attendance and family engagement. This assessment will also be used to write the Head Start/Early Head Start grant that will be due November 1st. Carol Vinton made the motion to approve the Head Start Self-Assessment. Todd Maher seconded. Motion was carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- The FA2 monitoring report was emailed to everyone last week. It was an excellent report and demonstrates the strength of our Head Start program. We only had two areas of concern which Regional Office was already aware we were out of compliance.
 - 1) 1302.91- Staff qualifications and competency requirements. Early Head Start teachers are required to have a minimum of a CDA. Four of our eight Early Head Start teachers do not meet this requirement. All four are on professional development plans to get their CDA.
 - 2) 1302.91- Staff qualifications and competency requirements. Head Start teachers are required to have an associate's degree or bachelor's degree in child development or early childhood education. We had 2 out of 33 Head Start teachers that did not meet this requirement. We have an approved waiver for one of the teachers and the other one is on a professional development plan outlining a

path to a bachelor's degree. We are not required to submit a formal response for either area of concern. Wendy was pleased with the monitoring review and thanked Danni, all the Head Start and Early Head Start staff, Keith, Angela, the Board of Directors and Policy Council members who participated in the interviews. This report is a great reflection of our program.

- We currently have 11 openings in Head Start and Early Head Start. Council Bluffs Early Head Start Teacher (3), Council Bluffs Head Start Assistant Teacher, Council Bluffs Family Advocate, Glenwood Head Start Assistant Teacher, Head Start Education Support Coordinator, Harlan Head Start Assistant Teacher, Harlan Family Advocate, Harlan Food Service, and Early Head Start Home Based Teacher.
- Our current enrollment numbers are: 248 in Head Start, funded enrollment is 249, which is 99%. 69 in Early Head Start with 5 accepted, funded enrollment is 92, which is 75%. 32 children on the Head Start waitlist and 10 children on the Early Head Start waitlist are over income. We continue to have only one Early Head Start classroom open in Council Bluffs due to staffing.
- We have fully executed school contracts for the 23-24 school year from Clarinda, Council Bluffs, and Harlan. We are still waiting on Essex, Hamburg, Red Oak, and West Monona to get approved at their next scheduled board meeting.
- Head Start/Early Head Start staff are actively recruiting for the 2023/2024 school year. If you know of any families that would be interested, please refer them to WCCA's Facebook page or call the Head Start office at 712-755-7537. The last day of school for Head Start children is May 24.
- Angela Bladt and Wendy along with three Head Start staff participated in the Head Start Region VII Management Acceleration Program (MAP). The training was over 2 and a half weeks during April and May. The training program covered Head Start principles and management practices.
- We received a notification from the Office of Head Start (OHS) on May 4, stating we had been randomly selected for an improper payment study. The Office of Head Start is now required to conduct an improper payment study of randomly selected Head Start award recipients. The notification letter is included in the board packet. There are two phases to the review. Phase one is the Fiscal Department has to provide a list of transactions paid with Head Start grant funds from FY 2022, including expense amounts and dates of payment. The spreadsheet has to be completed by May 31. Phase two is 10 transactions will be selected from the list submitted and we will have to provide all documentation by June 30. Keith will be submitting the information this week.
- In last month's board packet you received a letter from the Administration for Children and Families notifying WCCA of our Head Start program deficiency due to the incident that occurred at the Red Oak Public School in January. We were supposed to submit a formal response by May 4, but received an extension from Region VII Head Start as we have to complete all the action items to correct the situation before we can submit the formal response. West Central Head Start will be conducting school personnel training at the beginning of the new school year in August, to hopefully alleviate any other issues occurring in the future and once that has been completed we will submit our response.
- A community member in Red Oak is in the process of buying the Sunshine and Rainbows daycare center where we currently have one of our Head Start classrooms. We were notified in March that the center would be closing and were frantically looking for a place to move our classroom next year. We will be leasing the entire building. The space is over 5,000 square feet so we will be moving our outreach office along with all staff currently located in our outreach site into the new space. We are extremely excited to have multiple programs under one roof. Sunshine and Rainbows is located right next to our current outreach office location so it won't be hard for clients to transition to the new space. We have occupied our outreach space for the past 15 years and want to thank

Montgomery County for renting us the space. We will be moving to the new location during the month of June.

- Danni stated we are looking at moving Early Head Start slots currently in Council Bluffs to Red Oak. Currently we are unable to open an Early Head Start classroom in Council Bluffs due to staffing and this fall a new Early Childhood Center will be opening in Council Bluffs where we could be wanting to enroll the same children. There is a great need for Early Head Start in Red Oak and Danni is hopeful we will fill those available slots by moving them to Red Oak.
- There was an incident at our Council Bluffs location in March. Danni informed the Office of Head Start and we are waiting on their report but DHS determined it unfounded. Additional staff training will be conducted.
- Danni added that the Office of Head Start has begun sending letters out to those programs who are chronically under enrolled. Our Head Start program is fine but Early Head Start has been anywhere from 60-75%. We are working hard to get our enrollment numbers up and open classrooms so we hopefully do not get put on an action place.
- We are moving our Missouri Valley Head Start classroom this summer into the Missouri Valley School and our children will have access to school transportation.

WCCA BOARD MEETING TIMES

We had 19 board members complete the board meeting time survey last month. The two top choices were 5:00 and the current time of 6:00. Wendy proposed having the board meetings at 5:30 to meet in the middle. Todd Maher made the motion to move the Board of Directors meetings to 5:30 p.m. Molly Cummings seconded. Motion was carried

BOARD OF DIRECTORS VACANCY UPDATE

It was noted during our on-site CSBG monitoring review in January and stated in the final report letter that we have had several board seat vacancies over the past 9 months. The state monitors recommended that we look at combining county seats which would help alleviate some of our vacancy issues and reduce the overall number of members. This action has been implemented at two other Iowa Community Action Agencies. Wendy suggested combining Fremont and Mills Counties as they have had the longest vacancies. There are two private openings in Fremont and Mills. Wendy proposed to move one of the low-income representatives to a private seat. That would mean moving either Cynthia Williams or Donna Maddocks, with one of them remaining in their current low-income representative position. As for the public representative, Wendy recommend having Carol Vinton be the designated representative with Dustin Sheldon as the alternate. Both public representatives would receive board materials monthly. Our board would change from 30 members to 27 and we would need to update our by-laws to reflect the changes. We also have vacancies in Montgomery and Monona. Discussion was held. All Board of Director present were interested in the change. Wendy and Brittany will update the by-laws and bring it to the August meeting for approval.

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 can always schedule a meeting if needed. Brian Rife made the motion to not have a June or July Board of Directors meeting. Charla Schmid seconded. Motion was carried. Carol Vinton made the recommendation to have board packets emailed to everyone on the months of no board meetings to save on staff time, supplies, and postage. Discussion was held and all Board of Directors present agreed. Brittany will be begin this in June and mail packets only when in-person board meetings are held.

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

- LIHEAP officially ended on April 30th. We saw an increase of 1% in applications from last year, which equates to an additional 52 applications. Over the past two years we have seen an increase of 15% in total approved applications. This year we approved 5,517 applications for almost \$3 million dollars. A big thank you goes to the LIHEAP staff and outreach for their hard work.
- WCCA has paid out over \$750,000 in ECIP crisis funding since October. We just received an additional \$85,000 in ECIP funding yesterday as we have been out of crisis funds for a week. The state will not issue a supplemental payment this year, but instead will issue all remaining funds in the form of ECIP. They do not have a lot of extra funding so Wendy is unsure how much more we will receive. We are still able to assist clients with other utility funds such as Black Hills Cares, Alliant Hometown Cares and Mid-American ICARE funds, but the money is going fast.
- We are still assisting clients with the LIHWAP water funds, but only have \$15,000 left. There is a possibility we will receive a little bit more, but the state is waiting on notification from the Feds on how much more they will be receiving. We hope to know in a couple of weeks. All water funds have to be expended by September 30.
- Included in the board packet from the Iowa Department of Human Rights regarding our recent Weatherization Administrative Program monitoring review. Ben Banowetz from the state reviewed our Weatherization program files containing the use of Weatherization Readiness funds. There were no programmatic findings and no response was required. A big thank you goes to Kelly Mahlberg, Weatherization Director and his staff for a job well done.
- We received our DOE contract in the amount of \$344,554, which is \$8,000 more than last year's award. A copy was included in the board packet. We also received a contract amendment for our BIL contract – (Bipartisan Infrastructure Law) which added an additional \$770,000 to the contract. We have already spent \$170,000. We have until 2025 to expend the funds. We hope to receive more HEAP funding from the state to help augment the cost of the home as we can only spend \$8,009 per home with the DOE BIL contract and the average cost per home is \$25,000. We also received additional IPL funds in the amount of \$15,000 to help pay for Weatherization completed on homes who are Alliant Energy customers.
- Included in the board packet were two letters from the Iowa Department of Human Rights. The first one is dated April 13 – that approves our contract extension for FY 2022 CSBG funds to be spent until June 30. The second one is dated April 18 – notifying us of our final FY 2023 CSBG award allocation of \$544,597. Keith already received approval of the CSBG budget amendment that needs to be submitted to the State earlier tonight.
- There is also a FY 21 CSBG State of Iowa Fact Sheet included in the board packet. The report was just released by the Office of Community Services and highlights everything the 16 Community Action Agencies in Iowa were able to do with CSBG funding in the component areas of employment, education, income and assets, housing, health and civic engagement. CSBG funding is extremely vital to Community Action Agencies and is used in a variety of ways to help families.
- Just a reminder that starting the week of May 29, all outreach offices will be decreased to 36 hours per week due to the reduction in CSBG funding. All offices will be closed Friday afternoon from 12-

4 p.m. The Page County Outreach office will be open 32 hours per week Monday-Thursday. The Cass County office will only be open 1-2 days per week during the summer as our Outreach Specialist will be out on maternity leave starting the end of this month.

- Employee Training Day was held on April 21, at the Therkildsen Center in Harlan. It was a great location and employees really enjoyed the guest speaker who was a magician/comedian.
- The FaDSS Specialist position is still vacant so our program is at 86% of our funded slots of 107. We currently have 92 families participating in the program. We are actively seeking a new FaDSS Specialist and hopefully we will get someone on board very soon to meet our 95% caseload requirement.
- FaDSS contract extension and budget amendment was approved. The FaDSS contract ends June 30, and with the extension we have until September 30, to expend all funding.
- Mindy, Keith and Wendy had a meeting with the State FaDSS program managers, as they are having meetings with all grantees before the new contract starts on July 1. The state is proposing to cut 70 slots statewide to improve quality and outcomes of families enrolled in the program. All grantees would stay at their current funding level regardless of the number of slots cut, which is great news. They proposed to reduce our current caseload size of 107 to 95. They are wanting FaDSS specialists to reduce their caseload size from 21 to between 18-19 families per specialist. We were agreeable to the change and it will be voted on this week by the FaDSS Council.
- Our offices will be closed on May 29, for Memorial Day and June 19, for the Juneteenth Holiday.

Carol Vinton made a motion to adjourn at 7:01 p.m. Wendy Richter seconded. Motion carried.

Respectfully Submitted,

Kris Olson Harmon
WCCA Board Secretary