

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, Page- 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

WCCA BOARD MEETING
March 15, 2022

A meeting of the West Central Community Action Board of Directors was held March 15, 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, Cass- Zoom	Pat Berendes, Montgomery- Zoom
Jeri Vogt, Crawford- Zoom	Alan Armstrong, Page- Zoom
Donna Childress, Crawford- Zoom	Lynn Grobe, Pottawattamie
Connie McGee, Crawford- Zoom	Bob Burnett, Pottawattamie- Zoom
Walter Utman, Harrison	Molly Cummings, Pottawattamie- Zoom
Trista McLaughlin, Harrison- Zoom	Charles Parkhurst, Shelby
Carol Vinton, Mills- Zoom	Bryan Swain, Shelby
Coleen Driscoll, Mills- Zoom	Kris Olson Harmon, Shelby- Zoom
Donna Maddocks, Mills- Zoom	

A quorum was declared.

Excused Absences:

Steve Barber, Cass	Tom Brouillette, Monona
Justin Williams, Cass	Brent Watkins, Monona
Dustin Sheldon, Fremont	Charla Schmid, Montgomery
Cynthia Williams, Fremont	Jeannine Liljedahl- Page
Joan Martens, Harrison	

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF JANUARY MINUTES

Lynn Grobe made the motion to approve the January minutes, Alan Armstrong seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2021 AUDIT PRESENTATION BY DAVID GINTHER OF GRONEWOLD, BELL, KYHNN & COMPANY P.C.

Board of Directors were emailed a copy of the FY 2021 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 2021 Audit. He stated that 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 2021 AUDIT APPROVAL

Walter Utman made the motion to accept the FY 2021 Audit, Carol Vinton 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.

PLANNING & EVALUATION COMMITTEE REPORT CSBG FY 2022 NPI AND FY 2023 GRANT DISCUSSION

The Planning and Evaluation Committee met prior to the Board Meeting. Brittany updated the committee on the 6-month FY 2022 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 attached to Brittany's staff report.

FY 2023 CSBG COMMUNITY ACTION PLAN AND APPLICATION APPROVAL

Brittany stated the Planning Committee discussed the FY2023 CSBG Community Action Plan and Application which are aligned with WCCA's mission, vision, beliefs and values. It is an abbreviated application this year and is due June 3rd. She discussed and explained the three parts of the application: narrative, National Performance Indicators Report (NPI), and the budget. The grant narrative describes how our agency follows the ROMA cycle of assessment, planning, implementation, achievement of results and evaluation. Using the ROMA cycle ensures that CSBG funds are used on programs that are anti-poverty based, anti-poverty focused, and tie directly to the community needs assessments. The narrative describes our process of how our Board of Directors, Administrative Management Team, and various sub-committees are involved in all stages of the ROMA cycle. It also defines how our agency meets the CSBG assurances in assisting low-income families and individuals to achieve self-sufficiency, secure employment, obtain emergency assistance, and make better use of available income. The CSBG Budget Summary illustrates how CSBG funds will be used during FY 2023. 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 2023. 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 2023 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 2023 CSBG Grant Application.

STRATEGIC PLANNING COMMITTEE REPORT

Wendy Mueller stated the Strategic Planning Committee met March 10, 2022 to review the FY 2022 6 month NPI reports, FY 2023 CSBG Grant Application and 2021-2022 Strategic Plan. Everyone received a copy of the updated FY 2022 Strategic Plan in their board packet. Wendy highlighted progress so far this year: We have had 438 households apply for LIHEAP online this year and our goal is 500. 341 unduplicated households have received a food pantry during the current fiscal year. SNAP benefits will be decreased beginning April 1, and we are anticipating our food pantries will have an increase in use. 94% of identified staff have attended local meetings or community based events. We have added 6 new community partnerships. 5,280 households have received assistance during the current fiscal year. The Risk Assessment and Agency wide Safety Manual has been completed. We have implemented the electronic signature system DocuSign within the FaDSS program. Head Start has met with four new school districts. Currently 87% of Head Start enrolled children have attained school readiness levels. The committee will meet again in October to view the finalized FY 2022 plan and create the new FY 2023 Strategic Plan.

EXECUTIVE DIRECTORS SUCCESSION PLAN APPROVAL

Wendy explained that the Executive Director's succession plan has been updated with new information, director titles, and personnel. A copy of the first three pages of the plan were included in the board packet that outlines general duties and the vacancy plan. The entire document is 20 pages and describes specific duties and monthly calendar of activities and responsibilities. Wendy asked for board approval to approve the Executive Director's Succession Plan and once approved she will update the Board approval date in the document. Steve Green made the motion to approve the Executive Directors Succession Plan. Alan Armstrong seconded. Motion was carried.

FY 2023 ECI AREAS RFP APPROVAL

Everyone received the SFY 2023 Early Childhood Iowa Areas Request for Proposals. Last year we received \$223,850.00 and we are applying for \$211,850.00 for SFY 2023. 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 Promise Partners (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. Promise Partners funding also pays for a full time Child Care Consultant position in Pottawattamie County. Walter Utman made the motion to approve submitting the FY 2023 ECI Areas RFP's as they are received. Alan Armstrong seconded. Motion was carried.

HEAD START/EARLY HEAD START ELIGIBILITY TRAINING

Danni Segebart 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 TRANSPORTATION WAIVER

Danni presented the Head Start Transportation Wavier. We are requesting a transportation waiver for both the child safety restraint system and bus monitoring requirements. Steve Green made the motion to approve the Head Start Transportation Wavier. Pat Berendes seconded. Motion carried.

2021-22 HEAD START DISABILITY WAVIER APPROVAL

Danni stated that we need to enroll 10% of their funded enrollment with children who have a disability. Currently, we are at 7% and very close to meeting the 10% for Head Start as we have 4 open concerns within our centers and 2 open concerns within school partners. Early Head Start currently has 13% enrolled with an IFSP. We used to be able to combine Head Start and Early Head Start together to meet the requirement but that is no longer allowed. Danni is request board approval to submit the 2021-22 Head Start Disability Waiver if we need it. Alan Armstrong made the motion to approve the Head Start 2021-22 Disability Waiver. Lynn Grobe seconded. Motion was carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- Included in the board packet is an Information Memorandum ACF-IM-HS-22-02 regarding documenting services to enrolled pregnant women. The memo discusses best practices for Early Head Start programs in tracking services delivered to enrolled women, both directly and from community partners. Early Head Start programs providing services to pregnant women must identify unmet needs and connect the family with community resources. Our program currently meets all of the reporting requirements.
- Our current enrollment numbers for Head Start and Early Head Start are: 246 in Head Start, funded enrollment is 272. 63 in Early Head Start, funded enrollment is 92. 44 children are on the Head Start waitlist and 12 on the EHST waitlist that are over income.
- We only have one Early Head Start classroom open in Council Bluffs due to staffing.
- Glenwood Head Start classroom continues to remain closed due to staffing.
- We are down to 15 current openings in the program, we have hired a couple new staff in the past couple of weeks.
- Danni stated Head Start will be lifting the masking guidelines for staff and children. She will be announcing this to her staff soon. They will continue to monitor CDC guidelines and area positivity rates.
- Denison Head Start classroom was closed for two days due to staff illness in February.
- They are currently meeting with school partners for the 2022-23 school year.
- Head Start and Early Head Start recruitment for the next school year has begun. If you know of anyone interested, please have them contact us.

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. Walter Utman made the motion to not have an April 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

- Weatherization's on-site inspection audit was January 31-February 2, with Chris Bracy and Bob Frieze from the State of Iowa. The state evaluated 6 homes located in Atlantic, Council Bluffs, Shenandoah, and Villisca. The exit interview was conducted on February 3, and is included in the board packet. The review went very well and the state auditors complimented Kelly and the staff on administrating a great Weatherization program. They commented that the work was excellent, WCCA staff have good relationships with contractors, and clients are happy with WCCA staff and contractors. There were only a few minor fixes that needed to be made, overall WCCA gets an A+ for their program. We had to have the contractors go back on 4 houses for minimal repairs to meet state requirements. All work has been completed and our response was included in the board packet that was sent to the state. A big thank you goes to Kelly Mahlberg and his staff, Dick and Lori, for doing such a great job.
- DCAA approved our three month extension request to expend our FY 2021 CSBG funds until June 30. A letter was included in the board packet. On March 17, the new census data will be released regarding poverty and population. The new data will be used to create a new formula to distribute CSBG funds. CSBG money has been distributed to Community Action Agencies based on the same formula for the past 10 years. We are anticipating the new formula will result in a reduction of funding to WCCA, due to the population decrease in our counties. We hope the reduction won't be drastic as we primarily use the funds to operate our outreach offices in all 10 counties. DCAA will be working on the new funding formula and we expect to know something in the next few months.
- Wendy provided information in her February board report regarding the new WIC RFP that was issued by IDPH in January. The new contract will start October 1. We will be partnering with Pottawattamie County to provide services in Cass, Harrison, Mills, Monona, and Shelby Counties. The subcontract will be in the amount of \$216,043, this includes a 2.5% administrative fee. With this amount of funding and a reduction in service area we will need three staff members to conduct services, two dieticians and one support staff. We currently have three staff members.
- Due to recent staff changes our current WIC contract will change to ensure clients are served at the highest level. WCCA will continue to service Cass, Fremont, and Mills. Pottawattamie County will be the contract holder for Harrison, Monona and Shelby. They will be utilizing our staff to conduct clinics and clinics will remain in the same locations, which is good. New Opportunities will be taking Crawford County and will service the clinic with their staff, and MATURA will be servicing Montgomery County and using their staff. The new contracts if approved by the state will take effect on April 1. The State will reduce WCCA's funding by \$92,672.00 however, the state is providing sufficient money to keep all WCCA staff until the end of the contract period September 30. Starting October 1, we will transition to the new RFP if it is approved by the state.
- Included in the board packet is a letter from the Iowa Department of Human Rights regarding resuming in-person services for the FaDSS program. Effective April 16, all FaDSS Specialists will resume in person services regardless of vaccine status. Our FaDSS Specialists who have been fully vaccinated resumed in person services back in August, so this is not going to be a big change for us. The state is requiring families to meet in person and if they refuse they must exit the program by May 31.

- Supplemental LIHEAP payments were mailed out on February 28, to all approved LIHEAP applicants. 3787 households received a supplemental payment for a total of \$695,952. Any households approved for LIHEAP after February 7, have an increased benefit of \$16 per point for a total point value of \$56/point. The state required a supplemental payment to be issued due to the extra LIHEAP funding. We are anticipating there will be another supplemental payment approved during the summer.
- Just a reminder to please return the By-Law sign off form as soon as possible. If you hadn't signed it previously another form was included in your board packet. There is a self-addressed postage paid envelope provided.
- There was a board self-assessment survey emailed out on March 10, which needs to be completed by March 31. The survey is completely anonymous and we would appreciate the feedback.

Walter Utman made a motion to adjourn at 6:56 p.m. Alan Armstrong seconded. Motion carried.

Respectfully Submitted,

Trista McLaughlin
WCCA Board Secretary

WCCA BOARD MEETING
May 17, 2022

The 56th Annual Meeting of the West Central Community Action Board of Directors was held May 17, 2022 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:04 p.m. Staff attending were: Wendy Mueller, Keith Bruck, Angela Bladt, Brittany Schoof, and Danni Segebart.

ROLL CALL

Steve Green, Cass- Zoom	Alan Armstrong, Page- Zoom
Jeri Vogt, Crawford- Zoom	Jeannine Liljedahl, Page- Zoom
Connie McGee, Crawford- Zoom	Lynn Grobe, Pottawattamie
Donna Childress, Crawford- Zoom	Bob Burnett, Pottawattamie- Zoom
Walter Utman, Harrison	Molly Cummings, Pottawattamie- Zoom
Joan Martens, Harrison- Zoom	Charles Parkhurst, Shelby
Donna Maddocks, Mills- Zoom	Bryan Swain, Shelby
Charla Schmid, Montgomery- Zoom	Kris Olson Harmon, Shelby- Zoom

A quorum was declared.

Excused Absences:

Steve Barber, Cass	Carol Vinton, Mills
Justin Williams, Cass	Coleen Driscoll, Mills
Dustin Sheldon, Fremont	Tom Brouillette, Monona
Cynthia Williams, Fremont	Brent Watkins, Monona
Trista McLaughlin, Harrison	Pat Berendes, Montgomery

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF MARCH MINUTES

Steve Green made the motion to approve the March minutes. Alan Armstrong seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2021 ANNUAL REPORT

Everyone received a copy of the FY 2021 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 13,460 unduplicated individuals and 5,971 unduplicated households. A big thank you goes to Brittany for all of her hard work in completing the annual report.

FY 2023 ORGANIZATION BUDGET APPROVAL

2022-2023 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. Steve Green made the motion to approve the Annual Agency Wide Organizational Budget for 2022-2023, Alan Armstrong seconded. Motion was carried.

MANUAL OF ACCOUNTING POLICIES AND PROCEDURES APPROVAL

Keith went through the current policies and the proposed changes to the Manual of Accounting Policies and Procedures. The proposed changes were all job title changes within the agency. Alan Armstrong made the motion to accept the policy changes and approve the updated Manual of Accounting Policies & Procedures, Walter Utman 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 2023. This renewal is in the fifth year of a six-year grant cycle. The base funding is \$766,130 with the possibility of receiving our current funding level of \$839,538.00. 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 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. 2- 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 and \$15,000 for the Silver Standard. 3- A new pay for performance measure will be determined by the Department of Human Services during the contract period regarding IQ4K. At the anticipated funding level we will employ eight full-time and one part-time 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 include provider registration; regulatory requirements; infant and toddler care; recruitment and retention strategies; and the Iowa Quality for Kids (IQ4K) with an emphasis of onsite services. 2- Community Services: Provide outreach and partnerships with businesses and community organizations. We are requesting board approval to submit the FY 2023 CCR&R budget and training plan by June 1, 2022 to the Iowa Department of Human Services. Steve Green made the motion to approve submitting FY 2023 CCR&R budget and training plan. Charla Schmid seconded. Motion was carried.

HEAD START CARRYOVER FUNDING APPROVAL

Danni explained we need to submit a Carryover Application to the Office of Head Start for unspent funding we received last year. The funding will be used to supplement wage increases, curriculum, playground equipment and building maintenance. Bob Burnett made the motion approve submitting the Head Start/Early Head Start Carryover Application, Steve Green seconded. Motion was carried.

HEAD START/EARLY HEAD START QUALITY FUNDING & COLA APPROVAL

Danni stated the Cost of Living Adjustments for Head Start is \$91,439 and Early Head Start is \$47,168 for a total of \$138,607. This funding will be used towards the wage increases as well as be used to support our regular contract budget. Walter Utman made the motion to approve submitting FY 2022 HS/EHS COLA Supplemental Application, Alan Armstrong seconded. Motion was carried.

HEAD START/EARLY HEAD START PROPOSED CHANGE IN SCOPE

Danni explained currently the Office of Head Start is accepting reduction applications. WCCA would like to request a reduction of 23 Head Start slots with funded enrollment going from 272 to 249. Early Head Start enrollment will remain the same at 92. Current cost per Head Start child is \$12,610 and with the reduction it would increase the cost per child to \$13,775. The reduction would eliminate five staff positions which are currently vacant. The cost savings would allow us to add an additional Head Start Behavior Support Specialist and increase all staff wages across Head Start and Early Head Start. There was additional discussion on the Change in Scope. Policy Council approved the Change in Scope on May 12. Alan Armstrong made the motion to approve the Head Start/Early Head Start Change in Scope, Charla Schmid seconded. Motion was carried.

HEAD START/EARLY HEAD START WAGE & SALARY STRUCTURE APPROVAL

Danni stated our Head Start program has continued to struggle to attract and retain qualified staff. As part of the Change in Scope, WCCA proposes to increase all Head Start and Early Head Start staff wages by \$1.50. Wendy added that in order to increase all positions on the scale by \$1.50 we need to have a separate Wage and Salary structure for the Head Start and Early Head Start program as this change will not affect the other programs. Several other agencies across the state already have a separate wage structure for their Head Start program and it works well. A handout was provided in the board packet that demonstrates the changes in all positions according to their education. If approved by OHS we would implement the change immediately giving all current Head Start and Early Head Start employees a \$1.50 raise, which equates to over a \$3,000 raise and start new employees at the newly revised rate. If approved, this will allow us to be more competitive with pay for our early childhood positions. Policy Council approved the structure on May 12. We are requesting board approval to have a separate Head Start and Early Head Start Wage and Salary structure with an increase in all positions of \$1.50 if approved by the Office of Head Start. Lynn Grobe made the motion to approve the Head Start/Early Head Start Wage and Salary Structure, Charla Schmid seconded. Motion was carried.

HEAD START/EARLY HEAD START SELECTION CRITERIA APPROVAL

Danni explained the proposed change to the criteria and eligibility points since the Office of Head Start is expanding its interpretation of public assistance to include SNAP. OHS has determined SNAP households with young children have the equivalent level of need to families currently receiving Head Start services. We still must adhere to our recruitment and selection criteria to ensure that we are prioritizing enrollment for those who may benefit most from our services. This change eliminates paperwork for families and if households are over 130% of poverty guidelines and on SNAP benefits their children can qualify for the program. The changes were taken to Policy Council on May 12, 2022 and approved. Charla Schmid made the motion to approve the changes to the Head Start/Early Head Start Selection Criteria. Alan Armstrong seconded. Motion was carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- Angela and Wendy attended the Head Start and Early Head Start open houses at our stand alone sites in Atlantic, Council Bluffs, Harlan, Mo Valley, and Red Oak on April 18th. Denison held theirs in early May. They were all a great success and staff worked really hard to get their classrooms ready. Wendy thanked Danni and her staff and everyone who attended.
- Head Start/Early Head Start staff are still actively recruiting for the 2022/2023 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.

- We received our second Notice of Award on May 9, in the amount of a little over \$2.6 million awarding us the balance of funds for Head Start and Early Head Start for our current program year that ends January 31, 2023. Our total grant award is over \$5.2 million. The Notice of Award will be in your June board packet.
- Our current enrollment numbers for Head Start and Early Head Start are: 234 in Head Start, funded enrollment is 272. 63 in Early Head Start, funded enrollment is 92. We only have one Early Head Start classroom open in Council Bluffs due to staffing. Glenwood Head Start classroom continues to be closed due to staffing.
- We were just notified that starting in September, full enrollment is required by the Office of Head Start. If we have four months of under enrollment, we will be put on a corrective action plan for 12 months. Wendy and Danni are concerned as finding qualified staff is an ongoing issue and some classrooms are unable to be open to service children due to this reason.
- We have fully executed school contracts for the 22-23 school year from Clarinda, Council Bluffs, Harlan, Red Oak, and West Monona and are waiting for Essex and Hamburg's to get approved at their next scheduled board meeting.
- We currently have 14 job openings in the program. We have had several interviews and we're continuing to work hard to get the positions filled.
- There was one program instruction and one information memorandum included in the board packet: Program Instruction 22-02: provides information about the COLA of 2.28% and Quality Improvement funds available to grant recipients that was previously discussed.
- The Information Memorandum 22-03: discusses Head Start categorical eligibility for families receiving SNAP benefits that was previously discussed.
- We received notice that our Federal Financial Report was approved for the program year ending January 31, 2022. Big thank you goes to Keith for getting that completed and approved.
- Wendy thanked Steve Green for working with us to try to secure funds for a tricycle path for our Head Start children in Atlantic. We now have such a large carryover that Head Start funding will be able to pay for the bike path and other things.
- We had two parent complaints the beginning of May. Danni notified Region VII, reported to DHS and Child Care Licensing. Danni and her staff conducted a thorough investigation with the parents and all staff at the sites. It was concluded that the claims were unfounded.
- The last day of school for Head Start students is May 25.
- Danni added that we did not need to use the disability waiver that was approved in March for the program year. We exceeded the required 10% for both Head Start and Early Head Start.
- Head Start/Early Head Start year end bash will be May 27.

PERSONNEL POLICY UPDATE APPROVAL

Everyone received a copy of Personnel Policies #704 Attendance and Punctuality. Angela explained all proposed changes to the board and the proposed changes have been approved by Policy Council. Walter Utman made the motion to approve changes to Personnel Policy #704 Attendance and Punctuality. Lynn Grobe seconded. Motion carried.

BOARD OF DIRECTORS VACANCY UPDATE

Wendy stated we have the following board vacancies: Fremont County Private Representative, Monona County Private Representative, Montgomery County Low-Income Representative and Page County Private Representative. If you know of someone that would be interested please let Wendy know.

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. Walter Utman made the motion to not have a June or July 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

- LIHEAP officially ended on April 30th. We saw an increase of 14% in applications from last year, which equates to an additional 653 applications. Total number of applications approved for FY22 was 5465. A big thank you goes to the LIHEAP/Outreach staff. There are two letters from the Office of Community Service included in the board packet: One dated April 7, informing grant recipients, partners and stakeholders of the new LIHWAP Data Dashboard. The dash board is an information management tool that visually tracks, analyzes and displays key performance indicators. The dash board is on the Office of Community Services website. The second one is dated April 21, celebrating Earth Day and talking about the impact OCS programs have had on communities such as LIHEAP and LIHWAP. It also highlights an additional \$385 million dollars that was just awarded to help families with energy costs through the LIHEAP program. At this time we do not know the amount our agency will be receiving. The additional funds will be helpful as our outreach offices have been extremely busy processing energy crisis applications.
- We have hired a new Weatherization Evaluator and Inspector, Nick Taylor. Nick will be training with Dick Runyon our certified staff for the next several months. With the additional Weatherization infrastructure funding we will be receiving we wanted to hire additional staff to hopefully complete more homes. We are still needing additional contractors to complete the work. Iowa is supposed to receive an additional \$45 million dollars.
- As of April 1, we have been working under the new WIC contract and the transition has gone relatively smooth. WCCA staff are servicing Cass, Fremont, and Mills. Pottawattamie County is the contract holder for Harrison, Monona, and Shelby but our staff are assisting with the clinics. New Opportunities is servicing Crawford County and MATURA is servicing Montgomery County. The WIC RFP awards will be announced the end of this month and we are hopeful the state will approve our subcontract agreement with Pottawattamie County to provide WIC services to Cass, Harrison, Mills, Monona, and Shelby Counties for FY 2023, starting October 1, 2022.
- We requested a contract extension and a budget reduction of \$14,000 for our current FaDSS grant as we are projecting we will not utilize all the funds by September 30. It was approved by DCAA on May 2, and a copy of the letter is in the board packet. We are able to use some of our current FaDSS funding to directly help FaDSS families. We identified 25 participants that are currently furthering their education and they will be receiving a new laptop computer and 55 participants will receive household pantry items worth \$400 each. The new FaDSS contract that starts July 1, will have expanded eligibility to include individuals who are at 175% of the Federal Poverty level or below, which expands the program to more families in need. Participants also have to have a dependent child in the home, reside in Iowa and have citizenship or legal immigrant status. The program is no longer restricted to participants on FIP. We are excited about this change.

- The new census data was released in March regarding poverty and population. The new data will be used to create a new formula to distribute CSBG funds. CSBG money has been distributed to Community Action Agencies based on the same formula for the past 10 years. Our overall population in poverty has decreased .5% which equates to a minimum of a \$38,675 decrease in funding for FY 2023. Our population at 125% of the Federal Poverty guideline went from 7.17% to 6.67%. Our FY 22 funding is \$555,241. At the ICAA board meeting last week it was determined that we will use the current formula in place with the updated data unless the CSBG grant is reauthorized at the federal level with the new service level of 200% of the Federal Poverty guideline. If it is approved we will use the census data at 200% which we still lose funding but only \$21,655 instead of almost \$40,000. The new funding levels will be phased in over the next 5 years starting with fiscal year 2023. We will see a reduction of almost \$8,000 starting October 1.
We primarily use the funds to operate our outreach offices in all 10 counties and adjustments will need to be made to office hours and staffing to operate within the new budget.
- Linda Ash, longtime WCCA employee for 37 years will be retiring June 24. We will be holding a party for her at the Page County Outreach Office in Shenandoah on June 23 from 1-3. Everyone is invited to help her celebrate. Linda has helped thousands of families over the years and words cannot express how deeply she will be missed.
- Dr. Jason Rannfeldt from Bettendorf, Iowa spoke to the management team and the Head Start management team last week about his battle with COVID and how it affected all aspects of his life including mental health. It was an informative session and he brought his therapy golden doodle Teddy.
- Our offices will be closed on May 30, for Memorial Day and June 20 for the Juneteenth Holiday.

Walter Utman made a motion to adjourn at 7:04 p.m. Steve Green seconded. Motion carried.

Respectfully Submitted,

Trista McLaughlin
WCCA Board Secretary

WCCA BOARD MEETING
August 16, 2022

The West Central Community Action Board of Directors was held August 16, 2022 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

Steve Green, Cass- Zoom	Charla Schmid, Montgomery- Zoom
Steve Barber, Cass- Zoom	Pat Berendes, Montgomery- Zoom
Jeri Vogt, Crawford- Zoom	Alan Armstrong, Page- Zoom
Connie McGee, Crawford- Zoom	Lynn Grobe, Pottawattamie
Cynthia Williams, Fremont- Zoom	Bob Burnett, Pottawattamie- Zoom
Walter Utman, Harrison	Molly Cummings, Pottawattamie- Zoom
Trista McLaughlin, Harrison- Zoom	Charles Parkhurst, Shelby
Carol Vinton, Mills	Bryan Swain, Shelby
Coleen Driscoll, Mills- Zoom	Kris Olson Harmon, Shelby- Zoom

A quorum was declared.

Excused Absences:

Justin Williams, Cass	Tom Brouillette, Monona
Donna Childress, Crawford	Brent Watkins, Monona
Dustin Sheldon, Fremont	Jeannine Liljedahl, Page
Donna Maddocks, Mills	

SEATING OF NEW BOARD MEMBER

Wendy introduced Lisa Connell to serve as the Private Representative for Page County. We received a nomination letter from Design Originals in Shenandoah to have Lisa fill the Private Representative board seat for Page County. Lisa is a retired teacher and coach. She graduated from Farragut and has spent most of her life working and living in Southwest Iowa. She currently serves on Shenandoah's Board of Zoning Adjustment and is a member of the Community Vision Committee. She actively volunteers at the golf course, delivers flowers for a local florist, coaches a youth softball team and does in-home dog care. Alan Armstrong made a motion to seat Lisa Connell, Private Representative for Page County to the West Central Community Action Board of Directors, Steve Green seconded. Motion was carried.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF MAY MINUTES

Carol Vinton made the motion to approve the May minutes, Alan Armstrong seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2021 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 2021 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 2021 IRS FORM 990 APPROVAL

Keith Bruck stated that David Ginther from Gronewold, Bell, Kyhnn and Co. P.C. presented the FY 2021 IRS Form 990 to the Board of Directors and is requesting approval to accept the FY 2021 IRS Form 990 by the Board of Directors. Wendy thanked Keith and Dave for their hard work completing the 990. Carol Vinton made the motion to approve accepting the FY 2021 990 Form, Lynn Grobe seconded. Motion was carried.

NEW BOARD VICE-PRESIDENT AND SECRETARY APPROVAL

Due to the resignation of Joan Martens in June, who was the Board Vice-President. We need approval the move Trista McLaughlin, the current Board Secretary to Vice-President and have Kris Olsen-Harmon fill the vacant secretary position. Both have agreed to take on their respective new positions. They will fill the roles until the new officer elections are held in May 2023. Steve Barber made the motion to approve Trista McLaughlin as Vice-President and Kris Olson Harman as Secretary, Steve Green seconded. Motion was carried.

USDA RURAL DEVELOPMENT 2022-2023 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, 2022 to September 30, 2023. Keith explained that the main change this year is the building only houses Head Start and Early Head Start programs since CCR&R now is located within the administration building. Steve Green made the motion to approve the USDA Rural Development 2022-2023 Budget. Charla Schmid seconded. Motion was carried

FY 2023 LIHEAP CONTRACT APPROVAL

We have not received the FY 23 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 22 with a budget of \$2,343,968 for LIHEAP and \$4,817,432 for LIHEAP ARPA. We are requesting Board approval to accept and have the Board President and Executive Director sign the FY 23 LIHEAP start-up contract once it is received from the State. Alan Armstrong made the motion to approve the Board President and Executive Director to sign the FY 2023 start-up contract, Carol Vinton seconded. Motion was carried

FY 2023 CSBG, FaDSS, 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 2023 CSBG, FaDSS, LIHEAP, LIHWAP, and Weatherization contracts. We are requesting board approval to allow Charles Parkhurst as Board President to designate the Executive Director and Chief Financial Officer to execute amendments on behalf of the Chairperson of the Board of Directors. Charla Schmid made the motion to approve the Board President to designate the Executive Director and

Chief Financial Officer to execute amendments on behalf of the Chairperson of the Board of Directors, Steve Green seconded. Motion was carried.

FY 2023 CACFP CENTER BASED AND HOME BASED FUNDING APPLICATION APPROVAL

We are in the process of completing the FY 2023 CACFP Center Based renewal funding application. The application is due into the State on September 1, 2022. We receive cash in lieu of commodities at 14 of our Head Start & Early Head Start classrooms. We are included on 7 school districts CACFP reimbursements. We are projecting to receive \$138,775 from the State of Iowa for meal reimbursements in FY 2022. We are requesting board approval to submit the FY 2023 CACFP Center Based renewal funding application. Carol Vinton made the motion to approve submitting the FY 2023 CACFP Center Based renewal funding application. Walter Utman seconded. Motion was carried.

We are in the process of completing the FY 2023 CACFP Home Based renewal funding application. The application is due into the State on September 1, 2022. This program provides reimbursement to licensed home care providers that serve CACFP approved meals to income eligible children. We are projecting to reach 85 homes per month and employ a Program Specialist and Nutrition Representative. We are projecting to receive \$636,500 in meal reimbursements and \$125,880 in program delivery/administration costs for a total reimbursement of \$762,380 for FY 2022. We are requesting board approval to submit the FY 2023 CACFP Home Based renewal funding application. Lynn Grobe made the motion to approve submitting the FY 2023 CACFP Home Based renewal funding application. Kris Olson Harmon seconded. Motion was carried.

HEAD START SELF-ASSESSMENT APPROVAL

Danni 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. This assessment will also be used to write the Head Start/Early Head Start grant that will be due November 1st. Walter Utman made the motion to approve the Head Start Self-Assessment. Alan Armstrong seconded. Motion was carried.

HEAD START/EARLY HEAD START POLICY UPDATES APPROVAL

Danni explained the changes to the following policies: Application Process, Employee Education Plans, Eligibility of Head Start Services, Background Checks, Equity and Inclusion, Family Engagement, Family Partnership Process, Family Style Dining/Nutrition Service Requirements, Hiring and Staff Qualifications, Parent Fees, Policy Council, Program Leadership & Strategic Program Planning, Required Trainings/Professional Development Days/Professional Development Files, Ready Rosie, Self-Assessment, Staff Handbook & Standards of Conduct, WCCA Governing Board, Daily Attendance for Center Based Classrooms and Attendance for Home Based Children/Expectant Families. The policy changes have already been approved by Head Start Policy Council. Steve Barber asked if these were all new policies and Danni explained they are not new and many of the additions were already being done or followed by staff, but they have now been added to the appropriate policy. Walter Utman made a motion to approve the Head Start/Early Head Start Policy changes, Carol Vinton seconded. Motion carried.

HEAD START/EARLY HEAD START PROGRAM GOALS UPDATE

The three Head Start/Early Head Start Goals for the five year projected period are as follows: Goal 1- WCCA Head Start will empower families and maintain strong community connections that will enable children to be successful in transitioning to future learning environments. Goal 2- WCCA Head Start will be recognized as the leader in the community for Early Childhood programs. Goal 3- WCCA Head Start will strengthen parent engagement in all aspect of the program. Danni explained the progress of each goal and will continue to provide updates in the future.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- There were two letters from the Administration for Children and Families included in the board packet. The first one was dated July 14, which announces our Head Start renewal grant is due November 1. The total funding award is over \$5.3 million dollars. The funding period is for February 1, 2023-January 2024. Danni and Keith will present the renewal grant application at the October board meeting for board approval.
- The second letter was dated July 22, notifying our agency the Office of Head Start will be conducting a Focus Area 2 review during the current Head Start program year. We will be notified 45 days in advance of their arrival. The review team will be onsite for a week and will interview staff, fiscal, human resources, policy council, a few board members and visit classrooms. It is a very intense review and Danni and her team have been preparing for the visit.
- A letter from the Department of Education is included in the packet accepting our responses to a civil rights complaint filed by a Head Start parent regarding a staff member. We may be contacted at a later date by the USDA Regional Office if more information or clarification is needed.
- We are currently down to 10 job openings with two pending offers. Angela had 7 new employees start on August 12, and staff are continuing to work hard to get the positions filled. We are excited that the Glenwood Head Start classroom will be opening in September.
- We will be opening a second Early Head Start classroom located in Harlan. We are actively recruiting 2 Early Head Start teachers and hope to have the classroom open sometime this fall. Danni added that these slots are not new EHS slots but slots that were originally in Council Bluffs.
- The cement trike pad at the Atlantic Head Start building is getting started this week and will be completed before school starts. We are currently collecting bids to replace the fence with a new chain link fence.
- All Head Start staff will start back August 17 for two and half weeks of pre-service. The first day of school is September 1.
- Danni stated that we had no classrooms closures this summer due to COVID-19. For the new school year they will monitor classrooms if 3 or more children test positive they will close the classroom, staff will wear masks if a certain area is high according to the CDC.

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 18, 2022 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

- The disaster declared on June 14, for Mills and Pottawattamie Counties ended on July 29. We had a total of 4 applications. We also had a disaster declaration on July 23, for Shelby and Harrison Counties. Both offices are currently taking applications for assistance up to \$5,000 per household. Individuals who are 200% of poverty and below can apply. Applications can be taken until September 8. So far we have had only one application in Harrison County for this disaster.
- We received a generous \$78,000 donation from Habitat for Humanity West Central Iowa, as they are closing their program. We will be using the funds to assist homeowners with repairs or replacements of furnaces, air conditioners, and water heaters up to \$4,000 per household. Clients can start applying for funding starting October 1, at their local outreach office.
- We have six food pantries located in Harlan, Sidney, Red Oak, Onawa, Logan and Malvern. All locations are in need of food or monetary donations due to the increase in demand. Our food pantries are 100% funded by donations. If you know of any groups that would like to donate please have them reach out to the local outreach specialist.
- We will be having a Shelby County Chamber of Commerce Ambassador visit Friday, August 19, at 10:00 at our Harlan Outreach Office. Everyone is invited to attend. They will be highlighting our office as they were supposed to do it several years ago before COVID.
- We will have two representatives from Congressman's Feenstra's office here on September 7, conducting a visit and learning more about our programs and services.
- A letter from Iowa Department of Public Health is included in the board packet rescheduling the state clinic visit from July 19, to today at our Atlantic site. Amanda reported that everything went well and we will have our WIC office visit conducted on August 30, at the Harlan Administrative Building.
- The Weatherization program has purchased two pick-up trucks for the program this month for our evaluators. We only had one vehicle and needed another one for our additional staff. One truck has been delivered and the other one we are in the process of buying and trading our current vehicle. We will take possession the first week of September.

Walter Utman made a motion to adjourn at 7:05 p.m. Bob Burnett seconded. Motion carried.

Respectfully Submitted,

Kris Olson Harmon
WCCA Board Secretary

WCCA BOARD MEETING
October 18, 2022

The West Central Community Action Board of Directors was held October 18, 2022 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

Justin Williams, Cass- Zoom	Alan Armstrong, Page- Zoom
Jeri Vogt, Crawford- Zoom	Lisa Connell, Page- Zoom
Donna Childress, Crawford- Zoom	Jeannine Liljedahl, Page- Zoom
Connie McGee, Crawford- Zoom	Lynn Grobe, Pottawattamie
Dustin Sheldon, Fremont- Zoom	Bob Burnett, Pottawattamie- Zoom
Walter Utman, Harrison	Molly Cummings, Pottawattamie- Zoom
Carol Vinton, Mills- Zoom	Charles Parkhurst, Shelby
Donna Maddox, Mills- Zoom	Bryan Swain, Shelby
Charla Schmid, Montgomery- Zoom	Kris Olson Harmon, Shelby- Zoom

A quorum was declared.

Excused Absences:

Steve Green, Cass	Coleen Driscoll, Mills
Steve Barber, Cass	Tom Brouillette, Monona
Cynthia Williams, Fremont	Brent Watkins, Monona
Trista McLaughlin, Harrison	Pat Berendes, Montgomery

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF AUGUST MINUTES

Walter Utman made the motion to approve the August minutes, Alan Armstrong seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

STRATEGIC PLANNING COMMITTEE REPORT AND APPROVAL

Everyone received a copy of the 2021-2022 Strategic Plan. Wendy stated the Strategic Planning Committee met on October 14 and reviewed the 2021-2022 Strategic Plan. A few goals are a number three and in red, this means they were completed but the targets were not met. If they are in green, it was completed and the goal was met. Overall many of the goals have been accomplished this year. A few highlights include: all programs added a new partnerships, 809 unduplicated households received a food pantry, WCCA served 6,591 households during FY22, 93% of children met school readiness goals, our employee turnover has decreased by 7% and 95% of all agency positions are filled. The goals for

LIHEAP online applications and staff attending collaboration meetings were very close to being achieved. Everyone also received a copy of the 2022-2023 Strategic Plan. When we start to set goals for the new fiscal year we need to look at information from our Community Needs Assessment, Risk Assessment, and Customer Satisfaction data. We also have to structure the plan around the Three National Goals and use the Results Oriented Management and Accountability Cycle. Goals that are included in the Strategic Plan for FaDSS, Outreach and CACFP are also part of the FY'23 CSBG Grant Application. New goals for the FY2022-2023 Strategic Plan include: Assisting 600 households in maintaining water/sewer connection, weatherize 50 homes during FY23, full compliance of CSBG Organizational Standards, upgrade computers to Microsoft 365, implement a 45 day new employee survey, update and create new personnel policies, update all Agency job descriptions, and analyze new community needs survey data and update the executive summary. Goals for LIHEAP online applications, attending community events, increasing community partnerships, board vacancies, filling agency positions and Head Start/Early Head Start school readiness will remain on the 2022-2023 Strategic Plan as well as the goals that were not completed last year will also be moved to the new plan. The committee agreed all goals align with WCCA's mission statement. Carol Vinton made the motion to approve the 2022-2023 Strategic Plan, Charla Schmid seconded. Motion was carried.

FY 2022 CSBG CONTRACT AMENDMENT APPROVAL

Keith stated that we received notification of our final FY 22 CSBG grant award and are receiving an additional \$5,608 for a total award of \$560,849. We want to put the additional dollars in co-funded programs which fund the outreach offices. We need board approval to submit the CSBG budget amendment. Jeannine Liljedahl made the motion to approve the FY2022 CSBG Contract Amendment, Carol Vinton seconded. Motion was carried.

PERSONNEL POLICY UPDATES APPROVAL

Everyone received copies of Personnel Policies #030 Organization Description, #303 Vacation Benefits, #307 Sick Leave/Sick Leave Conversion, #309 Bereavement Leave, #316 Weekly Disability Income Insurance, #321 Employees As Clients, #505 Smoking, # 706 Return of Property, and new policy #322 Employee Recognition/Wellness. Angela explained all proposed changes to the board and the proposed changes have been approved by Policy Council. We are requesting board approval to approval all proposed changes and the entire WCCA Personnel Policy Manual. Walter Utman made the motion to approve changes to Personnel Policies #30 Organization Description, #303 Vacation Benefits, #307 Sick Leave/Sick Leave Conversion, #309 Bereavement Leave, #316 Weekly Disability Income Insurance, #321 Employees As Clients, #505 Smoking, # 706 Return of Property, new policy #322 Employee Recognition/Wellness and the entire WCCA Personnel Policy Manual. Carol Vinton seconded. Motion carried.

HEAD START/EARLY HEAD START 2023-2024 GRANT SUBMISSION APPROVAL

Keith presented the 2023-2024 Head Start Grant Budget and grant information for 2/1/2023-1/31/2024. Keith explained each category in detail and noted the grant submission is a renewal application. Justin Williams made the motion to approve submitting the Head Start 2023-2024 Grant. Alan Armstrong seconded. Motion carried. Wendy thanked Keith and Danni on their hard work to complete the grant application.

HEAD START/EARLY HEAD START COMMUNITY NEEDS ASSESSMENT UPDATE

Danielle explained the updates to the Community Needs Assessment that was originally presented in October 2021. She went through each section and explained the opportunities for our Head Start and Early Head Start program to focus on. Danni requested board approval on the updates. Walter Utman made the motion to approve the Head Start/Early Head Start Community Needs Assessment Update. Lynn Grobe seconded. Motion carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- Information Memorandum 22-06 Highlights strategies to support the Head Start workforce. The Office of Head Start is encouraging programs to identify sustainable ways to support and compensate staff. One option is to reduce overall number of funded slots to increase compensation for staff, which our agency has already been approved for and implemented this school year. The memo also encourages supporting staff wellness, and educational attainment and career advancement.
- Information Memorandum 22-07 Addresses reporting Child Health and Safety Incidents. All programs are required to submit reports as appropriate within a specific timeframe (immediately or as soon as possible) to the responsible Health and Human Services official, which is our program grant specialist in Kansas City. All significant incidents affecting the health and safety of program participants are to be reported. This includes any incident regarding staff and volunteers. The memo also outlines the consequences for failure to report, and examples of what is to be reported. OHS considers a significant incident to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct, or results in a child being left alone, unsupervised or released to an unauthorized adult.
- The Office of Head Start released a memo stating they are no longer mandating the mask requirement for programs. Since Iowa was part of the injunction we didn't have to comply with the Head Start ruling. Our program does look at the weekly COVID levels and if any county is in the high range we do require Head Start classrooms to take precautions and wear masks.
- We currently have 8 openings in Head Start and Early Head Start. We are continuing to struggle to hire Early Head Start teachers in Council Bluffs and Harlan.
- Staff are continuing to recruit and get children enrolled. Our current enrollment numbers are: 226 in Head Start with 5 accepts, funded enrollment is 249. 51 in Early Head Start with 4 accepts, funded enrollment is 92. 66 children are on the Head Start waitlist and 18 on the EHST waitlist that are over income. We only have one Early Head Start classroom open in Council Bluffs and Harlan due to staffing which equates to 24 open slots.
- Wendy thanked Danni for working with the Missouri Valley Superintendent to get an access road built so that we could open our Missouri Valley Head Start classroom on September 20.
- Wendy thanked Keith for installing our classroom cameras in our stand alone sites in Council Bluffs, Denison, and Harlan. He will also install cameras in Atlantic as we just had additional electrical work completed. The cameras add an additional level of security for both children and staff.
- The new chain link fence at our Atlantic Head Start facility is complete and our Head Start Administrative building in Harlan had the entire interior painted. The second Early Head Start classroom in Harlan is getting set up in anticipation of opening once staff are hired.
- Danni explained that we have partnered with the Woodbine school on the IJAG program. It provides hands on experience for high schoolers to see if certain fields would interest them in the future. Currently 8 students interested in early childhood receive hands on training at the Early Head Start

classroom in Harlan and Danni hopes to expand this to other classrooms in Council Bluffs, Denison, and Missouri Valley.

- Staff are completing ChildPlus training this week.
- Danni and four other staff will be attending the Office of Head Start Leadership Conference next week in Kansas City.

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

- County Board of Supervisors visits will be scheduled by Brittany soon and start in November.
- Wendy along with a few other Executive Directors met with representatives from Grassley, Axne and Feenstra's offices via zoom to discuss CSBG, Weatherization and LIHEAP funding for the upcoming year and the importance and impact they have on families.
- Included in the board packet is the FY 2022 Region 3 CCR&R report. Our CCR&R program serves 17 counties in Southwest Iowa. Deb Martens and her staff approved over \$2.7 million dollars to providers through the Investing in Iowa Child Care project, which helped centers or homes expand capacity and improve safety. They also offered numerous trainings to providers and countless hours of consultation and technical assistance.
- There are 4 letters from Iowa Department of Human Rights regarding CSBG. The September 7 letter, notifies us that we will receive an additional \$5,608 for FY 2022, which was approved earlier tonight. The September 22 letter, awarding us with the FY 2023 CSBG contract. The contract award we will receive for FY 23 is approximately \$544,000. The actual contract we received has a value of zero until DCAA gets their award from the US Department of Health and Human Services, then they will do an amendment. A majority of the funds will be used to support the outreach offices and staff. The letter dated October 5, approves our FY 22 CSBG contract extension. We have until March 2023 to expend all funding. The last letter dated October 7, extends the CSBG income eligibility of 200% of the federal poverty guideline through December 16, 2022.
- We had an in-person visit from the new CACFP state administrators on October 7. Brittany, Mary Lueth, Keith and Wendy met with Cheryl Tolley and Annette Miller to discuss various aspects of the CACFP program. It provided us a chance to talk about what is working well with the program and discuss changes we would like implemented in the future. We really appreciated them taking the time to come and visit.
- We are improving our enrollment numbers for the FaDSS program. We are currently at 100 with a funded capacity of 107. Due to a large number of grantees struggling to hire FaDSS staff and enrolling FaDSS participants the state is pushing back the requirement of 95% of funded capacity until January.
- The first day of LIHEAP was October 3rd for disabled and elderly (60+) clients. All clients can apply beginning November 1st. As of today we have taken 1,522 applications, which is 300 more than this time last year. Outreach offices are taking applications by mail, email, phone, or in person by appointment. Clients can also apply online beginning November 1. We did receive our start-up contract for a little over \$178,000. We should receive a contract amendment in November to start paying LIHEAP applications.

- We received our second LIHWAP contract which is funded through ARPA funds in the amount of a little over \$246,000. The funds are able to assist households up to 200% of poverty with past due water and sewer bills. We have until September 2023, to expend the funds. Households can receive assistance two times per fiscal year up to a total of \$2,500.00. Our first water contract assisted 802 unduplicated households during FY 2022.
- We have successfully transitioned all WIC services to Pottawattamie County WIC. All clinics covered by Pottawattamie County are staying in the same location, including our office for the Harlan clinic, which is great for our clients. Pottawattamie staff do a great job so we are confident our clients will not experience any challenges with services.
- Ben Banowetz, from the State of Iowa Weatherization program and the Department of Human Rights conducted the program year 2022 Weatherization Administrative review on September 27. He reviewed contractor files, our priority list, house files, and procurement process. He stated that everything looked great, our notes were good, contracts were in order, and inspection pictures were good. The official report will be shared with the board once it is received. Wendy thanked Kelly Mahlberg and his staff for a job well done.
- Department of Human Rights and the Weatherization program released information on the Bipartisan Infrastructure Law or BIL on October 10. The new infrastructure funding will be utilized over 5 years from 2022-2027. Our agency will be receiving an additional \$2.6 million dollars to complete an additional 195 homes (which is an extra 39/year) over a 5 year span. Once the funding is released which is projected in January we will need to complete 7 houses a month vs our current 4 to stay on target. We are confident that we can meet this goal. The state will be issuing contracts for the administration and training and technical assistance in the next few weeks.
- Page County office will continue to be open 3 days a week through December and our Mills County office will be open two days a week until the first week of December. Clients can still receive LIHEAP assistance by calling another outreach office. The information is posted on the door.
- Our fiscal year ended September 30. We did see a 9% increase in clients served during FY 22 from FY 21, (14,771 individuals vs. 13,460) Wendy is optimistic about the start of the New Year and looks forward to continuing to serve clients in the best way possible.
- We will be having a November board meeting on November 15th both in person and zoom.

Walter Utman made a motion to adjourn at 6:42 p.m. Alan seconded. Motion carried.

Respectfully Submitted,

Kris Olson Harmon
WCCA Board Secretary

WCCA BOARD MEETING
November 15, 2022

The West Central Community Action Board of Directors was held November 15, 2022 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:06 p.m. Staff attending were: Wendy Mueller, Keith Bruck, Angela Bladt, Brittany Schoof, and Danni Segebart.

ROLL CALL

Steve Green, Cass- Zoom	Lisa Connell, Page- Zoom
Jeri Vogt, Crawford- Zoom	Jeannine Liljedahl, Page- Zoom
Connie McGee, Crawford- Zoom	Lynn Grobe, Pottawattamie
Walter Utman, Harrison	Bob Burnett, Pottawattamie- Zoom
Trista McLaughlin, Harrison- Zoom	Molly Cummings, Pottawattamie- Zoom
Donna Maddocks, Mills- Zoom	Charles Parkhurst, Shelby
Tom Brouillette, Monona- Zoom	Bryan Swain, Shelby
Brent Watkins, Monona- Zoom	Kris Olson Harmon, Shelby- Zoom
Charla Schmid, Montgomery- Zoom	

A quorum was declared.

Excused Absences:

Steve Barber, Cass	Carol Vinton, Mills
Justin Williams, Cass	Coleen Driscoll, Mills
Donna Childress, Crawford	Pat Berendes, Montgomery
Dustin Sheldon, Fremont	Alan Armstrong, Page
Cynthia Williams, Fremont	

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda. Charlie stated the Executive Directors Performance Evaluation will be moved to the end of the meeting.

APPROVAL OF OCTOBER MINUTES

Walter Utman made the motion to approve the October minutes, Lynn Grobe seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

PERSONNEL COMMITTEE REPORT

2023 EMPLOYEE HOURLY RATE INCREASE APPROVAL

Wendy stated the Personnel Committee discussed the 2023 Employee Hourly Rate Increase options prior to the board meeting. Keith already budgets annual raises into all program yearly budgets. The Personnel Committee recommended to the board a 3% + \$0.30 raise effective February 1, 2023 for all employees. Walter Utman made the motion to approve the 2023 Employee Hourly Rate Increase of 3% + \$0.30. Trista McLaughlin seconded. Motion carried.

FY 2022 CSBG FINAL PROGRAM REPORTS

Brittany presented the FY 2022 CSBG Final Program Reports that all board members received in their board packet. She reviewed the following four reports: Year-End Report (YE), Agency Resources Report (ARR), 2022 National Performance Indicators (NPI) and 2023 National Performance Indicators (NPI) Report. She stated that the annual CSBG report collects information about the entire Agency. It is a comprehensive look at the Agency's accomplishments over the past year. WCCA served 14,771 individuals and 6,591 households during FY 2022. The report was submitted to DCAA on October 27. She thanked all the program directors for providing her with the required documentation to complete the reports. Wendy thanked Brittany for completing the reports and Keith for completing the funding portion of the report.

HS/EHS 2022-23 ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE

Danni, explained the proposed changes to the criteria and eligibility points relating to SNAP benefits. SNAP benefits were already included in the category of PA-Public Assistance. The proposed changes are to add SNAP under 100% and SNAP over 100%. This change allows those previously on SNAP within the last 12 months to gain eligibility points. The changes were taken to Policy Council on November 10, 2022 and approved. Lynn Grobe made the motion to approve the changes to the HS/EHS 2022-23 Eligibility, Recruitment, Selection, Enrollment & Attendance Criteria. Bob Burnett seconded. Motion was carried.

PROPOSED CHANGES AND APPROVAL OF THE HEAD START POLICY COUNCIL BY-LAWS

Danni presented the proposed Head Start Policy Council By-law change. The change was approved by Policy Council at the November 10, 2022 meeting. The change includes adding public school partnerships to Article III, Section 1 Composition B. Trista McLaughlin made the motion to approve then Head Start Policy Council By-laws with the recommended changes. Kris Olson Harmon seconded. Motion was carried.

HEAD START/EARLY HEAD START PROGRAM UPDATE

- Information Memorandum 22-08: Highlights the FY 2023 monitoring process for Head Start and Early Head Start. We will be having our FA2 review this year. The FA2 review will be conducted using a hybrid model, which is a combination of on-site and virtual monitoring. We will receive a notification letter 45 days prior to the start of the review. Danni and her staff have been working on preparing for the visit. We anticipate the review occurring at the beginning of the New Year.
- Information Memorandum 22-09: Provides information regarding enrollment reductions and conversion of Head Start slots to Early Head Start slots. The Office of Head Start is encouraging programs to look at their program's enrollment and assess if changes need to be made to maintain a high-quality program with qualified staff. Prior to seeking a reduction or conversion programs need to review their community assessment, look at the availability of qualified staff in the area, conduct a wage comparability study, look at their service delivery model and their Head Start administrative staff structure.
- The Office of Head Start is pushing for full enrollment starting in January. They will be focusing on grantees who are significantly under enrolled, specifically grantees who are serving less than half of their funded enrollment. Wendy stated that currently nationwide 72% of programs are not meeting their funded enrollment numbers. Staffing is a huge issue and all programs continue to struggle to hire qualified staff. Overall as a program we are currently at 83% of funded enrollment. Head Start is at 93% and Early Head Start is at 58%. If we had all of our Early Head Start classrooms open we would be close to full enrollment.
- The Office of Head Start and our Regional Head Start office are encouraging programs to reduce or convert slots to meet the fully enrolled requirement. We have already completed a change in scope in August and cut 23 Head Start slots. We are being encouraged to cut our Early Head Start numbers. Danni, Keith and Wendy are not ready to cut Early Head Start slots at this point as there is such a need in our communities. If slots are eliminated now, it is a permanent cut to our funded enrollment. We are still hopeful we can hire staff and open classrooms.
- The Head Start/Early Head Start grant was submitted on October 28. A big thank you to Keith and Danni for getting it completed and submitted.

- We currently have 8 openings in Head Start and Early Head Start. We did get a couple new people hired over the past few weeks.
- The end of October enrollment numbers for Head Start and Early Head Start are improving. Our current enrollment numbers are: 231 in Head Start with 18 accepts, funded enrollment is 249. 53 in Early Head Start with 9 accepts, funded enrollment is 92. 65 children are on the Head Start waitlist and 14 on the Early Head Start waitlist that are over income.
- We only have one Early Head Start classroom open in Council Bluffs and Harlan due to staffing which equates to 24 open slots. We hired a Early Head Start Home Based Teacher who is in the process of adding children to her caseload.
- On November 1, the Iowa Department of Health and Human Services instituted a new fingerprinting system for child development homes and child care centers, including Head Start. Anyone needing fingerprinting including new potential staff will have to make an appointment online through Fieldprint and visit a site to have their fingerprints scanned for a national criminal history check. Locations in WCCA's service area include Denison, Council Bluffs, and Carroll.
- The Head Start standards state that programs must run background checks for child abuse and have results of fingerprints for national criminal history checks for all Head Start employee before they can be hired. Prior to November 1, new potential staff would have a SING check completed, which is for Iowa criminal history and sex offender registry and if there were no issues, we would hire the staff and take their fingerprints the first day of employment as fingerprint checks take weeks to return. We are no longer able to hire staff without the return of the fingerprints, which may cause a delay in hiring and has the risk of losing potential staff. Child Care licensing rules let employers proceed with employment pending fingerprint results if their SING check is clean.
- Angela and Wendy completed the process on November 7, in Denison. The results were received on November 10, which was a quick turnaround. We are hopeful that results will be provided timely.

DECEMBER BOARD MEETING

Wendy stated in the past the board decides on whether we have a December meeting or not, if anything were to arise that needs addressed, we will have an Executive Committee meeting. Walter Utman made the motion not to have a December board meeting, Lynn Grobe seconded. Motion 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 a letter from the Department of Human Rights on October 24th, which is included in the board packet. It states there were no programmatic findings with the Weatherization admin review that was conducted by Ben Banowitz on September 27th. This is great news and Wendy thanked Kelly and his staff for a job well done. There is also a Weatherization Program Notice included in the board packet allowing gas stove repair and replacement as part of the Weatherization program if needed to increase energy efficiency.
- Our FaDSS program enrollment numbers are improving. We currently have 103 families enrolled with a funded capacity of 107. We are meeting the 95% requirement of funded capacity, which is great news. A big thank you goes to the FaDSS team.
- Wendy attended the CCR&R Professional Development Day in Des Moines on November 9. It was nice to spend time with the CCR&R staff and enjoy two speakers.
- November 1, was the first day for all households to apply for LIHEAP assistance. Clients can apply in person or online through our website. To date we have approved 2,651 LIHEAP applications. We did receive notification from the US Department of Health and Human Services that LIHEAP will be receiving \$4.5

billion in funding, which equates to an additional \$10 million dollars for Iowa. We normally receive \$50 million dollars for the program year. We received our start up contract and were just issued our first amendment for a total contract of over \$2.4 million.

- Just a reminder that our Page County office will continue to be open 3 days a week through December and our Mills County office will be open two days a week until the first week of December. Clients can still receive LIHEAP assistance by calling another outreach office or applying online. Many of the offices are getting ready for the holidays with Thanksgiving baskets and Christmas adoption programs.
- Brittany emailed out a letter from the Iowa Department of Health and Human Services dated November 7, that approves our WIC FY22 year-end report. All program requirements were met. They commented on our improvement projects of focusing on servicing families over the lunch hour to reduce barriers and collaborating with birthing hospitals in our area to increase breastfeeding rates. Amanda did a great job of completing the report before she left the agency.
- Keith, Angela and Wendy had the agency insurance renewal meeting with Wellmark Blue Cross/Blue Shield on October 19. We did have a slight increase of 4.39%. The renewal trends across the state are ranging from 10-20% premium increases, so we are very lucky. The agency pays 81% of the premium for employee only coverage.
- Our offices will be closed on November 24 and 25 for the Thanksgiving holiday.
- Wendy visited the Head Start and Early Head Start classrooms in Denison and Council Bluffs so far this month. It was great to see the kids so actively engaged with the teachers. She also visited the Council Bluffs outreach office.
- Wendy will be headed to county supervisor meetings to talk about the services West Central Community Action provided in FY 22 either in person or by zoom the next couple of months and asking for your continued financial support. Wendy met with Shelby County on November 15th and will meet with Cass, Crawford, and Fremont within the next two weeks.
- Wendy asked that if there will be any new County Board of Supervisors sitting on our board beginning in January, to please let Brittany know as soon as possible. We currently have vacancies for Fremont County-Private, Harrison County- Low-Income, Monona County- Private, and Montgomery County, Low-Income. Wendy stated that if you know of anyone interested in serving on our board, please let her know.
- Wendy wished everyone and their families a wonderful Thanksgiving and am thankful that they take the time to serve on our board. Wendy appreciates their dedication to WCCA, our staff, and the many programs that we administer. Have a great holiday.

PERSONNEL COMMITTEE REPORT

Charles Parkhurst dismissed all staff. Charlie stated the Personnel Committee met prior to the Board of Directors meeting and explained the process and read the performance appraisal and compensation conducted by the Personnel Committee. Wendy's Annual Performance Appraisal was completed with the result of an overall exceptional rating. Walter Utman made a motion to accept and approve the annual performance appraisal for the Executive Director as presented by the Personnel Committee, Steve Green seconded. The Board of Directors reviewed the annual compensation. A motion was made by Walter Utman to approve compensation for the Executive Director as presented by the Personnel Committee, Steve Green seconded. Motion was carried.

Walter Utman made a motion to adjourn at 6:46 p.m. Lynn Grobe seconded. Motion carried.

Respectfully Submitted,

Kris Olson Harmon
WCCA Board Secretary