

WCCA BOARD MEETING  
March 16, 2021

A meeting of the West Central Community Action Board of Directors was held March 16, 2021 at the WCCA Executive Office, Harlan, IA. President, Charles Parkhurst called the meeting to order at 6:01 p.m. Staff attending were: Kelly Mahlberg, Deb Martens, Keith Bruck, Lavennia Coover, Denny Lawson, Wendy Mueller, Brittany Schoof, Suzette Bates-Leal, and Danni Segebart.

**ROLL CALL**

Steve Green, Cass- Zoom	Tom Brouillette, Monona- Zoom
Steve Barber, Cass - Zoom	Charla Schmid, Montgomery- Zoom
Jeri Vogt, Crawford- Zoom	Alan Armstrong, Page- Zoom
Donna Childress, Crawford- Zoom	Lynn Grobe, Pottawattamie - Zoom
Dustin Sheldon, Fremont- Zoom	Bob Burnett, Pottawattamie- Zoom
Walter Utman, Harrison- Zoom	Chris Ritter, Pottawattamie- Zoom
Trista McLaughlin, Harrison- Zoom	Charles Parkhurst, Shelby
Coleen Driscoll, Mills- Zoom	Bryan Swain, Shelby
Donna Maddocks, Mills- Zoom	Kris Olson Harmon, Shelby- Zoom

A quorum was declared.

**Excused Absences:**

Connie McGee, Crawford	Carol Vinton, Mills
Cynthia Williams, Fremont	Lynn Bieler, Monona
Joan Martens, Harrison	Pat Berendes, Montgomery

**SEATING OF NEW BOARD MEMBERS**

A Low-Income election was held February 22-26<sup>th</sup> at our Monona County Outreach Office for Brent Watkins to serve as the Low-Income Representative for Mills County. Brent is in agricultural sales and serves on several boards throughout Western Iowa. He enjoys helping out area communities. Alan Armstrong made a motion to seat Brent Watkins, Low-Income Representative for Monona County to the West Central Community Action Board of Directors, Trista McLaughlin seconded. Motion was carried.

**ADDITIONS OR AMENDMENTS TO THE AGENDA**

Wendy stated we will be adding #13 Head Start/Early Head Start COVID-19 Carryover Application Approval and #14 Head Start/Early Head Start COLA Supplemental Application Approval. Chris Ritter made the motion to approve the additions to the agenda, Alan Armstrong seconded. Motion was carried.

**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 2020 AUDIT PRESENTATION BY DAVID GINTHER OF GRONEWOLD, BELL, KYHNN & COMPANY P.C.

Board of Directors were emailed a copy of the FY 2020 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 2020 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. Dave commended Keith and his staff on their great work in the Fiscal Department.

### FY 2020 AUDIT APPROVAL

Lynn Grobe made the motion to accept the FY 2020 Audit, Alan Armstrong seconded. Motion was carried. Wendy thanked Dave and Keith and his staff on their great work.

### PLANNING & EVALUATION COMMITTEE REPORT CSBG FY 2021 NPI AND FY 2022 GRANT DISCUSSION

The Planning and Evaluation Committee met prior to the Board Meeting. Brittany updated the committee on the 6-month FY 2021 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. Brittany then reviewed the FY 2022 CSBG grant application and NPI's. It is a full application this year and is due June 4th. Brittany will present the full grant application to the Planning and Evaluation Committee at the May board meeting and then to the Board of Directors for approval.

### STRATEGIC PLANNING COMMITTEE REPORT

Wendy Mueller stated the Strategic Planning Committee met March 11, 2021 to review the FY 2021 6 month NPI reports, FY 2022 CSBG Grant Application and 2020-2021 Strategic Plan. Everyone received a copy of the updated FY 2021 Strategic Plan in their board packet. Wendy highlighted the completed goals so far: 161 households have applied for LIHEAP online, 9 out of 28 or 32% of exited FaDSS participants have obtained employment, 373 unduplicated households have received a food pantry, all outreach brochures have been updated, we have added 6 new community partnerships, WCCA personnel policies are available on the employee portal on our website, 96% of all agency job positions are currently filled, Board of Directors have signed off on policy updates and WCCA by-laws and currently 85% of Head Start enrolled children have attained school readiness levels. The committee will meet again in October to view the finalized FY 2021 plan and create the new FY 2022 Strategic Plan.

### NOMINATING COMMITTEE REPORT

The following Board of Directors represent the Nominating Committee: Steve Green, Public, Cass County, Trista McLaughlin, Private, Harrison County, and Kris Harmon, Low-Income, Shelby County. Trista McLaughlin presented the following slate of officers: President, Charles Parkhurst, Vice President, Joan Martens, and Secretary, Trista McLaughlin. The election will be held at the Annual meeting on May 18, 2021.

#### FY 2022 ECI AREAS RFP APPROVAL

Everyone received the SFY 2022 Early Childhood Iowa Areas Request for Proposals. Last year we received \$243,644.00 and we are applying for \$223,832.00 for SFY 2022. We will not be reapplying for the Partnership 4 Families grant (Audubon, Carroll, Green and Guthrie) as we are not getting the outcomes we are seeking. The funds could be put to better use by allocating them to the Child Care Nurse Consultant to increase support in the areas of health and safety, so that providers are able to apply for QRS in the future. There was also an 8% reduction in funds available through Promise Partners in Pottawattamie County. CCR&R will be writing grants for 4 out of the 5 ECI grants in CCR/R's service area: Corner Counties (Fremont and Page Counties), Boost4Families (Cass, Mills and Montgomery Counties), HMS – Harrison (Monona and Shelby Counties) and Promise Partners (Pottawattamie County). Chris Ritter made the motion to approve submitting the FY 2022 ECI Areas RFP's as they are received. Trista McLaughlin seconded. Motion was carried.

#### CSBG CARES CONTRACT AMENDMENT APPROVAL

Keith stated we would like to move \$25,000 in CSBG Cares Funding from co-funded programs to direct assistance to assist households with utility assistance. Due to the utility crisis last month, our ECIP funding was spent quickly and many households still need assistance. Walter Utman made the motion to approve submitting the CSBG Cares Contract Amendment. Chris Ritter seconded. Motion was carried.

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

Suzette explained the changes to the Foster Care Authorization policy. Danni explained the changes to the Head Start Positive Guidance & Behavior policy. The policy changes have already been approved by Head Start Policy Council. Alan Armstrong made a motion to approve the Head Start/Early Head Start Policy changes, Walter Utman seconded. Motion carried.

#### HEAD START/EARLY HEAD START ELIGIBILITY TRAINING

Suzette provided eligibility training to the Board of Directors. She also explained the WCCA Fraud Policy as part of the training. Included in the board packet was a demographic of the eligibility charts of the families being served this school year.

#### 2020-21 HEAD STARTING DISABILITY WAIVER APPROVAL

Lavennia stated that we need to enroll 10% of their funded enrollment with children who have a disability. Currently, they are 2 children short of meeting the required 10%. Lavennia stated we have children going through the evaluation process currently but if they do not qualify for services then we would still need to submit the waiver. Chris Ritter made the motion to approve the Head Start 2020-21 Disability Waiver. Steve Green seconded. Motion was carried.

#### HEAD START/EARLY HEAD START PROGRAM UPDATE

- Included in your board packet is a Program Instruction regarding funding increases. Head Start received a \$135 million dollar increase over FY 2020. This increase includes funding: 1) Provide a 1.22% cost of living adjustment for all Head Start/Early Head Start staff. 2) \$10 million for Migrant and Seasonal grantees for quality improvements which does not pertain to WCCA. 3) \$250 million in supplemental funds for Head Start programs to continue their response to COVID-19. 4) Funding will be distributed proportionally based on funded enrollment.

- We had two incidents that were reported in Council Bluffs the week of February 15<sup>th</sup>. Wendy explained the situations. Both incidents were reported to DHS with no further action required. Both incidents were also reported to Head Start Regional office.
- We had to close two classrooms due to a COVID exposure. The Council Bluffs 3 classroom was closed February 18<sup>th</sup> and reopened on March 1, and Denison Head Start was closed February 26<sup>th</sup> and reopened March 8<sup>th</sup>.
- We are currently have 8 job openings in the program. The Human Resource Department and Head Start staff are working hard to get the positions filled.
- Staff are continuing to work on recruiting children for both programs. We currently have 200 (212) for Head Start and 73 (76) for Early Head Start.
- We have started to meet with our school partners to discuss the upcoming 2021-2022 school year. So far we have met with Clarinda, Hamburg, Essex, and Council Bluffs. We are hoping to have all partnerships remain the same for another year and would like to have all contracts in place by May.
- Lavennia added that they will be starting the self-assessment and parent and staff surveys. Once they are completed, a copy will be provided to the Board of Directors.

#### APRIL BOARD MEETING

Wendy stated that we will need to have an Executive Committee meeting on April 9<sup>th</sup> to approve Phase 38 SSA funding allocations for 8 counties. Everyone will be invited to attend. Wendy recommended that we do not need to have a regular April meeting and that May 18<sup>th</sup> will be the next meeting. Walter Utman made the motion to not have an April Board of Directors meeting, Alan Armstrong seconded. Motion was carried.

#### HEAD START/EARLY HEAD START COVID-19 CARRYOVER APPLICATION APPROVAL

Lavennia explained that we need to submit a COVID-19 Carryover Application to the Office of Head Start for unspent funding we received last year. Danni explained that the funding will be used to purchase new books, educational materials, transition kit, and additional PPE. Trista McLaughlin made the motion approve submitting the Head Start/Early Head Start COVID-19 Carryover Application, Alan Armstrong seconded. Motion was carried.

#### HEAD START/EARLY HEAD START COLA SUPPLEMENTAL APPLICATION APPROVAL

Keith stated the Cost of Living Adjustments for Head Start is \$40,855 and Early Head Start is \$21,068 for a total of \$61,923. This is 1.22 increase from FY2020. Keith explained that the Board of Directors approved a 2021 wage increase in November 2020. This funding will be used towards the wage increases as well as be used to support our regular contract budget. The application is due April 15, 2021. Walter Utman made the motion to approve submitting FY 2021 HS/EHS COLA Supplemental Application, Alan Armstrong seconded. Motion was carried.

#### STAFF REPORTS

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

#### FISCAL REPORT

Keith had nothing new to add to his report.

## EXECUTIVE DIRECTORS REPORT

- Included in your board packet was a letter from the Department of Human Rights. We had our State Weatherization Administrative Review conducted remotely in January. Ben Banowitz reviewed 6 house files and one finding was identified. The finding was for not documenting change order repairs tied to energy conservation measures. We were doing it, but it wasn't properly documented according to state standards. No formal response was needed by our agency. The exit interview went very well and Ben complimented Kelly and his staff on their great work and that he had no major concerns with the program. Congratulations to Kelly and his staff for a job well done. Chris Bracy from the state is currently inspecting homes that we have completed. He inspected homes in Red Oak, Atlantic, Shenandoah and Farragut. The exit conference will be March 17<sup>th</sup> to discuss the results.
- Included in the board packet is a letter from the Iowa Department of Human Rights stating our FY 2020 CSBG year-end reports were reviewed and accepted. Brittany did a great job of getting all the data and submitting the reports. DCAA also approved our three month extension request to expend our FY 2020 CSBG funds and there is a letter providing our final allocation for FY 2021 funding of \$547,987.
- Our WIC administrative review was February 11<sup>th</sup> with Bruce Brown. Included in the board packet is the review, along with our response. The exit interview went very well and Bruce was very complimentary of our WIC staff and program. There were two requirements identified that needed a response. 1) Our Clinic Access forms needed to be consistent with the Service Delivery table found in Iowa Grants. Amanda updated the forms to include the facility names and addresses so that they align properly with the table found in Iowa Grants. 2) Our Exposure Control Plan included WIC clerical staff in the Blood Borne Pathogen training, which they don't need or received so we removed them and updated the plan. Great job to Amanda and her staff. We were notified that WIC contracts will be extended for FY22 by a contract amendment and we should receive the amendment in August. This extension is due to the realignment of WIC service territories and the competitive grant process that will start in FY23. We received notification on March 1<sup>st</sup> that we will get a funding increase for the current fiscal year of \$21,194 which brings our current WIC contract to a little over \$412,000.
- A monitoring report from the Partnerships 4 Families was included in the board packet regarding our CCR&R ECI grant. We were compliant in all areas. Thank you to Deb and her staff.
- Included in the board packet was a response letter from the Department of Human Rights accepting our proposed actions to address the three standards that were not met during our FaDSS review that was included in the February board packet.
- Iowa Finance Authority received \$198 million dollars through the Federal COVID-19 Rental and Utility Assistance Program to assist household who were affected either directly or indirectly by COVID-19. All 16 Community Action Agencies across the state are in contract negotiations with IFA to review and approve eligible applications for rent and utilities. We will administer both programs and IFA will issue the payments to vendors. The program is scheduled to start the beginning of April and will end when funds are exhausted or March 31, 2022. All households must apply online through IFA's website once it is available and it is on a first come first serve basis. Kelly Mahlberg will be administering the program and processing the claims for WCCA along with Wendy and three outreach staff.
- We are currently in the process of our DCAA monitoring review. They are monitoring our DCCA programs remotely which includes: Weatherization, CSBG and FaDSS. The monitoring period is

from 7/16/2019-12/31/20. Keith and his staff have been providing all the required documentation. We will have an exit conference once the review is complete.

- We had two contractors that submitted a bid for the office space that we want to renovate at the administrative building. Patriots Choice received the contract award and renovations will start late March or early April. We will be moving CCR&R staff into the space along with our IT specialist.
- Wendy was on the search committee to find a new Executive Director for ICAA. They held the first round of interviews the end of February and the second round was held on March 5<sup>th</sup>. Katherine Harrington from Des Moines accepted the position and starts March 22<sup>nd</sup>.

Walter Utman made a motion to adjourn at 7:00 p.m. Chris Ritter seconded. Motion carried.

Respectfully Submitted,

Lynn Bieler  
WCCA Board Secretary