

WCCA BOARD MEETING

January 16, 2018

A meeting of the West Central Community Action Board of Directors was held January 16, 2018 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:18 p.m. Staff attending were: Ivy Nielsen, Wendy Mueller, Kelly Mahlberg, Deb Martens, Stephanie Mayne, Keith Bruck, Lavenia Coover, Denny Lawson, Joel Dirks and Brittany Schoof.

ROLL CALL

Mark Wedemeyer, Cass	Coleen Driscoll, Mills
Steve Barber, Cass	Tom Brouillette, Monona
Eric Skoog, Crawford	Will Brown, Montgomery
Becky Fichter, Fremont	Alan Armstrong, Page
Walter Utman, Harrison	Scott Belt, Pottawattamie
Trista McLaughlin, Harrison	Charles Parkhurst, Shelby
Joan Martens, Harrison	Judy Knapp, Shelby

A quorum was declared.

Excused Absences:

Earl Hendrickson, Fremont	Chris Gibson, Page
Carol Vinton, Mills	Rose Maxwell, Page
Dr. John Zimmer, Mills	Samantha Noel, Pottawattamie
Lynn Bieler, Monona	Chris Ritter, Pottawattamie
Richard Swain, Monona	Bryan Swain, Shelby
Steve Ratcliff, Montgomery	

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

Joel introduced Brandi Snow as a guest tonight. Brandi is the Director at the Stanton Child Resource Center. She worked there in high school and after graduating college she was hired as the Director. She really enjoys her job and is looking at getting more involved in the community. Joel stated Brandi is looking at serving as our Low-Income Representative for Montgomery County. There will be a Low-Income election February 5th at our Montgomery County Outreach Office.

APPROVAL OF NOVEMBER MINUTES

Charles Parkhurst made the motion to approve the November Minutes. Alan Armstrong seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

HEAD START ERSEA COMPONENT PRESENTATION

Lavenia Coover, Head Start Director, presented on Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) and the following Head Start Performance Standards: 1302.10-Purpose, 1302.11-

Determining community strengths, needs and resources, 1302.12-Determining, verifying, and documenting eligibility, 1302.13- Recruitment of children, 1302.14- Selection process, 1302.15- Enrollment, 1302.16- Attendance, 1302.17- Suspension and expulsion, 1302.18- Fees. Lavennia explained that we receive proof of income and then the children are put into categories. Head Start serves families that are at 100% of the Federal poverty level or below but can also serve families that meet 101% to 130% of the Federal poverty levels if we can document that we identified and served all families that are at 100% of the Federal poverty level or below. Recruitment is a very important process as many do not come find us, we need to find them. We are reviewing our selection process and determining if we need to change our focus more on enrolling 3 year olds because many 4 year olds can and do go to the public school systems Pre-K classroom whereas 3 year olds have limited child development programming options. Vacancies need to be filled within 30 days even if it is at the end of the school year or we will be out of compliance. Mark Wedemeyer asked how they define homeless and how many do we serve. Lavennia stated if they are sleeping on a couch, if a family is sharing a 1 bedroom house or if they are staying somewhere with no designated bedroom, they all qualify as homeless. Head Start is currently serving 25 homeless children and Early Head Start is serving 13. Once they have enough points to get into the program that is not something we define a child by. Classroom staff do not even know the number of points each child has to be enrolled, that information is all kept confidential.

PLANNING AND EVALUATION COMMITTEE REPORT

Alan Armstrong stated the Planning and Evaluation Committee discussed the Head Start and Early Head Start 2018-19 Eligibility, Recruitment, Selection, Enrollment and Attendance Criteria. Proposed changes to our eligibility point system were reviewed and will be presented to the Policy Council for their approval at their February meeting and will be presented to the Board of Directors for their approval at the February 20th board meeting. Due to the weather the January Policy Council meeting was cancelled. Additional topics discussed were the Head Start Policy Council Code of Conduct Policy and WCCA Board of Directors Confidentiality Policy. Topics discussed within Policy Council and Board of Directors meetings need to be kept confidential and stay within these boards. Alan stated we just want to have everyone sign these policies so we can protect ourselves and WCCA.

HS/EHS 2018-19 ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE CRITERIA APPROVAL

As Alan stated before, this still needs to be looked at by Head Start Policy Council first and will be brought back to the Board at the February 20th board meeting.

WCCA POLICY COUNCIL CODE OF CONDUCT APPROVAL

Judy Knapp asked how many people make up Policy Council and Lavennia stated it is made up of community members and parents and there can be 30 to 40 people at a meeting. Alan Armstrong made the motion to approve the WCCA Policy Council Code of Conduct Policy. Steve Barber seconded. Motion was carried.

WCCA BOARD OF DIRECTORS CONFIDENTIALITY POLICY APPROVAL

Everyone received a copy of the Confidentiality Policy. Joel stated by having a separate confidentiality policy provides more clarity as to what confidential information includes. Everyone agreed. Joel stated hard copies will be brought to the next meeting for everyone to sign. Eric Skoog made the motion to approve the WCCA Board of Directors Confidentiality Policy. Scott Belt seconded. Motion was carried

PERSONNEL COMMITTEE REPORT

Eric Skoog stated the Personnel Committee met prior to the board meeting to discuss Calendar Year 2018 hourly wage increases. After discussion it was decided starting January 1, 2018 that all eligible Agency employees will receive an hourly wage increase of 1% + \$0.25 on the employee's anniversary date. The Personnel Committee will reconvene at a later date if the Office of Head Start issues a COLA funding increase for Head Start that exceeds the 1% + \$0.25 that is being proposed. Joel stated this funding guidance normally is

announced during the summer but it is not a guarantee. Alan Armstrong made the motion to approve the Calendar Year 2018 Wage and Salary hourly increase of 1% + \$0.25 on the employee's anniversary date. Charles Parkhurst seconded. Motion was carried.

WEATHERIZATION CONTRACT DESIGNEE APPROVAL

The Chairperson of the Board of Directors is the official authorized to execute any amendments related to the weatherization contracts (DOE; HEAP; IPL; MEC; BHE). We are requesting board approval to allow Trista McLaughlin as Board President to designate the executive director to execute amendments on behalf of the Chairperson of the Board of Directors. Walter Utman made the motion to approve the executive director to execute amendments on behalf of the Chairperson of the Board of Directors. Scott Belt seconded. Motion was carried.

HEAD START & EARLY HEAD START PROGRAM UPDATE

Lavennia stated that all changes that were needed to adjust to the new budget have been completed. We do have a new Family Services/ERSEA Coordinator and she is also managing the Family Advocates. Family Advocates previously reported to the Family Services Coordinator who worked directly with the ERSEA Coordinator, so by combining these two positions will be a positive change. We did determine many of the 101%-130% poverty level children were not accepted into Head Start before when they could have been. This change will help increase our enrollment numbers. Currently we have 334 out of 357 children enrolled in Head Start but are waiting on income verification from Council Bluffs to fill those slots. Early Head Start currently have 105 out of 131 children enrolled. This is a concern that will be addressed with our Family Advocates and Early Head Start Home Based Teachers at our staff meeting scheduled for January 25th at the WCCA Administration Office.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports. No one had anything to add but are happy to answer any questions.

FISCAL REPORT

Keith had nothing new to add to his report. He did get the asset balances rolled over into the new fiscal year funding and that will be reflected on February's financial report.

EXECUTIVE DIRECTORS REPORT

Joel explained the additional handouts. WIC has scheduled their on-site office review for July 10, 2018 and WIC's Year-End Progress Report was accepted by the State with very positive comments. CACFP Center-Based had a compliance review January 9 & 10th and the review went very well. The Office of Head Start sent a letter out as a reminder to report incidents that happen immediately and Standard of Conduct on interacting with children properly and providing health and safety to children. SCSEP has a Data Validation Review and WX currently has state inspectors in and we will have an exit interview this Thursday January 18th at 1:00 p.m.

Judy Knapp made a motion to adjourn at 8:12 p.m. Charles Parkhurst seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
February 20, 2018

A meeting of the West Central Community Action Board of Directors was held February 20, 2018 at the WCCA Executive Office, Harlan, IA. Vice President, Charles Parkhurst called the meeting to order at 7:15 p.m. Staff attending were: Ivy Nielsen, Wendy Mueller, Kelly Mahlberg, Deb Martens, Stephanie Mayne, Keith Bruck, Lavennia Coover, Denny Lawson, Joel Dirks and Brittany Schoof.

ROLL CALL

Mark Wedemeyer, Cass	Coleen Driscoll, Mills
Steve Barber, Cass	Lynn Bieler, Monona
Eric Skoog, Crawford	Steve Ratcliff, Montgomery
Earl Hendrickson, Fremont	Will Brown, Montgomery
Becky Fichter, Fremont	Charles Parkhurst, Shelby
Walter Utman, Harrison	Judy Knapp, Shelby
Carol Vinton, Mills	

A quorum was declared.

Excused Absences:

Trista McLaughlin, Harrison	Chris Gibson, Page
Joan Martens, Harrison	Rose Maxwell, Page
Dr. John Zimmer, Mills	Scott Belt, Pottawattamie
Tom Brouillette, Monona	Samantha Noel, Pottawattamie
Richard Swain, Monona	Chris Ritter, Pottawattamie
Alan Armstrong, Page	Bryan Swain, Shelby

SEATING OF NEW BOARD MEMBER

Joel stated a Low-Income election was held February 5th at our Montgomery County Outreach Office for Brandi Snow to serve as the Low-Income Representative for Montgomery County. Steve Barber made a motion to seat Brandi Snow as Low-Income Representative for Montgomery County to the West Central Community Action Board of Directors, Eric Skoog seconded.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda. Mark Wedemeyer made the motion to approve the agenda. Judy Knapp seconded. Motion was carried.

APPROVAL OF JANUARY MINUTES

Walter Utman made the motion to approve the January Minutes. Carol Vinton seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2017 AUDIT PRESENTATION BY DAVID GINTHER OF GRONEWOLD, BELL, KYHNN & COMPANY P.C.

David Ginther, CPA of Gronewold, Bell, Kyhnn and Company P.C. provided each board member a copy of the FY 2017 Audit and gave an overview of the audit. Board of Directors not in attendance, the audit was mailed to them. 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 and required statutory reporting. David commended Keith and his staff on their great work in the Fiscal Department.

FINANCE COMMITTEE REPORT

Charles Parkhurst stated that David Ginther went over the audit during the finance committee meeting. Charles Parkhurst made the motion to accept the FY 2017 Audit. Lynn Bieler seconded. Motion was carried. Carol Vinton asked how long will we use this auditor and Keith stated it originally was for 3 years and last year the Board of Directors voted to use the CPA of Gronewold, Bell, Kyhnn and Company P.C. for two more years. Charles reported that the Finance Committee also went over the clerical changes that were made to the Manual of Accounting Policies & Procedures. Keith went through the current policies and the proposed changes. Carol Vinton made the motion to accept the policy changes to the Manual of Accounting Policies & Procedures, Will Brown seconded. Motion was carried. Lynn Bieler made the motion to approve the updated Manual of Accounting Policies & Procedures, Carol Vinton seconded. Motion was carried.

PERSONNEL COMMITTEE REPORT

Judy Knapp stated the Personnel Committee met prior to the board meeting to discuss changes to the Wage and Salary Structure. They went over the benefit packages we currently offer and what role that plays in our employee's compensation. Joel is going to meet with all program directors to discuss their staff position and wage scales. Judy stated this is a work in progress and they will meet again next month to discuss it more.

NOMINATING COMMITTEE REPORT

Joel stated that Trista talked to the current board officers about serving another term. They all agreed to serve an additional one year term. Carol Vinton made the motion to approve the current WCCA Board of Directors Officers of Trista McLaughlin as President, Charles Parkhurst as Vice-President and Joan Martens as Secretary, to serve another term, Eric Skoog seconded. Motion was carried.

HS/EHS 2018-19 ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE CRITERIA APPROVAL

Lavennia stated that the Planning Committee reviewed this last month and it has been taken to Policy Council. Policy Council recommended the following changes: More points to be given to those parents under 18 years or younger and children with Low Development and/or a Diagnosed Condition. Move Mental Health Concerns from under Special Need/Disability to the Other category on our selection criteria form. Will Brown asked how many points are needed to get into the program? Lavennia stated they is no minimum or maximum number of points. Eric Skoog made the motion to approve the changes to the HS/EHS 2018-19 Eligibility, Recruitment, Selection, Enrollment & Attendance Criteria, Walter Utman seconded. Motion was carried.

HEAD START & EARLY HEAD START PROGRAM UPDATE

Joel stated everyone received a copy of the letter we received from the Office of Head Start stating we have met one or more of the criteria listed in the Head Start Program Performance Standard Regulation 45 CFR Part 1304 requiring an open competition. Our grant award project period ends 1/31/2019. We will submit a Grant Application and compete with other entities once the funding announcement is published on Grants.gov. As the letter states we received a deficiency on 04/06/2015 when a child was left unattended in Glenwood. Steve

Barber asked if we wouldn't have had the deficiency would we not be up for competition. Lavennia stated we have had other issues besides just the one that would have put us up for competition. As stated in the letter we will be uploading into HSES a comprehensive inventory of our real property, equipment and supplies. Judy Knapp asked if we will have other entities competing for the grant. Joel stated that we need to expect that there will be competing entities and we need to demonstrate in our grant application that we are the most qualified entity to deliver high quality and comprehensive Head Start and Early Head Start program services throughout the counties we serve.

FY 2017 CSBG CONTRACT EXTENSION APPROVAL

Per Article 14.2 of the FY 2017 CSBG contract, we are requesting board approval to extend the contract ending date from March 31, 2018 to June 30, 2018. This contract extension will allow the Agency to maximize the FY 2017 CSBG funding. For the period ending January 31, 2018, we have utilized \$358,867.13 or approximately 68% of CSBG funding. Utilization of this award is projected to extend into mid-April 2018. Carol Vinton asked why do we extend the grant ending date and Joel stated that we are requesting the extension in order to maximize our FY 2017 CSBG funds. Eric Skoog made a motion to approve extending the FY 2017 CSBG contract from March 31, 2018 to June 30, 2018. Will Brown seconded. Motion carried.

WCCA 2017 MANAGEMENT STAFF REVIEW REPORT APPROVAL

Joel Dirks reviewed the annual management staff review report that the board received as a handout. Joel does evaluations annually on all management staff as it is required by some grants and by the State of Iowa. The Board of Directors evaluate the Executive Director annually which is required by our by-laws and the CSBG Program. The report reflects each director by Name, their Title, Year they were hired, Disciplinary Action/Ethical Concerns during the past 12 months, Starting Salary, Current Salary and 2017 Wage & Salary Comparability Survey. Steve Barber asked if this is something that goes to the Personnel Committee for review. Judy Knapp stated they only look at the salary structure and where positions fall within that scale. Joel stated that each year the board approves raises for employees, which was just done last month, the management staff receive the same raise as the rest of the agency employees. Lynn Bieler made a motion to approve the 2017 Management Staff Review Report. Earl Hendrickson seconded. Motion carried.

STAFF REPORTS

Charles asked the Program Directors if they had anything to add to their reports. No one had anything to add but are happy to answer any questions.

FISCAL REPORT

Keith had nothing new to add to his report.

EXECUTIVE DIRECTORS REPORT

Joel explained the additional handouts. We received a general letter from Office of Head Start in regards to their plan of action that may be necessary to implement in the event financial assistance award funding is affected by a lapse in appropriations, CACFP Center-Based had an on-site review and one of the review findings that required corrective action is to implement a household contact system policy and procedure. The Weatherization Program had an on-site home inspection visit by the State in January. Our response and corrective action work will be completed and sent to the State by the March 30, 2018 deadline. We will get the board a copy of the response to the state once that has been completed. We received notice from the Iowa Department of Human Services their Intent to Award CCR&R's services for Region 3 to West Central Community Action. Congratulations to Deb and her staff. Our bid to provide Statewide Parent Referral Services was awarded to Community Action of Eastern Iowa. Joel stated that the last Policy Council meeting went very well in regards to the Policy Council Code of Conduct Policy that the board approved at the January 16, 2018 board meeting.

Steve Ratcliff made a motion to adjourn at 7:48 p.m. Will Brown seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
March 20, 2018

A meeting of the West Central Community Action Board of Directors was held March 20, 2018 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:15 p.m. Staff attending were: Ivy Nielsen, Wendy Mueller, Kelly Mahlberg, Deb Martens, Stephanie Mayne, Keith Bruck, Lavennia Coover, Molly Cummings, Denny Lawson, Joel Dirks and Brittany Schoof.

ROLL CALL

Eric Skoog, Crawford	Lynn Bieler, Monona
Earl Hendrickson, Fremont	Brandi Snow, Montgomery
Becky Fichter, Fremont	Alan Armstrong, Page
Trista McLaughlin, Harrison	Scott Belt, Pottawattamie
Joan Martens, Harrison	Charles Parkhurst, Shelby
Carol Vinton, Mills	Bryan Swain, Shelby
Coleen Driscoll, Mills	Judy Knapp, Shelby
Tom Brouillette, Monona	

A quorum was declared.

Excused Absences:

Mark Wedemeyer, Cass	Will Brown, Montgomery
Steve Barber, Cass	Chris Gibson, Page
Walter Utman, Harrison	Rose Maxwell, Page
Dr. John Zimmer, Mills	Samantha Noel, Pottawattamie
Richard Swain, Monona	Chris Ritter, Pottawattamie
Steve Ratcliff, Montgomery	

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF FEBRUARY MINUTES

Carol Vinton made the motion to approve the February Minutes. Eric Skoog seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2017 IRS Form 990 Presentation by David Ginther of Gronewold, Bell, Kyhnn, & Company P.C. David Ginther from Gronewold, Bell, Kyhnn and Co. P.C. went over the FY 2017 IRS Form 990 in detail with the Board of Directors. IRS Form 990 was emailed and mailed to all Board of Directors before it was submitted on February 28, 2018 and all Board of Directors received an additional copy in their monthly board packet. Charles Parkhurst made the motion to approve the FY 2017 990 Form. Scott Belt seconded. Motion was carried.

PLANNING AND EVALUATION COMMITTEE REPORT

Wendy Mueller met with the Planning and Evaluation Committee prior to the board meeting. Wendy discussed the 6-month FY 2018 NPI reports that will be submitted to DCAA at the end of the month. The reports were attached to her staff report that was included in the board packet. These 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. Wendy also reviewed the FY 2019 CSBG Grant Application with the committee. It is an abbreviated grant this year and is due June 1, 2018. She will present the full grant application at the May Planning and Evaluation Committee meeting and Board of Directors meeting. Wendy then went over the 2018 Executive Summary that was included in the board packet with the Board of Directors. This is required for CSBG and is valid for 3 years. She went through the surveys and assessment that were used to compile the data and explained the results. The Executive Summary helps show us where the biggest needs are for assistance in our 10 county area and what CSBG funds should be used for as well as agency resources. The Executive Summary showed we have lost overall population in 7 of our 10 counties and have seen an increase in the rate of people living in poverty. Earl Hendrickson added at the committee meeting that Fremont County has had the largest decrease in population in the State of Iowa. The main causes of poverty include: lack of education, living wage job opportunities, lack of affordable housing, and substance abuse issues. West Central Community Action is committed to operate programs and collaborate with other organizations in order to assure the best possible support and outcomes for clients. While WCCA does not meet every need identified in the survey, but the agency has services and referrals options in place to combat many of the issues. The Community Needs Assessment Executive Summary is used along with our agency's mission and vision to determine what CSBG funding should be used for along with other agency resources. Wendy was happy to answer any questions and if anyone thinks of something later, please feel free to call or email her. Alan Armstrong made the motion to approve the 2018 Executive Summary. Earl Hendrickson seconded. Motion was carried.

STRATEGIC PLANNING COMMITTEE REPORT

Wendy Mueller stated the Strategic Planning Committee met March 16, 2018 to review the FY 2018 6 month NPI reports and FY 2019 CSBG Grant Application. She also presented the 2018 Executive Summary to the committee. The Executive Summary will be used to develop the FY 2019 Strategic Plan. Everyone received a copy of the updated FY 2018 Strategic Plan. There was one update to the plan, Ivy received another unsubsidized placement for the SCSEP program making the total 6 or 11% of enrollees have obtained employment. All goals are making progress except for the signs being installed in front of our WCCA Administration Office and the Shelby County Early Childhood Center. The signs are very costly and would require significant donations in order to move forward. It might be something we could do in the future. We are consistently using our Facebook page and have seen an increase in followers. Please "like" us if you haven't already. We are also using AmazonSmile which provides our agency with a donation based on a portion of any purchases made by consumers using AmazonSmile. You need to go through the AmazonSmile site and then select a 501(c)(3) of your choice to donate too, it is a great way to give back. The committee will meet again in November to view the finalized FY 2018 Plan and create the new FY 2019 Strategic Plan.

PERSONNEL COMMITTEE REPORT

Judy Knapp stated that Joel has met with all the Directors to discuss required degrees and wages for their staff positions. They have proposed changes to Personnel Policy & Procedure #400 and plan to bring a finalized proposal to the May Board meeting for approval and for the changes to take effect July 1, 2018.

FY 2019 ECI AREAS RFP APPROVAL

Everyone received the SFY 2019 Early Childhood Iowa Areas Request for Proposals. Last year we received \$248,877.00 and we are considering applying for \$253,306.00 for SFY 2019. The requests for funding proposals could be subject to state funding cuts and the various Request for Proposals are due on various dates in the months of April and May. We are requesting board approval to submit the applications as we receive

them. Charles Parkhurst made the motion to approve submitting the FY 2019 ECI Areas RFP's as they are received. Carol Vinton seconded. Motion was carried.

FY 2019 WIC FUNDING APPLICATION APPROVAL

We have received notice to submit our funding application for the WIC Program beginning October 1, 2018 through September 30, 2019. This is the first year of a six year grant funding cycle with the Iowa Department of Public Health to provide WIC program services in eight of our ten counties (does not include Page or Pottawattamie counties). We will submit our application based on grant funding in the amount of \$388,889.00 and a monthly assigned caseload of 1,756. WIC staff include the following 8 positions and 1 contracted provider: 1- WIC Director-Registered Dietitian (full time), 2- Registered Nurses (1 full time and 1 part time), 2- RD Dietitians (1 full time and 1 contracted 5 days per month), 2- Nutritionists (part time) and 2- Bilingual Clerks (full time). All costs associated with these position and the costs to maintain monthly WIC clinics will be included in the budget section of the refunding application. During FY 2017 the WIC Program provided program services to 2,701 participants and distributed \$1,234,781 in food benefits. The application is due into the state by 4:00 p.m. on May 2, 2018. We are requesting board approval to submit this application in the amount of \$388,889.00. Carol Vinton asked why we do not serve Page or Pottawattamie Counties and Joel stated that we included Page County in our FY 2017 RFP but the county was awarded to MATURA. We did not include Pottawattamie County in our RFP and that county has been administered by the County Board of Supervisors for a number of years. Scott Belt made the motion to approve submitting the FY 2019 Funding Application. Alan Armstrong seconded. Motion was carried.

FY 2018-19 HEAD START/EARLY HEAD START DISABILITY WAIVER APPROVAL

Lavennia stated that we need to enroll 10% of their funded enrollment with children who have a disability. Due to our program having both Head Start and Early Head Start Program we need to submit a separate waiver for each program option. Head Start currently has 34 children or 9.5% with a verified IFSP/IEP. Early Head Start currently has 5 children or 3.9% with a verified IFSP/IEP. Since we are currently below 10% for both programs, she is asking board approval to submit a Disability Waiver Request for each program option. They are currently reviewing 23 children to find out where we are in the disability referral process. If we obtain 1 more IEP for Head Start we will meet the required 10%. However we are still needing 8 more IFSPs to get to the 10% for Early Head Start. Scott Belt made the motion to approve the Head Start and Early Head Start 2018-2019 Disability Waivers. Eric Skoog seconded. Motion was carried.

CSBG, LIHEAP & WX BOARD RESOLUTION APPROVAL

Included in the board packet is a Board Resolution that reflects the administrations FY 2019 Proposed Budget and Its Effect on West Central Community Action's Service Area. The Presidents FY 2019 proposed budget calls for the elimination of the CSBG, LIHEAP and Weatherization Programs. We are requesting board approval of our resolution and requesting all Board members to sign the resolution to reflect their support of the programs and how important these programs are to the clients and communities that our Agency serves. Scott asked that a copy also be sent to Donna Barry, Joni Ernst and David Young's offices. Alan Armstrong made the motion to approve Board Resolution #1, have each board member sign and submit our resolution to our federal representatives, the National Community Action Foundation and the Community Action Partnership. Carol Vinton seconded. Motion was carried. Joel passed the resolution around for everyone present to sign and we will contact the directors who are not here for their signatures.

HEAD START & EARLY HEAD START PROGRAM UPDATE

Joel stated that Keith and the Fiscal Department and Lavennia along with our Head Start/Early Head Start staff have been working hard on meeting the program Non-Federal Share requirements. We will meet our non-federal share match for FY 2017-18 and will not have to utilize the waiver that was approved by the Office of Head Start. Enrollment is still low for Early Head Start. Head Start will be interviewing for a Teacher and Assistant Teacher for Missouri Valley, this classroom has been closed due to lack of qualified staff. Judy asked

if we will have a hard time finding children this late. Lavennia stated we have 11 parents that have stated they will be sending their children when it opens and since we have been closed, we will need to stay open longer. That classroom will be open June and July and that will more than likely draw more parents in to enrolling their child. Joel and Lavennia met with the Red Oak Superintendent last week about partnering and will be meeting with Missouri Valley Superintendent this week to discuss our preschool partnership for the 2018-18 school year. Many school districts are wanting to meeting with us sooner this year.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports. No one had anything to add but are happy to answer any questions.

FISCAL REPORT

Keith had nothing new to add to his report but would be happy to answer questions.

EXECUTIVE DIRECTORS REPORT

Joel explained the additional handouts. Site visit and monitoring reviews for Partnerships 4 Families Early Childhood Iowa Area and Harrison, Monona, Shelby Early Childhood Iowa Area. Center-Based CACFP review response. Kristi Lingle, Head Start Nutrition Coordinator, has been asked to participate on a State Panel to help train others in program areas that our CACFP monitor thought that are Agency was administering very well. Letter from DCAA accepting our FY 2017 CSBG year-end reports. Weatherization On-Site report response to the State on-site home inspections that we have completed all areas that needed correction. Deb included a handout on “Why Child Care Matters to Iowa Policymakers”. Joel reminded everyone that our Annual Meeting is April 17th and everyone needs to RSVP by April 2nd. There will be Board Training at 6:00 in the ballroom. We are required to have Board Training every 2 years. If you bring a guest, they are welcome to enjoy the dining hall during the training.

Charles Parkhurst made a motion to adjourn at 8:04 p.m. Carol Vinton seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING

April 17, 2018

The 52nd Annual Meeting of the West Central Community Action Board of Directors was held Tuesday, April 17th, 2018, at the Harlan Golf and Country Club, 2503 12th Street, Harlan, Iowa. WCCA Executive Director Joel Dirks introduced; Donna Barry, Regional Director for Senator Grassley, Emily McKern, Constituent Service Director for Senator Joni Ernst, Tiffany Keimig, Director of Training/Technical Assistance for the Iowa Community Action Association, Lynn Grobe, WCCA Head Start Policy Council Member, and Harlan Mayor Mike Kolbe. Mike thanked West Central Community Action for the support we provide families and individuals in the Harlan community.

Following a buffet dinner, Vice President, Charles Parkhurst called the meeting to order at 7:37 p.m. Staff attending were: Joel Dirks, Brittany Schoof, Kelly Mahlberg, Wendy Mueller, Stephanie Mayne, Ivy Nielsen, Deb Martens, Denny Lawson, Keith Bruck, Molly Cummings, Shellie West, Suzette Bates-Leal, and Lori Sampson.

ROLL CALL

Mark Wedemeyer, Cass
Steve Barber, Cass
Earl Hendrickson, Fremont
Becky Fichter, Fremont
Walter Utman, Harrison
Trista McLaughlin, Harrison
Joan Martens, Harrison
Carol Vinton, Mills
Coleen Driscoll, Mills

Will Brown, Montgomery
Alan Armstrong, Page
Chris Gibson, Page
Rose Maxwell, Page
Charles Parkhurst, Shelby
Samantha Noel, Pottawattamie
Chris Ritter, Pottawattamie
Charles Parkhurst, Shelby
Judy Knapp, Shelby

A quorum was declared.

Excused Absences:

Eric Skoog, Crawford
Dr. John Zimmer, Mills
Tom Brouillette, Monona
Lynn Bieler, Monona
Richard Swain, Monona

Steve Ratcliff, Montgomery
Brandi Snow, Montgomery
Scott Belt, Pottawattamie
Bryan Swain, Shelby

BOARD TRAINING

Tiffany Keimig, Director of Training & Technical Assistance, with Iowa Community Action Association provided board training prior to the meeting.

APPROVAL OF MARCH MINUTES

Walter Utman made a motion to approve the March minutes, Carol Vinton seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

We received Emergency Food and Shelter Program Phase 35 funding for Crawford County in the amount of \$7,767.00. We will need to schedule an EFSP Board of Directors meeting prior to our May 15th regular board meeting.

EXECUTIVE DIRECTOR'S REPORT

West Central Community Action assisted 7,358 families representing 18,089 individuals in 2017. During FY 2017, 1,654 volunteers contributed 28,366 hours of service. Joel thanked everyone for their support, hard work, and contributions to West Central during this past year.

AWARD PRESENTATION

Joel presented Molly Cummings with the 2017 Wilbur F. Peters Award. Molly started working at West Central Community Action February 14, 1994 as a Family Development Specialist and was promoted to FaDSS Program Director on March 11, 2009. Joel stated in the award presentation that Molly is a passionate advocate for our Agency, the FaDSS Program, her staff and the clients we serve. Through her efforts, she has developed a network of partnerships with various community organizations, non-profit and state agencies that provide needed services for our FaDSS participants and their families. Through her actions, she truly carries out Mr. Peters dream "to provide opportunity to all individuals and families in order to ensure their continued growth and prosperity".

Molly introduced Geri Janz and Terri Martens. Both Geri and Terri were past FaDSS participants and they shared how much FaDSS and WCCA helped them get back up on their feet and find meaning full employment. Geri just accepted a new position as Secretary to the Dean at Creighton University and Terri currently works at Iowa Western Community College.

Alan Armstrong made a motion to adjourn at 7:57 p.m., with Walter Utman seconded. Motion was carried.

Respectfully submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
May 15, 2018

A meeting of the West Central Community Action Board of Directors was held May 15, 2018 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:16 p.m. Staff attending were: Ivy Nielsen, Wendy Mueller, Kelly Mahlberg, Stephanie Mayne, Keith Bruck, Lavennia Coover, Denny Lawson, Joel Dirks and Brittany Schoof.

ROLL CALL

Mark Wedemeyer, Cass	Alan Armstrong, Page
Eric Skoog, Crawford	Scott Belt, Pottawattamie
Earl Hendrickson, Fremont	Samantha Noel, Pottawattamie
Trista McLaughlin, Harrison	Chris Ritter, Pottawattamie
Carol Vinton, Mills	Charles Parkhurst, Shelby
Steve Ratcliff, Montgomery	Bryan Swain, Shelby
Will Brown, Montgomery	Judy Knapp, Shelby
Brandi Snow, Montgomery	

A quorum was declared.

Excused Absences:

Steve Barber, Cass	Dr. John Zimmer, Mills
Becky Fichter, Fremont	Tom Brouillette, Monona
Walter Utman, Harrison	Lynn Bieler, Monona
Joan Martens, Harrison	Chris Gibson, Page
Coleen Driscoll, Mills	Rose Maxwell, Page

ADDITIONS OR AMENDMENTS TO THE AGENDA

There was one addition to the agenda. #8 FY'18 CSBG Budget Revision Approval. Alan Armstrong made the motion to approve the addition to the agenda. Brandi Snow seconded. Motion was carried

APPROVAL OF APRIL MINUTES

Charles Parkhurst made the motion to approve the April Minutes. Will Brown seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

PLANNING AND EVALUATION COMMITTEE REPORT

Wendy Mueller, Outreach/LIHEAP Director stated the Planning Committee met prior to the board meeting to discuss the CSBG Community Action Plan and Application. There are three parts of the application: narrative, National Performance Indicators Report (NPI), and budget. She discussed and explained the three parts of the application: narrative, National Performance Indicators Report (NPI), and the budget. She discussed how the narrative questions follow the ROMA cycle: 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. The NPI Report identifies and captures the outcomes our agency plans to achieve through our programs and services during FY 2019. The projections for the report will be made in the fall. FY 2019 CSBG funds will co-fund the outreach offices, Senior Community Service Employment Program, and the Child and Adult Care Food Program. Wendy also reviewed the CSBG Budget Summary. She explained the importance that CSBG co-funding has on enhancing or leveraging services that each of these programs provide. Copies of the CSBG Community Action Plan and Application are available to those who would like one. Wendy stated the FY 2019 CSBG Community Action Plan and Application are aligned with WCCA's mission, vision, beliefs and values. Alan Armstrong made the motion to approve the FY'19 CSBG Community Action Plan and Application. Earl Hendrickson seconded. Motion was carried.

PERSONNEL COMMITTEE REPORT

Bryan Swain stated the Personnel Committee met prior to the board meeting to discuss updates to the Wage & Salary Structure. The current structure has 20 grade levels and the proposed structure has 9 grade levels. The proposed wage and salary structure increases the starting wages in grade levels 2 through 5 based on staff obtaining various degrees of higher education. Scott Belt asked if these changes were all based on a percentage increase. Joel said no but currently the bottom hourly rate is \$9.09 and it will move to \$11.00. Scott said that if these wage increases don't get employees to stay because our turnover rate is high then we know there is another issue. Bryan asked for a motion to approve the WCCA Wage and Salary Structure with changes effective July 1, 2018. Alan Armstrong made the motion to accept the new WCCA Wage & Salary Structure. Scott Belt seconded. Motion carried. Joel explained that we received a funding increase notice from the Office of Head Start that will result in a 2.6% COLA increase for all Head Start and Early Head Start staff. At the January 16, 2018 meeting, Board of Directors approved a 1% + \$0.25 increase for all employees. With the 2.6% COLA being issued the Personnel Committee is recommending all staff receive a 3% wage increase for CY 2018. Employees who already had their anniversary date will get the difference from what they already received and the 3% so everyone receives the same raise. We are still waiting on details in regards to the Office of Head Start COLA but in the past we have been mandated to apply all raises retroactively back to February 1st which is the beginning of the Head Start program's fiscal year. If the program COLA instructions are the same as previous funding awards we will apply the retroactive date of February 1st for all agency employees to receive the 3% raise increase. Alan Armstrong made the motion to approve the 3% wage increase for all staff for CY 2018. Judy Knapp seconded. Motion was carried.

FY 2019 ORGANIZATIONAL BUDGET APPROVAL

2018-2019 Organizational Budget was provided and all Board of Directors received a copy in their board packet. Joel presented the budget and stated it is a CSBG Organizational Standard Requirement. Carol Vinton asked what the Assistance to Individuals was. Keith stated it is the assistance we provide directly to clients like LIHEAP. Alan Armstrong asked if next year we could get figures from the previous year so we can compare better, Keith will do that. Eric Skoog made the motion to approve the Annual Agency Wide Organizational Budget for 2018-2019, Carol Vinton seconded. Motion was carried.

FADSS FY 2019 FUNDING REQUEST APPROVAL

We are requesting board approval to submit our FY 2019 funding application for the FaDSS Program in the amount of \$401,347.00. We employ a Program Director and five FaDSS Specialist's that work with a caseload of 105 families. The specialists do a basic assessment on each of their families, identify family strengths, provide budget counseling, assess progress on their Family Investment Plan along with other Promise Jobs expectations, make referrals to other service agencies and provide the foundation for future home visits. This program is home based and helps families overcome barriers and develop plans that will lead to self-sufficiency. We are requesting board approval to submit our renewal application once we receive notice from the Division of Community Action Agencies. Chris Ritter made the motion to approve submitting the FY 2019 FaDSS funding application when it is available. Scott Belt seconded. Motion was carried.

SCSEP FY 2018 FUNDING REQUEST APPROVAL

We have not received our funding application for FY 2018 from Senior Service America Incorporated. We are projecting to receive the same amount of funding that we received in FY 2017 which was: SCSEP Participant Wages & Fringe Benefits \$322,137.00, Other Enrollee Costs \$15,570.00 and Administrative Costs \$34,801.00 for a Total Projected Funding of \$372,508.00 and a Non-Federal Share Match of \$48,009.00. We expect to enroll and serve 71 participants and exit at least 15 participants into unsubsidized employment during the program year. We are requesting board approval to submit the FY 2018 SCSEP funding application once it is received from our national grantee, Senior Services America Incorporated. Judy Knapp made the motion to approve the FY 2018 SCSEP funding application. Eric Skoog seconded. Motion was carried.

CCR&R FY 2019 FUNDING REQUEST APPROVAL

On April 24th we had a contract negotiation conference call with the Iowa Department of Human Services- Division of Adults, Children and Family Services concerning our award to provide CCR&R services for Iowa Region 3 for the period July 1, 2018 through June 30, 2024. We were notified that we will receive \$724,468.73 in program funding for FY 2019 (\$18,699.73 increase from FY 2018). If we meet all of the performance based incentives in our contract we could receive an additional \$66,668.00. We employ nine 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 environments. Targeted consultations will include provider registration; regulatory requirements; infant and toddler care; recruitment and retention strategies; and Iowa Quality Rating and Improvement System with an emphasis on onsite services. We are requesting board approval to submit a revised CCR&R Program budget and budget justification in the amount of \$724,468.73 for FY 2019. Scott Belt made the motion to approve submitting the FY 2019 CCR&R budget and budget justification. Brandi Snow seconded. Motion was carried.

HEAD START & EARLY HEAD START PROGRAM UPDATE

Joel stated we are currently working with our school partners to get contracts ready for next year. Lavennia stated Beth Cox, with OHS, was here for an on-site visit in April. They went to Denison EHS and HS, Mapleton HS, Woodbine HS, attended the Policy Council meeting and met with the Education Support Coordinators, Coaches and Professional Development Coordinator. Joel and Lavennia met with Beth and explained the changes they have made and how we are moving forward. Beth supports the program and we have TA Assistance once a month for the next year.

FY 2018 CSBG BUDGET REVISION APPROVAL

Joel explained the Division of Community Action Agencies received a FY 2018 CSBG grant award notice from the U.S. Department of Health and Human Services/Administration for Children and Families on April 24th. The notice informs the DCAA of Iowa's CSBG program allotment for FY 2018, our CSBG allocation is \$527,740.00. This is \$3,010.00 less. We are requesting board approval to submit this amendment to DCAA. Alan Armstrong made the motion to approve submitting the FY 2018 CSBG Budget Revision. Charles Parkhurst seconded. Motion was carried.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports. No one had anything to add but are happy to answer any questions.

FISCAL REPORT

Keith had nothing new to add to his report but would be happy to answer questions.

EXECUTIVE DIRECTORS REPORT

Joel explained that the Iowa FaDSS Program has been approved for participation in a national evaluation being conducted by the U.S. Department of Health and Human Services (HHS). There will be two evaluation groups of 500 participants each. Our FaDSS specialists will meet with potential participants and it will be a random selection on what group they will be placed in. Participants will be selected to receive FaDSS program services and some will be placed in a control group and will not receive FaDSS program services. Scott Belt asked what the extra costs will be to do this evaluation. We will receive \$9,212.00 in funds to offset the costs additional mileage, telephone, postage, staff training (hotel/per diem), the purchase of four iPads, office supplies and printing. Judy Knapp commented that it is nice to be a part of research and staff will learn from it. Additional handouts were: WIC's mid-year report was accepted, WIC has an on-site clinic visit May 22, 2018 and the SCSEP program has its Compliance Review May 24 & 25th. The National Energy Assistance Directors Association had a subcommittee on Labor, Health and Human Services and Education and Related Agencies and asked for stories about the LIHEAP Program. Dena Matthews submitted a story and it was the story selected for Iowa about how LIHEAP and our Christmas Adoption program helped the family. The Shelby County Outreach Office is moving across the square to a new location the end of May. Judy Knapp added how it was great to hear from two prior FaDSS participants and their success stories at our Annual Meeting this year.

Chris Ritter made a motion to adjourn at 7:51 p.m. Alan Armstrong seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
June 19, 2018

A meeting of the West Central Community Action Board of Directors was held June 19, 2018 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:15 p.m. Staff attending were: Ivy Nielsen, Kelly Mahlberg, Stephanie Mayne, Deb Martens, Keith Bruck, Lavennia Coover, Denny Lawson, Joel Dirks and Brittany Schoof.

ROLL CALL

Mark Wedemeyer, Cass	Lynn Bieler, Monona
Steve Barber, Cass	Steve Ratcliff, Montgomery
Eric Skoog, Crawford	Will Brown, Montgomery
Earl Hendrickson, Fremont	Chris Gibson, Page
Walter Utman, Harrison	Rose Maxwell, Page
Trista McLaughlin, Harrison	Scott Belt, Pottawattamie
Joan Martens, Harrison	Charles Parkhurst, Shelby
Tom Brouillette, Monona	Bryan Swain, Shelby

A quorum was declared.

Excused Absences:

Becky Fichter, Fremont	Alan Armstrong, Page
Carol Vinton, Mills	Samantha Noel, Pottawattamie
Coleen Driscoll, Mills	Chris Ritter, Pottawattamie
Brandi Snow, Montgomery	Judy Knapp, Shelby

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions to the agenda.

APPROVAL OF MAY MINUTES

Scott Belt made the motion to approve the May Minutes. Walter Utman seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

EXECUTIVE COMMITTEE REPORT

The Executive Committee met via conference call on Friday, June 15th. The Executive Committee discussed and approved the Head Start and Early Head Start FY 02/01/18 – 01/31/19 COLA supplemental funding application to the Office of Head Start Regional Office that was due Monday, June 18, 2018. The Executive Committee approved to permanently increase the hourly rate of pay for all Head Start/Early Head Start employees and all Agency employees by 2.6% retroactive back to February 1, 2018. The committee also approved permanently increasing the starting hourly rate of pay for the pre-k licensed teachers by 2.6% and reaffirmed that the Board of Directors have approved a new Wage and Salary Schedule Structure that increases the starting hourly rate of pay in each grade level is greater than the 2.6% increase mandated in the COLA funding application. Scott asked if this was in addition to the 3.0% raise and Joel stated no this 2.6% is included in the 3.0% approved by the Board of Directors in May.

FY 2018 CACFP EXPANSION GRANT APPROVAL

Joel stated that currently Adair, Madison and Warren counties in Iowa are looking for another Agency to provide CACFP services to child care providers. We will receive \$1,824.00 in Administrative Expansion Funds to serve Adair County. Steve Barber asked how this will affect the current counties we serve. Joel stated that we are required to make 3 visits per year to each provider and when our CACFP Nutrition Representative is in Cass County on visits, she will also do visits in Adair County as well. Charles Parkhurst made the motion to approve the FY 2018 CACFP Expansion Grant. Scott Belt seconded. Motion was carried.

WCCA RISK ASSESSMENT UPDATE

Joel reported to the Board the Agency risk assessment has been completed and was presented and reviewed by the management team on May 8, 2018. Joel utilized the Nation Community Action Program Risk Assessment Tool that was designed for community action agencies through a partnership with the Nonprofit Risk Management Center. There were 14 Assessment Modules that were completed by answering a series of questions. The management team identified the following areas to further review: 1- Draft a risk management policy statement that describes the overarching goals and scope of our agency risk management. 2- Continue to explore ways to convey and reinforce our agency's mission and purpose in order to assist staff, board and policy council members to fully understand what we do and effectively convey our mission and purpose to other stakeholders. 3- Adopt a sign in/sign out log policy and continue to review our entry/exit security measures for all agency locations. 4- Develop an agency-wide volunteer orientation process and handbooks so that volunteers can serve safely and effectively. 5- Timely filling of board vacancies. Currently we have six (6) vacancies: Cass-Low Income, Crawford- Low Income, Crawford- Private, Fremont- Private, Mills- Low Income and Monona- Low Income. Scott Belt asked if we have to worry about HIPAA Laws and Joel stated that we have minimal exposure in this area and includes employee benefits and within our WIC and Head Start Programs. Scott would like to see the Crisis Management and Business Continuity Planning Module, Joel will give the board a copy at the next board meeting.

HEAD START & EARLY HEAD START PROGRAM UPDATE

Head Start is busy updating contracts with our school partnerships for next year. Keith and Lavennia had a call with OHS about converting EHS Home-Based slots to Center-Based slots. They are primarily looking at this in our southern counties and would like to have it begin October 1, 2018. Mark Wedemeyer and Scott Belt asked how old children need to be and how long the visits are. Lavennia stated it is only for children under the age of 3 and prenatal mothers. Home-Based teachers meet with families 90 minutes per week. There is a curriculum that is followed and they help coach the parents on working with their children. Joel stated we are preparing for the re-competition application notice and we will have 60 days to complete and submit our application. Currently we have 5 Head Start Positions open and we are going to try a general job posting that includes our new starting wage. We really need substitutes for help fill in throughout the year. Lavennia added that staff are currently updating Head Start/Early Head Start Policies and Procedures for next year and hope to get those approved by Policy Council and the Board of Directors in August.

FY 2018 CSBG BUDGET AMENDMENT APPROVAL

Joel explained the Division of Community Action Agencies received a FY 2018 CSBG grant award notice from the U.S. Department of Health and Human Services on May 16th. The notice informs the DCAA of Iowa's CSBG program allotment for FY 2018, our CSBG allocation is \$531,316.00 which is \$566.00 more. The additional funds will be used to co-fund the FaDSS program now at 1,566.00. We are requesting board approval to submit this amendment to DCAA. Scott Belt made the motion to approve submitting the FY 2018 CSBG Budget Amendment. Eric Skoog seconded. Motion was carried.

PERSONNEL COMMITTEE REPORT

Eric Skoog stated the Personnel Committee met prior to the board meeting to discuss the Executive Directors Annual Performance Evaluation. They ran out of time and did not have time to talk to Joel. They are going to meet again in July to make a decision and the decision will be retroactive back to July 1, 2018.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports. No one had anything to add but are happy to answer any questions.

FISCAL REPORT

Keith had nothing new to add to his report but would be happy to answer questions.

EXECUTIVE DIRECTORS REPORT

Additional handouts were: WIC On-Site Financial Review Report, WIC also had an On-Site Clinic Review June 12th. DCAA Auditors were here Monday and Tuesday, they finished today and should have a report to us in 30 days. Keith said it went very well.

Steve Barber made a motion to adjourn at 7:40 p.m. Charles Parkhurst seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
July 17, 2018

A meeting of the West Central Community Action Board of Directors was held July 17, 2018 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:15 p.m. Staff attending were: Ivy Nielsen, Stephanie Mayne, Deb Martens, Keith Bruck, Lavennia Coover, Denny Lawson, Joel Dirks and Brittany Schoof.

ROLL CALL

Mark Wedemeyer, Cass	Chris Gibson, Page
Eric Skoog, Crawford	Rose Maxwell, Page
Earl Hendrickson, Fremont	Scott Belt, Pottawattamie
Walter Utman, Harrison	Samantha Noel, Pottawattamie
Trista McLaughlin, Harrison	Chris Ritter, Pottawattamie
Joan Martens, Harrison	Charles Parkhurst, Shelby
Tom Brouillette, Monona	Bryan Swain, Shelby
Will Brown, Montgomery	Judy Knapp, Shelby
Alan Armstrong, Page	

A quorum was declared.

Excused Absences:

Steve Barber, Cass	Lynn Bieler, Monona
Becky Fichter, Fremont	Steve Ratcliff, Montgomery
Carol Vinton, Mills	Brandi Snow, Montgomery
Coleen Driscoll, Mills	

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions to the agenda.

APPROVAL OF JUNE MINUTES

Scott Belt made the motion to approve the June Minutes. Alan Armstrong seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FADSS CONTRACT DESIGNEE APPROVAL

The Chairperson of the Board of Directors is the official authorized to execute any amendments related to the FY 2019 Family Development and Self-Sufficiency Program contract. We are requesting board approval to allow Trista McLaughlin as Board President to designate the executive director to execute amendments on behalf of the Chairperson of the Board of Directors. Chris Ritter made the motion to approve the executive director to execute amendments on behalf of the Chairperson of the Board of Directors. Charlie Parkhurst seconded. Motion was carried.

HEAD START & EARLY HEAD START PROGRAM UPDATE

Joel stated that he and Lavennia have been in contact with the Essex and Anita School Districts. It has been determined that both school districts serve a population under 1,000, both communities school district preschools are the only programs that serve 4 year olds, but neither communities are in medically underserved areas. In order to partner with either school district, 50% of the children being served, the families' income must be at 100% of poverty or below. We might need to move these centers to another area where we can serve income eligible children. We have met with a child care center in Red Oak and have been in discussions with the Shenandoah Community School District and the Fremont-Mills Community School District. In our discussions with the child care center in Red Oak we asked if they would be interested in a center based Early Head Start partnership. We are looking into converting EHS Home-Based slots to EHS Center-Based slots and making the conversion this fall. We have hired an EHS Home Based Teacher to cover Cass County and rural Pottawattamie County and are working to get fully enrolled for EHS. Joel is going to contact Southwest Iowa Families concerning our MOU for the central point of intake for Page and Fremont counties. We will be meeting with the Family Advocates to establish goals and to see what centers still need to recruit children. Mark Wedemeyer stated that if we have long term Family Advocates, new staff can learn a lot from them and sometimes working as a team is beneficial. Joel agreed with him.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports. No one had anything to add but are happy to answer any questions.

FISCAL REPORT

Keith had nothing new to add to his report but would be happy to answer questions.

EXECUTIVE DIRECTORS REPORT

Joel went through the additional handouts. The SCSEP Program had a compliance review in May and included is our response and that Senior Service America, Inc. accepted it. Included is a copy of the Crisis Management and Business Continuity Planning from the Risk Assessment that Scott Belt requested last month. Notice of Intent to Award for the WIC program, FY 2019 CSBG Action Plan was accepted by DCAA. Lastly, the Program Instruction correspondence from the Office of Head Start ACF on Full Enrollment, Enrollment Requirements; Chronically Underenrolled. Joel added that based on the Energy Efficiency Plans submitted by MidAmerica and Alliant Energy to the State, the funding for the weatherization program will be cut by approximately \$2.7 million in 2019. Also MidAmerican will no longer provide funding for the energy wise kits. The utility funding is primarily used for furnace replacements and other energy efficiency measures. The Iowa Community Action Association will be working on an advocacy plan to seek additional weatherization funding.

PERSONNEL COMMITTEE REPORT

Trista McLaughlin dismissed all Staff members. Trista McLaughlin explained the Personnel committee met in two meetings (July 5, 2018 and July 13, 2018) and the Personnel committee along with the Executive Committee met prior to the Board of Directors meeting on July 17, 2018. Trista explained they were originally set to meet to finalize Joel Dirks Annual Performance Appraisal, the Performance Appraisal has been put on hold at this time due to management issues and personnel situations that have arisen. Trista read notes from the Personnel Committee meetings from July 5 and July 13, where they had met with Joel to discuss the issues. Trista also read notes of Joel's responses to the issues presented, then opened up the floor for discussion of the issues, items, and situations. Alan Armstrong made a motion to terminate Joel Dirks for the issues presented, Scott Belt seconded the motion and a roll call vote was made. With the following votes: In Favor of Termination- Walter Utman – No, Joan Martens – No, Charles Parkhurst – No, Eric Skoog – No, Bryan Swain – No, Mark Wedemeyer – No, Alan Armstrong – Yes, Scott Belt – Yes, Chris Ritter – No, Samantha Noel – No, Rose Maxwell – No, Chris Gibson – Yes, Tom Brouillette – No, Earl Hendrickson – No, Will Brown – No, Judy Knapp – No and Trista McLaughlin – No. Motion fails. Charles Parkhurst made a

motion, seconded by Earl Hendrickson for a 12-Month Disciplinary Action Plan, with detailed follow up of the Terms of the Action Plan to be reviewed as follows: Meet with Board President plus one other board member: August and November 2018, February and May 2019. Meet with Executive Committee: September and December 2018, March and June 2019. Meet with Executive Committee and Personnel Committee: October 2018, January, April and July 2019. Review with Full Board of Directors every 60 days following the business meeting: September and November 2018, January, March, May and July 2019. No salary increase for this review period. (Terms of Disciplinary Action Plan to be detailed in Joel's Personnel file). In Favor of 12-Month Disciplinary Action Plan- Will Brown – Yes, Earl Hendrickson – Yes, Tom Brouillette – Yes, Chris Gibson – Yes, Rose Maxwell – Yes, Samantha Noel – Yes, Chris Ritter – Yes, Scott Belt – No, Alan Armstrong – No, Mark Wedemeyer – Yes, Brian Swain – Yes, Eric Skoog – Yes, Charles Parkhurst – Yes, Joan Martens – Yes, Walter Utman – Yes, Judy Knapp – Yes and Trista McLaughlin – Yes. Motion carried. At this time Joel Dirks was asked to return to the meeting. The 12-Month Disciplinary action plan was reviewed with Joel. A formal copy to be given to Joel Wednesday, July 18th, 2018. Joel accepted the Disciplinary plan and thanked the board.

Mark Wedemyer made a motion to adjourn at 8:47 p.m. Joan Martens seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
August 22, 2018

A meeting of the West Central Community Action Board of Directors was held August 22, 2018 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:15 p.m. Staff attending were: Ivy Nielsen, Kelly Mahlberg, Stephanie Mayne, Molly Cummings, Deb Martens, Keith Bruck, Lavenia Coover, Denny Lawson, and Joel Dirks.

ROLL CALL

Steve Barber, Cass	Lynn Bieler, Monona
Eric Skoog, Crawford	Steve Ratcliff, Montgomery
Earl Hendrickson, Fremont	Will Brown, Montgomery
Becky Fichter, Fremont	Scott Belt, Pottawattamie
Walter Utman, Harrison	Samantha Noel, Pottawattamie
Trista McLaughlin, Harrison	Chris Ritter, Pottawattamie
Joan Martens, Harrison	Charles Parkhurst, Shelby
Coleen Driscoll, Mills	Bryan Swain, Shelby

A quorum was declared.

Excused Absences:

Mark Wedemeyer, Cass	Alan Armstrong, Page
Carol Vinton, Mills	Chris Gibson, Page
Tom Brouillette, Monona	Rose Maxwell, Page
Brandi Snow, Montgomery	Judy Knapp, Shelby

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions to the agenda.

APPROVAL OF JULY MINUTES

Charles Parkhurst made the motion to approve the July Minutes. Eric Skoog seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

USDA RURAL DEVELOPMENT 2018-19 BUDGET APPROVAL

Joel reviewed the board handout USDA Statement of Budget, Income and Equity for the Shelby County Early Childhood Center for the period of October 1, 2018 to September 30, 2019. Steve Barber asked if this was a certified statement and Joel stated that this form is based on past income and expenditures and what we are projecting for the upcoming fiscal year for the center. Scott Belt made the motion to approve the USDA Rural Development 2018-19 Budget. Steve Barber seconded. Motion was carried.

FY 2019 CACFP CB & HB FUNDING APPLICATION

We are in the process of completing the FY 2019 CACFP Center Based renewal funding application. This application is due into the State on August 31, 2018. We are projecting to receive \$161,000 from the State of Iowa for meal reimbursements in FY 2018. Charles Parkhurst made the motion to approve the FY 2019 CACFP Center Based renewal funding application. Will Brown seconded. Motion was carried.

We are in the process of completing the FY 2018 CACFP Home Based renewal funding application. This application is due into the State on September 10, 2018. We are projecting to receive \$706,000 in meal reimbursements and \$141,000 in program delivery/administration costs for a total reimbursement of \$847,000 for FY 2019. Eric Skoog made the motion to approve the FY 2019 CACFP Home Based renewal funding application. Earl Hendrickson seconded. Motion was carried.

HEAD START & EARLY HEAD START PROGRAM UPDATE

Joel went over the handouts the Board Members received. We received our Continuation Application letter from the Office of Head Start for the period 02/01/19 through 06/30/19 which states our funding application is due to the Regional Office on 11/01/18. The second handout is a letter from the Office of Head Start inviting us to participate in our annual Grantee Assessment meeting that will be by conference call at 9:00 am on September 12, 2018. The meeting will provide an opportunity to discuss our program's strengths, challenges and areas for growth. Joel requested that Trista McLaughlin, Joan Martens, Bryan Swain and Steve Barber be on the call and invited all board members to participate on the call. Lavennia Coover provided a handout and summary of the OHS Community meeting concerning the upcoming open competition for our Head Start and Early Head Start Program that was held on August 10, 2018 at the Council Bluffs Community Library. Both she and Joel attended this community meeting. The board handout explained the meeting agenda and what was discussed. She mentioned that it is a competitive grant process and that there are at least three Council Bluffs agencies that have either stated that they will be submitting a grant application or are interested in applying for the grant. Walter Utman asked what three agencies have expressed interest and she stated Promise Partners, Family Inc., and the Council Bluffs Community School District. Walter Utman asked Scott Belt if he was on the Promise Partners Board and Scott had answered yes. It was mentioned that this could be a conflict of interest. Scott stated that he doesn't know if Promise Partners will apply for the grant for sure but if they do he will abstain from voting on this matter. Lavennia also went over the handouts with the enrollment numbers. She mentioned that some of the school partners were low in numbers and that they were having issues with getting some of the school districts to give referrals. She also mentioned that Early Head Start Home Based is fully staffed and are out recruiting.

STAFF REPORTS

Trista stated that she would like each program director to provide a program update. Wendy reported that she attended the 2018 ICAA conference in Des Moines. She stated it was very informative and that one of her outreach staff, Brenda Howland, received her 30 year service award at the conference. Kelly reported that we have added a new weatherization contractor and if a board member knows of anyone that may be interested in becoming a contractor to let him know and he could provide them a list of the program qualifications and requirements. Ivy stated that our grantor Senior Service America Incorporated was on-site to provide program training and that she will be attending state sponsored SCSEP training in Des Moines on August 29th. She is also doing participant enrollments into the program. Molly gave an update on the Mathematica Program Study that the Iowa FaDSS is participating in. She also mentioned that the board members were given an additional handout of her 2018 annual report. Deb went over the additional CCR&R board handouts which included our FY 2018 year-end report and that July 1st is the start of FY 2019 for CCR&R. Also, she stated that there are 12 new performance measures for CCR&R and she will report more on those measures in upcoming board reports. The other additional CCR&R handout is by the State Childcare Advisory Council to help spread awareness about Iowa's Infant Care Crisis. Stephanie reported that August is breastfeeding awareness month and that she and one of her staff went to Des Moines to participate in Governor Reynolds signing the Iowa Breastfeeding Proclamation. Lavennia stated that they are done with preservice and that there have only been two staff

resignations for Head Start. She also mentioned that they are in the process of revising their mission and vision statements and gave the Board of Directors a handout to circle which words best describe Head Start, where they want to be, where they are now and who they want to be. They will combine the result that they receive from the Board, Policy Council and staff to establish new mission and vision program statements. Denny stated that we are waiting for DHS background approval so that we can start a new Head Start employee. Also, he stated that we will be interviewing next week for the open position in the FaDSS Program.

FISCAL REPORT

Keith stated that on the July 2018 grant status report there were a couple programs that had no dollar amounts in the amount of grant column. He stated at the time that the report was completed we had not received our new-year contracts. He is currently working on a WIC FY 2018 expenditure projection and waiting on the IRS Form 5500 Audit to be completed by our auditors.

EXECUTIVE DIRECTORS REPORT

Additional handouts included: The WIC Clinic Summary Report of the on-site visit that was conducted on June 12th, our response to the WIC Clinic Visit, notification from the IDPH's acceptance of our response and the WIC Summary Report of the on-site Office Visit that was conducted on July 10th. He stated that our response to the office visit will be included in the September board packet. Joel also stated that there is a new CSBG Program Policy and Procedure regarding open board positions. We currently have 6 open positions and starting October 1st, we have 9 months to fill these positions. If we do not get them filled we will be considered to have a deficiency in the program. He says that we need to discuss these openings monthly and will be a monthly agenda item. He is going to email board members in these counties to see if they could refer anyone. He has one possible lead in Fremont County. He says if anyone has any names to let him know. The following are the openings that we have:

- 1 - Cass County
- 2 - Crawford County
- 1 - Fremont County
- 1 - Mills County
- 1 - Monona County

Scott Belt made a motion to adjourn at 8:07 p.m. Eric Skoog seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING

September 18, 2018

A meeting of the West Central Community Action Board of Directors was held September 18, 2018 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:20 p.m. Staff attending were: Wendy Mueller, Stephanie Mayne, Keith Bruck, Lavennia Coover, Dennis Lawson, Molly Cummings, and Joel Dirks. Additional staff in attendance was Suzette Bates-Leal.

ROLL CALL

Mark Wedemeyer, Cass	Will Brown, Montgomery
Steve Barber, Cass	Alan Armstrong, Page
Eric Skoog, Crawford	Scott Belt, Pottawattamie
Earl Hendrickson, Fremont	Chris Ritter, Pottawattamie
Becky Fichter, Fremont	Charles Parkhurst, Shelby
Walter Utman, Harrison	Bryan Swain, Shelby
Trista McLaughlin, Harrison	Judy Knapp, Shelby
Joan Martens, Harrison	
Carol Vinton, Mills	
Coleen Driscoll, Mills	
Lynn Bieler, Monona	
Steve Ratcliff, Montgomery	

A quorum was declared.

Excused Absences:

Tom Brouillette, Monona	Samantha Noel, Pottawattamie
Brandi Snow, Montgomery	Rose Maxwell, Page
Chris Gibson, Page	

ADDITIONS OR AMENDMENTS TO THE AGENDA

Under Old Business conflict of interest discussion was added and under New Business #6 FY 2019 CSBG contract designee approval. Carol Vinton made a motion to approve additions to the agenda. Walter Utman seconded. Motion was carried.

APPROVAL OF AUGUST MINUTES

Carol Vinton made the motion to approve the August Minutes. Walter Utman seconded. Motion was carried.

OLD BUSINESS

CONFLICT OF INTEREST

Discussion was held on whether there is a current conflict of interest regarding board member, Scott Belt, Pottawattamie County. Scott Belt sits on the Promise Partners Board of Directors as well as West Central Community Action's Board of Directors. It had been reported that Promise Partners would be a collaborative partner with other agencies in Pottawattamie County in writing for the Head Start/Early Head Start grant that will be posted later this month. Scott Belt stated that at the 8/29/18 Promise Partners meeting he voted on a letter of support only. He stated that Promise Partners to his knowledge was not going to apply for the Head Start/Early Head Start grant. Joel asked Scott Belt if he would ask Promise Partners to write a letter of support on behalf of West Central Community Action's grant application. Scott Belt said he would ask the Promise Partner board about writing a letter of support. Various board members voiced their opinions regarding the conflict of interest situation. Trista McLaughlin, asked Scott Belt to provide the board meeting minutes from the August, Promise Partner board meeting. The discussion was tabled until further documentation is received.

NEW BUSINESS

FY 2019 LIHEAP CONTRACT APPROVAL

Joel stated we have not received the FY 2019 LIHEAP contract yet, however we expect to receive a similar start-up budget to FY 2018: Administration \$106,417, Regular Assistance \$0, Emergency Crisis Intervention \$70,945, Client Services \$17,736 for a total contract of \$195,098. Amendments will be forth coming throughout the program year. We will end FY 2018 with the following budget: Administration \$298,956, Regular Assistance \$2,276,923, Emergency Crisis Intervention \$215,580, Client Services \$37,520, Summer Deliverable Fuel Payment \$266,179 for a total contract of \$3,095,158. We are requesting Board approval to accept and have the Board President and Executive Director sign the FY 2019 start-up contract that we will receive from the State. Charlie Parkhurst made the motion to approve the Board President and Executive Director sign the FY 2019 start-up contract, Eric Skoog seconded. Motion was carried.

FY 2019 LIHEAP CONTRACT DESIGNEE APPROVAL

The Chairperson of the Board of Directors is the official authorized to execute any amendments related to the FY 2019 LIHEAP contract. We are requesting board approval to allow Trista McLaughlin as Board President to designate the Executive Director to execute amendments on behalf of the Chairperson of the Board of Directors. Walter Utman made the motion to approve the Board President to designate the Executive Director to execute amendments on behalf of the Chairperson of the Board of Directors, Chris Ritter seconded. Motion was carried.

BOARD VACANCY DISCUSSION

Joel stated that starting October 1, CSBG policy will require agencies to have vacant board seats filled within nine months. WCCA currently has six open board seats:

Cass County – 1

Crawford County – 2

Fremont County – 1

Mills County – 1

Monona County - 1

Joel has contacted a possible new board member for either Fremont County or Mills County depending on where the potential candidate resides. A few board members have provided additional names to Joel. Joel will be following up on these potential leads.

HEAD START & EARLY HEAD START PROGRAM UPDATE

Joel reviewed the Grantee Assessment meeting conference call that was held on September 12. He stated that several board members were on the call. The meeting with Region VII reviewed the Head Start and Early Head Start program strengths and challenges. Under enrollment for the Early Head Start program was discussed. Early Head Start has been under enrolled for the past four months. On September 14, WCCA was notified by the Office of Head Start that effective February 1, 2019, WCCA's grant funding and enrollment slots for Early Head Start will be reduced. Funding for Early Head Start operations will decrease to \$1,272,724 and training and technical assistance will decrease to \$29,775, for a total cut of \$346,234. Early Head Start funded enrollment will decrease from 131 slots to 103 slots. OHS will continue to evaluate enrollment to ensure WCCA maintains at least 97% enrollment in both the Head Start and Early Head Start programs.

Discussion was held on different options and methods to improve recruitment for the Head Start/Early Head Start programs in our 10 county service area. Mark Wedemeyer stated that in his opinion Head Start staff are not recruiting to their potential, he feels the kids are out there, we just aren't looking hard enough. Carol Vinton stated we should be using other agencies and programs to get referrals for our Head Start/Early Head Start program. Joel stated that two Head Start staff from the Community Action of Southeast Iowa will be here September 19-20 to work with our Head Start Director and ERSEA Coordinator on our enrollment and recruitment process.

Joel talked about the Head Start and Early Head Start competitive grant application which he anticipates to be posted on September 19, on the Federal Grants.gov website. Once the application is posted we will have 60

days to complete and submit our application. Joel has had discussions with two other Iowa Community Action Agencies that will also be going through the competition process. Through these discussions and the knowledge of other entities submitting grant applications for our current 10 county service area we feel it is imperative to submit a quality and competitive application. We would like to hire a professional grant writing firm. Joel stated he has had several conversations with Heartland Grant Solutions from Colorado. Heartland Grant Solutions has extensive knowledge and experience in writing Head Start grants. Joel requested board approval to contract with Heartland Grant Solutions to assist WCCA at a cost not to exceed \$15,000 in developing and submitting a Federal Opportunities Application (FOA) for the Head Start and Early Head Start Programs. Discussion was held and Judy Knapp made a motion to approve a contract with Heartland Grant Solutions not to exceed \$15,000. Walter Utman seconded the motion. After further discussion it was determined that the board would not take action due to the fact that it was not a specific action item on the board agenda for the September board meeting. The vote was tabled.

PERSONNEL POLICIES UPDATES AND APPROVALS

The Personnel Committee did not have time to review the proposed policy changes prior to the board meeting. The policies will be reviewed at the October board meeting.

CSBG FY 2019 CONTRACT DESIGNEE APPROVAL

The Chairperson of the Board of Directors is the official authorized to execute any amendments related to the FY 2019 Community Service Block Grant Program contract. We are requesting board approval to allow Trista McLaughlin as Board President to designate the Executive Director to execute amendments on behalf of the Chairperson of the Board of Directors. Carol Vinton made the motion to approve the Board President to designate the Executive Director to execute amendments on behalf of the Chairperson of the Board of Directors, Walter Utman seconded. Motion was carried.

STAFF REPORTS

Wendy, LIHEAP/Outreach Director reported that the Low-Income Home Energy Assistance Program (LIHEAP) will begin October 1, for all elderly (60+) and disabled member households. All other households may apply starting November 1. Molly, FaDSS Director reported that she hired a new FaDSS specialist, Hodan Farah. Hodan has been a wonderful addition to the FaDSS team. Stephanie, WIC Director stated that the WIC staff will be completing “education buys” at local stores throughout our area. The program is being implemented to allow staff to experience grocery shopping as a WIC participant and help decrease fraudulent practices. Denny, Human Resource Director stated that he is utilizing an employment posting service that has ties to colleges all over the United States. We currently have employment postings at over 30 colleges.

FISCAL REPORT

Keith reported that our Agency FY 2018 will end September 30th. The fiscal department is busy closing out the fiscal year.

EXECUTIVE DIRECTORS REPORT

Joel presented the additional handouts included in the board packet. DCAA issued a letter regarding the FY 2018 CSBG self-assessment. DCAA reviewed and accepted WCCA’s CSBG report. Senior Service America will be completing an annual compliance review, a handout was provided with all the details. CCR&R provided a Region 3 Southwest Iowa report. The report details the number of overall registered child development homes, child care homes, and DHS licensed centers/preschools. The Weatherization program will be having an on-site review October 1-3. A letter was included in the board packet that details the items to be reviewed. A copy of the WIC onsite Administration review response letter was also included in the board packet. Joel also provided a federal budget update on CSBG, LIHEAP, Weatherization, and Head Start. Spending packages have passed both the House and Senate and are awaiting Presidential signatures.

CSBG-\$10 million increase for FY 2019

LIHEAP-\$50 million increase for FY 2019

Weatherization-\$6 million increase for FY 2019

Head Start-\$200 million increase for FY 2019 with a 1.8-2% COLA

Joel also stated that we received an additional \$72,111 in Senior Community Senior Employment Program funds for PY 2017.

Joel then went over his management action plan he was asked to put in place for his disciplinary action by the board of directors. A copy of the plan is in Joel's personnel file. He discussed each bullet point and goals of his plan.

Carol Vinton made a motion to adjourn at 9:18 p.m. Chris Ritter seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
October 16, 2018

A meeting of the West Central Community Action Board of Directors was held October 16, 2018 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:17 p.m. Staff attending were: Ivy Nielsen, Kelly Mahlberg, Wendy Mueller, Stephanie Mayne, Deb Martens, Keith Bruck, Denny Lawson, and Joel Dirks.

ROLL CALL

Mark Wedemeyer, Cass	Steve Barber, Cass
Earl Hendrickson, Fremont	Becky Fichter, Fremont
Trista McLaughlin, Harrison	Joan Martens, Harrison
Coleen Driscoll, Mills	Tom Brouillette, Monona
Lynn Bieler, Monona	Steve Ratcliff, Montgomery
Chris Gibson, Page	Rose Maxwell, Page
Chris Ritter, Pottawattamie	Charles Parkhurst, Shelby
Judy Knapp, Shelby	Bryan Swain, Shelby

A quorum was declared.

Excused Absences:

Eric Skoog, Crawford	Walter Utman, Harrison
Carol Vinton, Mills	Will Brown, Montgomery
Brandi Snow, Montgomery	Alan Armstrong, Page
Scott Belt, Pottawattamie	Samantha Noel, Pottawattamie

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions to the agenda.

APPROVAL OF SEPTEMBER MINUTES

Judy Knapp made the motion to approve the September minutes. Earl Hendrickson seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

EXECUTIVE COMMITTEE REPORT

Joel stated that on September 24, 2018, there was an Executive Committee meeting held. A handout was provided that contained the minutes from the Executive Committee meeting. He stated that the Executive Committee approved to contract with Heartland Grant Solutions to assist WCCA at a cost not to exceed \$15,000 in developing and submitting the FOA for Head Start and Early Head Start programs. Joel has had multiple phone conversations with Heartland Grant Solutions regarding the grant. WCCA is currently looking at Early Head Start center based options. Joel has had conversations with several groups in the southern region about partnering. He also mentioned that WCCA will need several letters of support for the grant application. Joel will be contacting board members for their assistance with the letters. Discussion was held on what types of

organizations would be good to provide letters of support, examples include Board of Supervisors, AEA, school districts, Federal and State representatives, etc.

PLANNING COMMITTEE REPORT

The Planning Committee met prior to the board meeting. Joel reviewed the Head Start/Early Head Start Self-Assessment Report handout (2a). The self-assessment includes data from September 2017 to September 2018.

Program strengths include:

- Improved wage and salary structure
- Reduced overall employee turnover
- Met the Non-Federal Share match requirement
- Succeeded our 10% of services to children who have diagnosed disabilities on IEP's or IFSP's.
- Updated HS/EHS Program Policies and Procedures handbooks and job descriptions

Areas for improvement include:

- Recruitment of staff in specific locations
- Maintaining funded enrollment
- Maintenance and minor repairs in classrooms/buildings

Lynn Bieler made the motion to approve the Head Start/Early Head Start 2018 Self-Assessment Report. Steve Barber seconded. Motion was carried.

Joel reviewed the Head Start /Early Head Start Program Improvement Plan (2b). This plan addresses the areas of improvement that are needed to allow WCCA Head Start and Early Head Start programs to meet the expected child and family outcomes. He mentioned that staffing issues are improving and enrollment is increasing. Joel stated that we currently need 27 more children to reach our Head Start funded enrollment. Early Head Start is fully enrolled at this time. Earl Hendrickson made the motion to approve the Head Start/ Early Head Start Program Improvement Plan. Charles Parkhurst seconded. Motion was carried.

Joel reviewed the Head Start/ Early Head Start FY 2/1/19-1/31/20 Continuation Funding Application (2c). This handout lists the funding amounts that WCCA is applying for and how the funding will be allocated. The grant application, program and budget narrative, budget justification, T/TA Plan and narrative and supporting documentation needs to be submitted to Region VII Head Start Bureau by November 1, 2018. Lynn Bieler made the motion to approve the Head Start/ Early Head Start FY 02/01/19-01/31/20 Continuation Funding Application. Earl Hendrickson seconded. Motion was carried.

Joel stated that the Head Start/ Early Head Start Policy Council will also be approving these documents. The Head Start/Early Head Start Policy Council meeting will be Thursday, October 18th at 5:30 pm at the WCCA administrative building. This is a rescheduled meeting from October 11th, since a quorum could not be obtained. There was discussion held on how to increase Policy Council meeting attendance. Joel stated he would like to have a half day retreat with both Policy Council and Board of Director members to provide more information on their roles and responsibilities.

PERSONNEL COMMITTEE REPORT

Denny Lawson reviewed the seven Personnel Policies that were discussed at the Personnel Committee meeting, held prior to the board meeting.

Policies include:

- 1- Policy 103 Equal Employment and Program Services Opportunity
- 2- Policy 104 Alternate Means of Service to Individuals

- 3- Policy 108 Conflicts of Interest, Ethics, Hatch Act, & Religious Activities
- 4- Policy 400 Establishing Pay and Pay Increases
- 5- Policy 508 Use of Equipment
- 6- Policy 703 Sexual and Other Unlawful Harassment
- 7- Policy 719 Human Trafficking

Discussion was held on the policies and a few additional changes were made.

Judy Knapp made the motion to approve all seven personnel policies with changes. Charles Parkhurst seconded. Motion was carried.

Judy Knapp made the motion to approve the whole personnel manual with additions. Lynn Bieler seconded. Motion was carried.

BOARD VACANCIES DISCUSSION

Joel stated that he had spoken with a prospective board member who would represent Fremont County. He also stated that Eric Skoog and Walter Utman gave him additional leads for Crawford and Harrison Counties.

FY 2018 CSBG CONTRACT EXTENSION APPROVAL

Joel requested Board approval to extend the CSBG Contract ending December 31, 2018 to March 31, 2019. This contract extension will allow the agency to maximize the FY 2018 CSBG funding. To date, WCCA has utilized \$191,043.99 or approximately 36% of FY18 CSBG funding. Earl Hendrickson made the motion to approve the FY 2018 CSBG Contract Extension. Judy Knapp seconded. Motion was carried.

STAFF REPORTS

Wendy Mueller, Outreach and LIHEAP Director, stated that LIHEAP started October 1st, 2018, for all elderly and disabled households. All other households may begin applying November 1, 2018. Since October 1st, 1,500 LIHEAP applications have been approved. A majority of the outreach offices are taking applications by appointment only. Kelly Mahlberg, Weatherization Director, reported that the state recently completed a monitoring review this month. The Weatherization Program completed three houses during the month of September and we have twelve homes listed as Work in Process. Judy Knapp inquired in what counties the houses were completed and which counties are the homes in that are listed as Work in Process. Kelly will be providing the Board of Directors with that information at the next board meeting. Stephanie Mayne, WIC Director, stated that FY19 has started for the WIC Program. They are partnering with all birthing hospitals in the WIC coverage area to increase and maintain breastfeeding rates. Deb Martens, CCR&R Director, stated that with the new service model CCR&R updated six program job descriptions. CCR&R also received four smart cell phones for the Child Care Consultants to utilize. This has been very beneficial for the CCR&R program. Ivy Nielsen, SCSEP Director, stated that she is currently enrolling applicants. She has three unsubsidized placements since July. Ivy will attending a SCSEP Conference in Dallas at the end of October. Denny Lawson, HR Director, stated that the safety committee will have new containers to better distribute sand and salt to help prevent slips, trips, and falls beginning this winter season.

FISCAL REPORT

Keith Bruck, Fiscal Officer, stated that he is continuing to work on closing out FY 18. He is also working on FY 19 budgets. Keith also mentioned that WCCA is on Amazon Smile. When you order from Amazon, please select WCCA and a portion of your purchase will go to our agency. He also stated that the agency website has been updated.

EXECUTIVE DIRECTORS REPORT

An additional handout included in the Board of Director packet is the July 10, 2018, WIC state office visit response letter. Joel said that the Weatherization monitoring report should be coming soon.

Judy Knapp made a motion to adjourn at 8:17 p.m. Charles Parkhurst seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
November 20, 2018

A meeting of the West Central Community Action Board of Directors was held November 20, 2018 at the WCCA Executive Office, Harlan, IA. President, Trista McLaughlin called the meeting to order at 7:32 p.m. Staff attending were: Wendy Mueller, Kelly Mahlberg, Ivy Nielsen, Stephanie Mayne, Deb Martens, Keith Bruck, Lavennia Coover, Denny Lawson, Joel Dirks and Brittany Schoof.

ROLL CALL

Mark Wedemeyer, Cass	Will Brown, Montgomery
Steve Barber, Cass	Alan Armstrong, Page
Walter Utman, Harrison	Chris Ritter, Pottawattamie (Phone)
Trista McLaughlin, Harrison	Charles Parkhurst, Shelby
Joan Martens, Harrison	Bryan Swain, Shelby
Carol Vinton, Mills	Judy Knapp, Shelby (Phone)

A quorum was declared.

Excused Absences:

Eric Skoog, Crawford	Steve Ratcliff, Montgomery
Earl Hendrickson, Fremont	Brandi Snow, Montgomery
Becky Fichter, Fremont	Chris Gibson, Page
Coleen Driscoll, Mills	Rose Maxwell, Page
Tom Brouillette, Monona	Scott Belt, Pottawattamie
Lynn Bieler, Monona	Samantha Noel, Pottawattamie

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were two additions to the agenda. 5) Board Vacancies Update 6) December Board Meeting. Alan Armstrong made the motion to approve the additions to the agenda. Charles Parkhurst seconded. Motion was carried.

APPROVAL OF OCTOBER MINUTES

Charles Parkhurst made the motion to approve the October Minutes. Carol Vinton seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

PLANNING & EVALUATION COMMITTEE REPORT

HEAD START 2019-20 COMPETITIVE GRANT SUBMISSION APPROVAL

Alan Armstrong stated the Planning Committee met prior to the Board of Directors meeting to discuss the Head Start and Early Head Start Programs Competitive Funding Application for July 1, 2019 through June 30, 2020. The application includes an option for a five year funding period. We are applying for the full funding opportunity application amounts of: Early Head Start/Head Start Program Operations- Funding Level \$5,993,030.00 and Non-Federal Share \$1,498,258.00. Early Head Start/Head Start Training and Technical Assistance- Funding Level \$92,095.00 and Non-Federal Share \$23,024.00 for a total of: Funding Level

\$6,085,125.00 and Non-Federal Share \$1,521,282.00. We are working with a grant consultant and are in the process of finalizing our application. We offer the following summary for your review and input. 1) We plan on serving 510 children through Head Start and Early Head Start. 2) We will provide Head Start center based program services throughout our 10 county area of Cass, Crawford, Fremont, Harrison, Mills, Montgomery, Monona, Page, Pottawattamie, and Shelby Counties. 3) We have developed our service plan to serve children and families through center based and home based Early Head Start program services in Cass, Crawford, Fremont, Harrison, Mills, Montgomery, Monona, Page, Pottawattamie, and Shelby Counties. 4) We plan to continue our preschool contracted agreements with the 7 school districts that we currently work with and would like to expand our partnerships with 3 additional school districts. It is our intention to provide services first and foremost to children and families within our 10 county service area that are either at or below the 100% of the Federal Poverty guideline. We plan to provide services to meet our requirement of serving 10% of our children that have been diagnosed with a disability. This grant application is to be submitted through the federal Grants.gov website by 11:59 p.m. E.T. on November 26, 2018. Alan Armstrong made the motion to approve submitting the Head Start and Early Head Start 2019-20 Competitive Grant Application. Steve Barber seconded. Motion was carried.

2018 CSBG FINAL REPORTS APPROVAL

Wendy Mueller presented the FY 2018 CSBG Final Program Reports. She reviewed the following five reports: Client Characteristics, Year-End Report (YE), 2018 National Performance Indicators (NPI) and Agency Resources Report. She also reviewed the FY 2019 National Performance Indicators targeting report for the individual/family outcomes, community counts of change and the community rates of change. 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. The report was submitted to DCAA on October 25, 2018. Alan Armstrong made the motion to approve the FY 2018 CSBG Final Reports, Walter Utman seconded. Motion was carried.

STRATEGIC PLANNING COMMITTEE REPORT

Wendy reviewed the 2017-2018 Strategic plan that everyone received in their board packet. A few goals are a three and in red, this means they were completed but the goal was not met. If they are in green, it was completed and the goal was met. There are a few still in progress and will be moved to the 2018-2019 Strategic Plan. Overall many of the goals have been accomplished this year. Wendy also reminded everyone about AmazonSmile and everyone received a handout tonight. Many of us shop on Amazon and it's a great and easy way to donate to a non-profit like WCCA. Wendy then presented the 2018-2019 Strategic Plan that was a hand out tonight. Goals such as filling Board of Directors vacancies, increasing WCCA marketing via social media/website and marketing materials and hiring and retaining qualified staff still need to be on the 2018-2019 Strategic Plan. Goals for SCSEP, FaDSS, Outreach and CACFP are also part of the FY' 19 CSBG Grant and will remain on the Strategic Plan. Additional goals added were having the WCCA By-Laws & Personnel Policies looked at by an Attorney as well as looking at our Agency's Mission Statement. These items are required to be looked at every 5 years to order to be in compliance for CSBG Organizational Standards. Staff safety is also another goal added to the new plan. Judy Knapp commended the Strategic Planning Committee on the great discussion held last Friday and it is nice to get input from someone representing all programs. Carol Vinton made the motion to approve the 2018-2019 Strategic Plan, Alan Armstrong seconded. Motion was carried.

PERSONNEL COMMITTEE REPORT

2018 EXECUTIVE DIRECTOR ANNUAL PERFORMANCE APPRAISAL

Trista stated the 2018 Executive Director Annual Performance Appraisal will be moved to the December Board meeting.

BOARD VACANCIES UPDATE

Joel stated he emailed Tammy Bramley from Monona County about finding someone to fill the Low-Income Representative for Monona County but has not heard anything back. Trista asked if he has followed up on this and Joel has not but will call her. Joel talked to the Fremont County principal about filling the Private Representative and she would like to touch base after the holiday. Joel has some leads for Crawford County but need to contact them. There are new Policy Council Representatives for Cass and Mills Counties and Joel would like to reach out to them about possibly serving on our Board of Directors as well.

DECEMBER BOARD MEETING

Since the 2018 Executive Director Annual Performance Appraisal has been moved to December, there will need to be a meeting.

STAFF REPORTS

Ivy Nielsen, SCSEP Director, stated that she is currently enrolling applicants and the Nishna Valley YMCA in Atlantic is a Host Agency again and she enrolled a participant there this week and may have another potential participant for them as well. She got her fourth unsubsidized placement today. Kelly Mahlberg, Weatherization Director, stated they responded to the finding from the State Audit and it was accepted by the State. Stephanie Mayne, WIC Director, informed the Board that herself, Brittany, and Deb completed their last class for ELITE and they will graduate in December. Deb Martens, CCR&R Director, stated they had three interviews for Carol Jensen position. They made a job offer today and hope to hear back from the applicant soon. Denny Lawson, HR Director, stated our health insurance increased by 1.5% but will be covered by WCCA which will keep the employees deduction the same as 2018. WCCA is also required by Federal regulations to send all eligible employees a wrap document describing the benefits offer by the company/agency. The 403(b) plan is also in the process of being restated. Wendy Mueller, Outreach and LIHEAP Director, stated that LIHEAP applications were at 3,200 as of the end of the day. We are up 200 applications from this time last year. Lavennia Coover, Head Start and Early Head Start Director, stated she placed an updated Board Report on the table for everyone tonight. Head Starts current enrollment is 343 and they are 3 away from being 97% enrolled. Early Head Start enrollment is at 103. She is continuing to work on the grant. We are looking for more staff in Council Bluffs. One EHS Teacher retired, another teacher left to go to the public school system to retain her state teaching license and another staff member left due to personal issues. Trista McLaughlin ask how classrooms are being covered, Lavennia stated she is having to have Family Advocates and other support staff cover the classrooms. Lavennia added that we are receiving applications but they do not have the proper credentials to qualify.

FISCAL REPORT

Keith has been busy wrapping up FY 2018. Auditors were here last week and it went very well. They will be back in December to finish.

EXECUTIVE DIRECTORS REPORT

Joel stated that we need to do Board of Directors and Policy Council Training for Head Start and Early Head Start. We would like to conduct a four hour training on a Saturday sometime in January or February and feel having both groups together would be beneficial. Trista McLaughlin stated that we would bring this back to the group when we have more at the next meeting. Joel stated we also will have new Board of Directors to seat in January and that would be a good idea to wait until they are seated to set a date. An additional handout was the Weatherization response to the State. Joel has received 19 letters of support of the Head Start grant so far and hopes to receive more before the grants submitted.

EXECUTIVE DIRECTORS 60 DAY DISCIPLINARY ACTION PLAN REVIEW

Trista McLaughlin stated that staff are welcome to stay or leave the meeting. All staff dismissed themselves from the meeting. All Board of Directors present received a copy of Joel's 11/20/2018 Discipline Action Plan update. The Personnel Committee and Executive Committee met prior to the board meeting and had the

following questions for Joel: 1) Have you signed up for the management training course? Joel stated he had not and has been working on the Head Start Grant. 2) What disciplinary action had been taken regarding Lavennia Coover? Joel stated nothing has been done to date. 3) Management Action Plan: The Board asked for what your actions were, not the description of what other management staff have been doing. It does not appear that there has been any increase in morale or communication. We noticed that you stated you are still trying to contact Tammy Bramley for several months, have you followed up with her? There have been Crawford County board openings for several years. Mark Wedemeyer gave the Personnel Committee's recommendation that with no changes in action and continued issues, the Board of Directors asked for Joel's resignation. Mark Wedemeyer made the motion to ask for Joel Dirks resignation. Alan Armstrong seconded. After much discussion a roll call vote was made. With the following votes: In Favor of Resignation- Alan Armstrong- Yes, Carol Vinton- Yes, Will Brown- Yes, Steve Barber- No, Walter Utman- Yes, Mark Wedemeyer- Yes, Judy Knapp- No, Chris Ritter- No, Joan Martens- Yes, Charles Parkhurst- Yes, Trista McLaughlin- Yes, and Bryan Swain- No. Motion was carried. Joel Dirks agreed and submitted his resignation for retirement effective immediately.

Steve Barber made a motion to adjourn at 8:30 p.m. Bryan Swain seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary