

WCCA BOARD MEETING
January 17, 2017

A meeting of the West Central Community Action Board of Directors was held January 17, 2017 at the WCCA Executive Office, Harlan, IA. President, Trista Fusselman 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, Lavenia Coover, Dennis Lawson, Joel Dirks and Brittany Schoof. Additional staff in attendance was Shari Fleshman.

ROLL CALL

Mark Wedemeyer, Cass	Coleen Driscoll, Mills
Michael Amstein, Cass	Steve Ratcliff, Montgomery
Eric Skoog, Crawford	Will Brown, Montgomery
Earl Hendrickson, Fremont	Margaret Burns, Page
Becky Fichter, Fremont	Rose Maxwell, Page
Walter Utman, Harrison	Samantha Noel, Pottawattamie
Trista Fusselman, Harrison	Chris Ritter, Pottawattamie
Joan Martens, Harrison	Charles Parkhurst, Shelby

A quorum was declared.

Excused Absences:

Dr. Ken Burkhart, Cass	Lynn Bieler, Monona
Rayann West, Fremont	Richard Swain, Monona
Dr. John Zimmer, Mills	Bryan Swain, Shelby
Tom Brouillette, Monona	Judy Knapp, Shelby

SEATING OF NEW BOARD MEMBERS

Joel introduced the following new Board Members: Carol Vinton was not able to make it tonight but she will serve as the Public Representative for Mills County, Chuck Morris, Public Representative for Page County and Scott Belt, Public Representative for Pottawattamie County. Walter Utman made a motion to seat Carol Vinton, Public Representative for Mills County to the West Central Community Action Board of Directors, Eric Skoog seconded. Motion was carried. Earl Hendrickson made a motion to seat Chuck Morris, Public Representative for Page County to the West Central Community Action Board of Directors, Charles Parkhurst seconded. Motion was carried. Charles Parkhurst made a motion to seat Scott Belt, Public Representative for Pottawattamie County to the West Central Community Action Board of Directors, Chris Ritter seconded. Motion was carried.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF NOVEMBER MINUTES

Walter Utman made the motion to approve the November Minutes. Charles Parkhurst seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

HEAD START PERFORMANCE STANDARDS PRESENTATION- PART 1

Lavennia 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 and Subpart C of 1303- Protections for the Privacy of Child Records.

PERSONNEL COMMITTEE REPORT

Eric Skoog stated that the personnel committee met to discuss the agency salary increase for CY 2017. He said after discussion that the personnel committee is recommending an hourly rate increase of 2.5% + \$0.20. Charles Parkhurst made the motion to approve the salary increase, Will Brown seconded. Motion was carried.

PLANNING & EVALUATION COMMITTEE REPORT

Michael Amstein explained that the planning committee met to discuss the 2017-2018 HS/EHS Eligibility, Recruitment & Selection Criteria, the HS/EHS 2015-2016 Self-Assessment Report and the HS/EHS 2017-2018 Program Improvement Plan.

- A) Everyone received a copy of the Selection Criteria Eligibility Point System for 2017-2018. Michael said that other agencies use something similar and Lavennia said Head Start has always used some type of point systems. Head Starts goal is to serve the neediest of the needy and the more points a child has, the higher up they are placed on the priority list in order to be program eligible. Joel stated that in the Special Need/Disability section of the criteria, the Low Development category was 40 points last year and is now 100 points, the Diagnosed Condition category was 50 points and is now 100 points. Policy Council added a Mental Health/Social Emotional category as an area because there are a number of children with those issues. Chuck Morris made the motion to approve the Selection Criteria Eligibility Point System for 2017-2018, Walter Utman seconded. Motion was carried.
- B) Everyone received a copy of the 2015-2016 Self-Assessment Report and 2017-2018 Program Improvement Plan. Michael stated that in the past there has been a lack of structure in Head Start and he is pleased to see that is a focus in the 2017-2018 Program Improvement Plan to help move our program forward. Lavennia presented the Self-Assessment Report to the Board of Directors. The information for the 2015-2016 Self-Assessment was gathered from various sources such as ChildPlus reports, health/safety checklists, staff and parent surveys, observations, child files, reports on attendance & enrollment and other data reports from the past 15 months. The following opportunities for improvement were identified and included in the 2017-2018 Program Improvement Plan: recruitment of children and families, recruitment and retention of staff, relationships with community and school partners, non-federal match, attendance in EHS home-based programs and staff attendance program wide. Each area for improvement is matched with a Head Start Performance Standard. The list of activities to improve the specific area are listed, along with what staff members are responsible, the timeframe and the expected outcome. Joel stated that both the report and plan were presented, discussed and approved by the Head Starts Policy Council at their January 12th meeting. Joan Martens made the motion to approve the 2015-2016 Self-Assessment Report and the 2017-2018 Program Improvement Plan, Will Brown seconded. Motion was carried.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports.

FISCAL REPORT

Keith had nothing new to add to the Fiscal Report.

EXECUTIVE DIRECTORS REPORT

Additional handouts in the board packets were the CLASS Observation results for Head Start, HHS/ACF Notice of Award of Non-Federal Share Waiver Request Approval, WIC Agency Office Visit Review Report and our response to the report. Joel invited all board members to the Early Childhood Committee meeting that will be held on Tuesday, January 24th at 10:00 a.m. at the Head Start Administration Office. Please let him know if you plan to attend. Joel stated that Trista will be appointing board members to serve on the Nominating Committee for our Officer Election in April at the February Board of Directors Meeting.

Walter Utman made a motion to adjourn at 8:02 p.m. Chris Ritter seconded. Motion carried.

Respectfully Submitted,

Dr. Ken Burkhart
WCCA Board Secretary

WCCA BOARD MEETING
February 21, 2017

A meeting of the West Central Community Action Board of Directors was held February 21, 2017 at the WCCA Executive Office, Harlan, IA. President, Trista Fusselman called the meeting to order at 7:17 p.m., Staff attending were: Ivy Nielsen, Wendy Mueller, Kelly Mahlberg, Deb Martens, Stephanie Mayne, Molly Cummings, Keith Bruck, Lavennia Coover, Dennis Lawson, Joel Dirks and Brittany Schoof. Additional staff in attendance was Shari Fleshman.

ROLL CALL

Mark Wedemeyer, Cass	Dr. John Zimmer, Mills
Dr. Ken Burkhart, Cass	Lynn Bieler, Monona
Eric Skoog, Crawford	Chuck Morris, Page
Earl Hendrickson, Fremont	Rose Maxwell, Page
Becky Fichter, Fremont	Scott Belt, Pottawattamie
Walter Utman, Harrison	Samantha Noel, Pottawattamie
Trista Fusselman, Harrison	Charles Parkhurst, Shelby
Joan Martens, Harrison	Bryan Swain, Shelby
Carol Vinton, Mills	Judy Knapp, Shelby
Coleen Driscoll, Mills	

A quorum was declared.

Excused Absences:

Michael Amstein, Cass	Steve Ratcliff, Montgomery
Rayann West, Fremont	Will Brown, Montgomery
Tom Brouillette, Monona	Margaret Burns, Page
Richard Swain, Monona	Chris Ritter, Pottawattamie

ADDITIONS OR AMENDMENTS TO THE AGENDA

#3 Head Start Performance Standards Presentation-Governance is being removed and being replaced with the Head Start Unannounced Monitoring Visit. Walter Utman made a motion to approve the addition, Eric Skoog seconded. Motion was carried.

APPROVAL OF JANUARY MINUTES

Walter Utman made the motion to approve the January Minutes. Eric Skoog seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2016 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 2016 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. West Central qualified as a low-risk auditee.

FINANCE COMMITTEE REPORT

Charles Parkhurst stated that David Ginther went over the audit during the finance committee meeting. Eric Skoog asked where the cofunding that was done for USDA is reflected in the audit, David stated it is in Exhibit C which is on page 6 of the audit. Charles Parkhurst made the motion to accept the FY 2016 Audit. Carol Vinton seconded. Motion was carried.

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 each policy change. Charles Parkhurst made the motion to accept the policy changes to the Manual of Accounting Policies & Procedures, Mark Wedemeyer seconded. Motion was carried. Judy Knapp made the motion to approve the updated Manual of Accounting Policies & Procedures, Charles Parkhurst seconded. Motion was carried.

Everyone received a copy of the USDA General Ledger Report for the period ending January 2017 and a breakdown of revenue and expenses by center from October 1st through December 31st. As reflected in the financial reports we have seen a significant decrease in our monthly food costs. Joel stated we have various staff that are responsible for the daily food ordering, reconciliation of the daily number of children, meal cancellations, reporting and billing and it was determined that there was no communication or checks & balances between them. We have implemented a reporting process and Keith runs a report weekly. There was discussion on who we order our food through. Joel explained that we put it out for bid every year. Treat America Food Services was the low bid for FY 2017.

HEAD START UNANNOUNCED MONITORING VISIT

Everyone received a copy of the February 14, 2017 letter from the Office of Head Start which outlined the February 14th through the 16th unannounced monitoring visit of our Head Start Program. In summary, this visit included interviewing members of the Board of Directors, Policy Council, agency management, program staff, and parents. Reviewers conducted classroom observations, reviewed grantee related documentation (financial and programmatic) and completed various aspects of the Monitoring Protocol. The review team of three focused on the Fiscal, Human Resources, ERSEA and Board Governance areas of our Agency. Currently we have 360 out of 489 children enrolled in Head Start and 138 out of 144 for Early Head Start. Lavennia will add the enrollment numbers and staffing by center to her board report next month. Ken Burkhart asked if hiring practices have gotten better and Lavennia stated we are still unable to find teacher candidates for two classrooms in Council Bluffs. Denny added that some applications come in and they are either not qualified at all or will not reply to us with the additional documentation we need to move on to the next step. We have plenty of staff in some areas and not enough in another but the distance is too far to move staff around. She also found out at her November Kansas City meeting that we do not need 3 staff in each classroom. Lavennia has emailed other Head Start Directors in the state to see if they are having the same issues finding children, some are but not to the magnitude that we are. Joel stated when Dianne was interim director we were under enrolled by an average of 50 children but now we seem to be competing with local schools for the same children. There are also schools and parents that will not get us the income piece so we can count those children. Joel and Lavennia will be talking to all the schools. Scott Belt asked if there is a wavier available in order to enroll more children that are over income but there is no such thing. Also maybe we need to look outside in rural Pottawattamie County because some parents may not be able to drive their children 20 miles into Council Bluffs. Mark Wedemeyer asked if we need to hire someone that is responsible for finding children and talk to the school districts. Lavennia stated that is the Family Advocates job to make those contacts and in order to effectively recruit children, our Family Advocates need to be out in our communities making face to face contacts. Also, Lavennia stated in general we have been holding all staff accountable, asking what they have been doing and to provide data or documentation. Some of our staff have not liked this approach and have

decided to resign from their positions with the agency. Joel stated that the review team leader, Ms. Latrice Davis, would need two to three weeks to complete and submit her report to the Region VII Program Manager and to the Office of Head Start. Ken Burkhart asked if we need to return funding for the children we don't serve and cut slots, if that is possible. Joel said we will have to wait until we receive a response from the Office of Head Start of the results of this monitoring visit.

NOMINATING COMMITTEE REPORT

Trista has appointed the following nominating committee.

Walter Utman, Public, Harrison County

Coleen Driscoll, Private, Mills County

Judy Knapp, Low-Income, Shelby County

Elections will be held at the April 18, 2017 Annual Meeting.

EARLY CHILDHOOD COMMITTEE REPORT

Everyone received a copy of the Early Childhood Committee Report. There were 29 people in attendance that were made up of Board of Directors, Policy Council, Staff, Parents and Community Partners. There were a variety of topics discussed such as: rebuilding/building relationships, collaborations with school districts, length of time getting into the program, communication with prospective families, empowerment of families, continuity of staff, sub-days/hours that work for individuals, yearly calendar, converting slots to EHS, our application process, and the start day for children and families. The next committee meeting will be held on Thursday, February 23, 2017 from 10:00 to noon at the Harlan Admin Office. All Board of Directors are invited to attend.

WCCA 2016 MANAGEMENT STAFF REVIEW REPORT APPROVAL

Joel Dirks reviewed the annual management staff review report that the board received as a handout. Scott Belt asked about the sources of our Wage and Salary Comparability Study. Joel stated it is from the most recent ICCA Statewide Wage and Benefit Survey and the IWD Region 13 Occupational Employment and Wages Survey. Eric Skoog made a motion to approve the 2016 Management Staff Review Report. Scott Belt seconded. Motion carried.

FY 2016 CSBG CONTRACT EXTENSION #2 APPROVAL

Per Article 14.2 of the FY 2016 CSBG contract, we are requesting board approval to extend the contract ending date from March 31, 2017 to June 30, 2017. This contract extension will allow the Agency to maximize the FY 2016 CSBG funding. For the period ending January 31, 2017, we have utilized \$404,766.09 or approximately 76% of CSBG funding. We are requesting Board approval to extend this contract from March 31, 2017 to June 30, 2017. Judy Knapp made a motion to approve extending the FY 2016 CSBG contract from March 31, 2017 to June 30, 2017. Charles Parkhurst seconded. Motion carried.

AMENDED BY-LAW APPROVAL

Joel stated there are two proposed changes to the By-Laws. 6.02B Representative of the Low-Income, the last paragraph was added. This is the same paragraph that is on 6.02C Private Group. Section 7.05 Quorum, it is recommend by DCAA to have 50% as a quorum for board meetings. Scott Belt asked if we have a way to participate in meetings electronically. Joel stated the association is looking into something as well, he is going to see what they come up with. It would be nice to be able to offer another means of attending the meetings in case of bad weather or if someone has another conflict. It was also brought up about having an alternate attend the meetings, some of the board of supervisors have alternates available. Joel was going to look into that. Chuck Morris made the motion to approve the changes to the WCCA By-Laws, John Zimmer seconded. Motion was

carried. All Board of Directors received an updated copy of the WCCA By-Laws and signed of that they received them. Directors not in attendance, the By-Laws were mailed to them.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports.

FISCAL REPORT

Keith had nothing new to add to the Fiscal Report.

EXECUTIVE DIRECTORS REPORT

Joel asked everyone to complete the Nepotism and Conflict of Interest Policies that were handouts tonight. We need to have these completed every two years. Additional handouts were: Head Start FY 2017 Notice of Award, CCR&R FY 2017 Bi Annual Report, Site Visit Review for Harrison, Monona, Shelby Early Childhood Iowa Area, WIC Admin On-Site Review will be May 19th, Weatherization Home Inspection Visit Report and a Investing in LIHEAP handout which board members thought was very interesting. We will include our response to the Weatherization Home Inspection Report in the March board packet. Head Start needs to have a number of our classrooms re-appraised by a Certified Commercial Appraiser. The firm that we have used previously no longer provides this service and if anyone knows of a firm that performs this type of an appraisal to please let us know.

Joan Martens made a motion to adjourn at 9:07 p.m. Walter Utman seconded. Motion carried.

Respectfully Submitted,

Dr. Ken Burkhart
WCCA Board Secretary

WCCA BOARD MEETING
March 21, 2017

A meeting of the West Central Community Action Board of Directors was held March 21, 2017 at the WCCA Executive Office, Harlan, IA. President, Trista Fusselman called the meeting to order at 7:15 p.m., Staff attending were: Ivy Nielsen, Wendy Mueller, Kelly Mahlberg, Deb Martens, Stephanie Mayne, Molly Cummings, Keith Bruck, Lavennia Coover, Dennis Lawson, Joel Dirks and Brittany Schoof. Additional staff in attendance was Shari Fleshman.

ROLL CALL

Mark Wedemeyer, Cass	Will Brown, Montgomery
Michael Amstein, Cass	Chuck Morris, Page
Eric Skoog, Crawford	Rose Maxwell, Page
Earl Hendrickson, Fremont	Scott Belt, Pottawattamie
Walter Utman, Harrison	Chris Ritter, Pottawattamie
Trista Fusselman, Harrison	Charles Parkhurst, Shelby
Carol Vinton, Mills	Bryan Swain, Shelby
Coleen Driscoll, Mills	Judy Knapp, Shelby
Steve Ratcliff, Montgomery	

A quorum was declared.

Excused Absences:

Rayann West, Fremont	Tom Brouillette, Monona
Becky Fichter, Fremont	Lynn Bieler, Monona
Joan Martens, Harrison	Richard Swain, Monona
Dr. John Zimmer, Mills	Samantha Noel, Pottawattamie

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF FEBRUARY MINUTES

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

HEAD START PERFORMANCE STANDARDS PRESENTATION

Lavennia Coover walked everyone through the Head Start Early Childhood Learning & Knowledge Center (ECLKC) website. She showed everyone the Policy and Regulation sections and where to locate the Head Start Standards. Videos can last from 15 to 20 minutes. This will inform us of what standard changes were or were not made and the reason behind them. She also informed the Board of Directors of the timeline of when standards need to be implemented or completed.

PLANNING AND EVALUATION COMMITTEE REPORT

Wendy Mueller discussed the FY 2017 goals and objectives which included the programs co-funded by CSBG dollars. These programs include: Outreach, FaDSS, Senior Aide and CACFP. These goals and objectives are also in the Strategic Plan. Wendy then discussed the CSBG FY 2018 full grant application that is due June 2, 2017 to the State. The needs identified on the family and community level last year will continue to be addressed for the grant applications for FY 2018. We no longer have to do goals and objectives; instead we complete National Performance Indicators reports. The reports focus on outcomes not just services provided. They are being used to present a more coherent National picture of what we do. Wendy walked the committee through all three reports. There are 45 Individual/Family indicators, 22 Community Counts of Change indicators and 44 Community Rates of Change indicators. Wendy will present the completed application to the Planning Committee in May and then to the Board of Directors for approval.

STRATEGIC PLANNING COMMITTEE REPORT

The Strategic Planning Committee met March 10, 2017. Everyone received an updated strategic plan and minutes from the meeting in their board packet. It highlights the progress that is being made on the needs that were identified to work on for FY 2017 that were identified in the Community Needs Executive Summary that was presented last year. The committee reviewed and had discussion on each section. Two objectives have been completed to date: 1) Distributed CACFP marketing material to all outreach offices and community bulletin boards. 2) Translated CACFP program brochures into Spanish- now all program brochures have been translated into Spanish for the Agency. Wendy also presented the CSBG FY 2018 application. Part of the application process is the Strategic Planning Committee along with the Administrative Team, are responsible for identifying agency capacity needs that are a part of the grant. The Committee along with the Administrative Team decided the top three capacity needs for the Agency to focus on are: 1) WCCA needs to hire, train and retain highly qualified staff. 2) Increase Community Awareness on WCCA programs. 3) WCCA will implement the Business Continuity and Disaster Preparedness Plan at all WCCA facilities. Judy added that this Strategic Planning Committee is very organized and knowledgeable. Judy is amazed by how many people still do not know what West Central Community Action does, community awareness is very important.

NOMINATING COMMITTEE REPORT

Judy Knapp presented the Nominating Committee Report. The committee consisted of herself, Walter Utman and Coleen Driscoll. The committee has nominated the following Board of Directors to fill these positions: Trista Fusselman-President, Charles Parkhurst-Vice President & Joan Martens-Secretary. The Election of Officers will be held at the April 18, 2017 Annual Meeting.

EARLY CHILDHOOD COMMITTEE REPORT

Everyone received a copy of the Early Childhood Committee Report. There were 15 people in attendance that were made up of Board of Directors, Policy Council, Staff, Parents and Community Partners. Joel stated it was a really good and positive meeting. We need to start enrolling for the next school year in March or April when the public schools do. We are planning to partner with the Hamburg School District and offering Wrap-Around there next year. Paperwork has been sent out to AHSTW. Joel, Lavennia and Shari met with the Council Bluffs School District and they are interested in partnering with us. They would provide the staff, meals and possibly space. We will be meeting again on March 31st. Carol Vinton said she talked to Mills Co. Health Dept. and they said that concerns with teacher qualifications is the reason parents would rather go to the school districts instead of Head Start. So using a qualified teacher through the school partnership would more than likely increase our numbers. The next committee meeting will be held on Thursday, March 23, 2017 from 10:00 to noon at the Harlan Public Library. All Board of Directors are invited to attend.

FY 2017-2023 WIC RFP Approval

The Iowa Department of Public Health (IDPH) has issued a Request for Proposal for the Iowa WIC Program. They expect to award an initial contract period for a one year term from October 1, 2017 to September 30, 2018. The department has the option to renew the contract for up to five additional one (1) year terms. We are proposing to serve the following counties: Cass County- Estimated Funding \$51,873 & Estimated Caseload 239 Crawford County- Estimated Funding \$129,195 & Estimated Caseload 671, Fremont County- Estimated Funding \$35,028 & Estimated Caseload 145, Harrison County- Estimated Funding \$50,349 & Estimated Caseload 231, Mills County- Estimated Funding \$49,722 & Estimated Caseload 227, Monona County- Estimated Funding \$40,628 & Estimated Caseload 177, Montgomery County- Estimated Funding \$53,933 & Estimated Caseload 251, Page County- Estimated Funding \$68,851 & Estimated Caseload 334 and Shelby County- Estimated Funding \$40,583 & Estimated Caseload 176 for a total of \$520,162 and 2,451 caseload. We will be including Page County in our RFP which currently we do not provide WIC services. We are requesting board approval to submit our "Request for Proposal" in the amount of \$520,162 and is due to the IDPH by 4:00 p.m. on April 24, 2017. The department will post on their website a Notice of Intent to Award on June 12, 2017. Judy Knapp made the motion to approve submitting the 2017-2023 WIC RFP. Walter Utman seconded. Motion was carried.

FY 2018 ECI Areas RFP Approval

Everyone received the SFY 2018 Early Childhood Iowa Areas Request for Proposals. Last year we received \$292,577.69 and we are considering applying for \$277,577.69 for SFY 2018. 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 2018 ECI Areas RFP as they are received. Carol Vinton seconded. Motion was carried.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports.

FISCAL REPORT

Keith added that we have received approval from the State to extend the CSBG Contract until June 30, 2017.

EXECUTIVE DIRECTORS REPORT

Joel stated we currently have 112 accepts for Head Start for next year. We have had three Board of Directors resign recently. Ken Burkhart, Cass County Low-Income, Margaret Burns, Page County Private, and Michael Amstein will be retiring at the end of the school year. Joel thanked all of them for their dedication to our board. If anyone has any ideas for replacements please let Joel know. Mike has a few in mind for his position. Private positions can be filled by an individual being nominated and low-income positions are via low-income elections. Annual meeting is April 18th at the Harlan Golf & Country Club. Please RSVP to Brittany or Billye by April 7th.

Carol Vinton made a motion to adjourn at 7:55 p.m. Will Brown seconded. Motion carried.

Respectfully Submitted,

Trista Fusselman
WCCA Board President

WCCA BOARD MEETING

April 18, 2017

The 51st Annual Meeting of the West Central Community Action Board of Directors was held Tuesday, April 18th, 2017, 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, Jerry Self, Regional Director for Senator Joni Ernst, and Harlan Mayor Kate Kohorst. Donna, Jerry and Kate briefly spoke to the group. Joel welcomed past Board of Directors Elaine Armstrong and Lynn Grobe.

Following a buffet dinner, President, Trista Fusselman, called the meeting to order at 7:39 p.m. Staff attending were: Joel Dirks, Brittany Schoof, Kelly Mahlberg, Wendy Mueller, Stephanie Mayne, Denny Lawson, Keith Bruck, Molly Cummings, Lavennia Coover, Amy Lugsch, Carrie Mitchell, Judy Ring, Shari Fleshman, Suzette Bates-Leal, and Wenday Cooper.

ROLL CALL

Mark Wedemeyer, Cass	Coleen Driscoll, Mills
Eric Skoog, Crawford	Lynn Bieler, Monona
Earl Hendrickson, Fremont	Will Brown, Montgomery
Becky Fichter, Fremont	Rose Maxwell, Page
Walter Utman, Harrison	Charles Parkhurst, Shelby
Trista Fusselman, Harrison	Bryan Swain, Shelby
Carol Vinton, Mills	Judy Knapp, Shelby

A quorum was declared.

Excused Absences:

Michael Amstein, Cass	Steve Ratcliff, Montgomery
Rayann West, Fremont	Chuck Morris, Page
Joan Martens, Harrison	Scott Belt, Pottawattamie
Dr. John Zimmer, Mills	Samantha Noel, Pottawattamie
Tom Brouillette, Monona	Chris Ritter, Pottawattamie
Richard Swain, Monona	

APPROVAL OF MARCH MINUTES

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

ELECTION OF OFFICERS

Judy Knapp stated the Nominating Committee consisted of herself, Walter Utman and Coleen Driscoll. The committee has nominated the following Board of Directors to fill these positions: Trista Fusselman-President, Charles Parkhurst-Vice President & Joan Martens-Secretary. Trista asked if there were any other nominations. Ballots were made available for any "Write-In Candidates." Eric Skoog made a motion to accept the slate of Officers, Mark Wedemeyer seconded. Motion was carried.

FY 2017 WX 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 Fusselman as Board President to designate the executive director to execute amendments on behalf of the Chairperson of the Board of Directors. Walter Utman made a motion to approve the executive director to execute amendments on behalf of the Chairperson of the Board of Directors, Judy Knapp seconded. Motion was carried.

EXECUTIVE DIRECTOR'S REPORT

West Central Community Action assisted 6,927 families representing 16,361 individuals in 2016. During FY 2016, 1,863 volunteers contributed 33,822 hours of service. Joel thanked everyone for their hard work this past year.

AWARD PRESENTATION

Wendy Mueller, Outreach/LIHEAP Director presented Bob Burnett with the 2016 Wilbur F. Peters Award. Bob served as the LIHEAP Information Systems Coordinator since 2006 until retiring in February 2017.

Joel presented the Years of Service Awards to Elaine Armstrong and Lynn Grobe. Elaine joined WCCA Board of Directors in 1996 and served as Board President in 2004 & 2005. Lynn Grobe joined WCCA Board of Directors in 2009 and served as Board President 2015 & 2016. Additional past Board of Directors that were not in attendance tonight were: Ron Kohn, Margaret Burns, Ken Burkhart and Michael Amstein. Ron joined WCCA Board of Directors in 2005 and served as Board Vice President in 2008-2010 and President 2011 & 2012. Margaret joined WCCA Board of Directors in 2009. Ken joined WCCA Board of Directors in 2013 and served as Board Secretary in 2015 & 2016. Michael joined WCCA Board of Directors in 2015. Joel thanked these past directors for their dedication to West Central Community Action and the communities we serve.

Shirley Phillips, Executive Director, Western Iowa Tourism Region presented a PowerPoint Presentation on Communication and Body Language.

Walter Utman made a motion to adjourn at 8:30 p.m., with Carol Vinton seconded. Motion was carried.

Respectfully submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
May 16, 2017

A meeting of the West Central Community Action Board of Directors was held May 16, 2017 at the WCCA Executive Office, Harlan, IA. President, Trista Fusselman called the meeting to order at 7:17 p.m., Staff attending were: Ivy Nielsen, Wendy Mueller, Kelly Mahlberg, Stephanie Mayne, Molly Cummings, Keith Bruck, Lavennia Coover, Dennis Lawson, Joel Dirks and Brittany Schoof.

ROLL CALL

Eric Skoog, Crawford	Will Brown, Montgomery
Earl Hendrickson, Fremont	Chuck Morris, Page
Becky Fichter, Fremont	Rose Maxwell, Page
Walter Utman, Harrison	Scott Belt, Pottawattamie
Trista Fusselman, Harrison	Chris Ritter, Pottawattamie
Coleen Driscoll, Mills	Charles Parkhurst, Shelby
Dr. John Zimmer, Mills	Bryan Swain, Shelby
Tom Brouillette, Monona	Judy Knapp, Shelby
Steve Ratcliff, Montgomery	

Guest- Chris Gibson.

A quorum was declared.

Excused Absences:

Mark Wedemeyer, Cass	Lynn Bieler, Monona
Joan Martens, Harrison	Richard Swain, Monona
Carol Vinton, Mills	Samantha Noel, Pottawattamie

ADDITIONS OR AMENDMENTS TO THE AGENDA

#6 Family Development and Self-Sufficiency (FaDSS) Renewal Application Request for FY 2018. #7 Senior Community Service Employment Program Funding Application for FY 2017. #8 CCR&R Renewal Application Request for FY 2018. Charles Parkhurst made a motion to approve the addition, Will Brown seconded. Motion was carried.

APPROVAL OF APRIL MINUTES

Walter Utman made the motion to approve the April Minutes. Rose Maxwell 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. Discussion was held on how the narrative questions follow the ROMA cycle: assessment, planning, implementation, achievement of results and evaluation. A big piece in completing the narrative was using the Comprehensive Community Needs Assessment Executive

Summary. FY 2018 CSBG funds will co-fund the outreach offices, FaDSS, Senior Aide Program and the Child and Adult Care Food Program. Wendy stated the importance of 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 2018 CSBG Community Action Plan and Application are aligned with WCCA's mission, vision, beliefs and values. Earl Hendrickson made the motion to approve the CSBG Community Action Plan and Application. Dr. John Zimmer seconded. Motion was carried.

PERSONNEL COMMITTEE REPORT

Judy Knapp stated the Personnel Committee started the Executive Directors Evaluation. They will meet again in June and report to the board on the progress.

MIECHV GRANT DISCUSSION

Everyone received a handout about the MIECHV program. It is a grant awarded by Promise Partners ECI Area that started August 1, 2012 to serve 24 families. Currently we are to serve 20 families but are only serving an average of 16 families. To date we have spent 55% of our budget and projected expenditures based on 13 months is 72%. Joel is recommending to the Board of Directors that we do not renew the MIECHV contract beginning October 1, 2017. We will continue to work with Promise Partners the remaining five months on the current contract to help transition families into other evidence based home-visiting programs in Pottawattamie County including our Early Head Start Program. Will Brown asked what types of other programs and Joel started there are various programs to help expecting mothers and children and we would help them transition. Charles Parkhurst made the motion to approve not renewing the MIECHV Contract beginning October 1, 2017. Eric Skoog seconded. Motion was carried.

EARLY CHILDHOOD COMMITTEE REPORT

Everyone received a copy of the last Early Childhood Committee meeting minutes. The next meeting will be Thursday, May 18th at 10:00 at the Harlan Admin Office. They will be addressing School Readiness Goals and the Family Handbook. Lavennia is getting input from Head Start parents on the handbook and it will then be revised and taken to Policy Council for approval.

HEAD START SCHOOL DISTRICT PARTNERSHIPS FOR THE 2017-18 SCHOOL YEAR DISCUSSION

Joel provided everyone with a copy of our current school district partnerships for 2016-2017 and proposed changes for 2017-2018 school year. Joel and Lavennia are trying to meet with all the school districts. We are looking at partnering with the Council Bluffs School district to serve 98 children and follow the Head Start Standards. They would provide and supervise the staff, provide meals and all associated costs and WCCA would reimburse them \$4,016.00 per child. The school would also provide 48 to 51 referrals of eligible 3 year olds for our Madison Avenue classrooms. We are also looking at moving our Shenandoah classroom to Clarinda. If the Council Bluffs and Clarinda changes are successful, we will have to revise the budget for our 2017-18 Head Start grant.

FY 2018 FADSS FUNDING APPROVAL

We are requesting board approval to submit our FY 2018 funding application for the FaDSS Program in the amount of \$401,347.00. This application is due to the State no later than June 1, 2017. 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. Walter Utman made the motion to approve the FY 2018 FaDSS funding application. Eric Skoog seconded. Motion was carried.

FY 2017 SCSEP FUNDING APPROVAL

We have not received our funding application for FY 2017 and we are projecting to receive an 8% cut in funding due to the FY 2017 Omnibus funding agreement approved by Congress and signed by the President that reduced SCSEP funding from \$434 million to \$400 million. We expect to receive a funding proposal with approximately \$370,000.00 in annual funding, serve 71 participants and exit at least 16 participants into unsubsidized employment. We are requesting board approval to submit the FY 2017 SCSEP funding application once it is received from our national grantee, Senior Services America Incorporated. Judy Knapp made the motion to approve the FY 2017 SCSEP funding application. Scott Belt seconded. Motion was carried.

FY 2018 CCR&R FUNDING APPROVAL

We have not received our renewal application for FY 2018 and we are projecting to receive \$681,769 in federal and state program funding. We employ nine CCR&R staff positions to provide resources, education and advocacy to support quality child care. We deliver the following three core services in a 17 county area in southwest and west central Iowa. 1. Parent Services: Free referrals to child care providers, education on choosing quality child care and advocacy or support in working with child care providers. 2. Provider Consultation and Training: On-site consultation and technical assistance related to the startup of a business through the identification of the program with the Iowa Quality Rating System. 3. Employer/Community Services: Provide data in regards to the expense of child care and availability in the community of child care. Education on the issues surrounding families seeking employment and child care in individual communities. We are requesting board approval to submit the FY 2018 CCR&R funding application once it is received from the State. Scott Belt made the motion to approve submitting the FY 2018 CCR&R funding application once it is received. Chris Ritter seconded. Motion was carried.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports. Lavennia added she applied for a Head Start Director mentoring scholarship from PFMO and received it. She will be going to California in June and will be assigned a mentor to help her and she will have projects to complete throughout the year.

FISCAL REPORT

Keith had nothing to add to his report.

EXECUTIVE DIRECTORS REPORT

Additional handout were as follows: DCAA accepted our FY 2016 CSBG year-end report, WIC's FY 2017 Mid-Year Progress Report, WIC's on-site visit will be June 5th in Red Oak, CACFP Audit Report, FaDSS on-site review was May 11th and will also be on June 12th and 13th and the Promise Partners Contract Monitoring and Review Policy. Joel stated that both the Iowa House and Senate approved SFY 2018 infrastructure funding of \$1.8 million for the 17 Iowa Community Action Agencies and our state association but the funding was vetoed by Governor Branstad.

Walter Utman made a motion to adjourn at 7:45 p.m. Chris Ritter seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
June 20, 2017

A meeting of the West Central Community Action Board of Directors was held June 20, 2017 at the WCCA Executive Office, Harlan, IA. President, Trista Fusselman called the meeting to order at 7:24 p.m., Staff attending were: Ivy Nielsen, Wendy Mueller, Deb Martens, Stephanie Mayne, Molly Cummings, Keith Bruck, Lavenia Coover, Dennis Lawson, Joel Dirks and Brittany Schoof.

ROLL CALL

Mark Wedemeyer, Cass	Dr. John Zimmer, Mills
Eric Skoog, Crawford	Lynn Bieler, Monona
Earl Hendrickson, Fremont	Steve Ratcliff, Montgomery
Becky Fichter, Fremont	Rose Maxwell, Page
Walter Utman, Harrison	Chris Ritter, Pottawattamie
Trista Fusselman, Harrison	Charles Parkhurst, Shelby
Joan Martens, Harrison	Bryan Swain, Shelby
Carol Vinton, Mills	Judy Knapp, Shelby
Coleen Driscoll, Mills	

Guest- Chris Gibson.

A quorum was declared.

Excused Absences:

Tom Brouillette, Monona	Scott Belt, Pottawattamie
Richard Swain, Monona	Samantha Noel, Pottawattamie
Will Brown, Montgomery	

SEATING OF NEW BOARD MEMBERS

Joel introduced Alan Armstrong. Alan is a new Page County Board of Supervisor who will be replacing Chuck Morris on the West Central Community Actions Board of Directors. Joel had everyone introduce themselves. Carol Vinton made a motion to seat Alan Armstrong, Public Representative for Page County to the West Central Community Action Board of Directors, Lynn Bieler seconded. Motion was carried.

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF MAY MINUTES

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2018 ORGANIZATIONAL BUDGET APPROVAL

2017-2018 Organizational Budget was provided and all Board of Directors received a copy in their board packet. Joel presented the budget and Keith stated that he reviews the budget throughout the year and will

present revisions to the organizational budget to the board as needed. Carol Vinton asked what types of health insurance we offer. Denny stated we offer employee or employee/child(ren) for health insurance and employee, family, or employee/spouse for dental insurance. Charles Parkhurst made the motion to approve the Annual Agency Wide Organizational Budget for 2017-2018, Eric Skoog seconded. Motion was carried.

PLANNING AND EVALUATION COMMITTEE REPORT

Joel stated the Planning and Evaluation Committee met prior to the board meeting. Lavennia presented the 2017-18 HS School Readiness Goals. It is divided up by age, birth to 3 years, 3 years to 5 years and Children Transitioning to Kindergarten. The chart shows the TSG Objective, HS Early Learning Outcomes Framework and Iowa Early Learning Standards for each School Readiness Goal. This is how the teacher tracks the child throughout the school year. Several board members questioned how much additional paperwork the teachers will need to complete. Lavennia stated that the teaching staff are already tracking children's progress but need additional training to help show them the connection and importance of tracking each child within our school readiness goals framework and into our database in order to show progress and outcomes. Earl Hendrickson made the motion to approve the 2017-18 HS School Readiness Goals, John Zimmer seconded. Motion was carried.

EARLY CHILDHOOD COMMITTEE REPORT

Everyone received a copy of the last Early Childhood Committee meeting minutes. The next meeting will be Thursday, June 22nd at 10:00 at the Harlan Library.

FY 2017 HS/EHS COLA SUPPLEMENTAL APPLICATION APPROVAL

Joel explained that we received a funding increase notice from the Office of Head Start that will result in a 1% COLA increase. In order to comply with the application requirements, we need to permanently increase our Wage and Salary Structure scale to reflect a 1.0% increase in the "minimum" hourly rates of pay in our pay grades. We are requesting board approval to permanently increase our pay grades' "minimum" hourly rates by 1.0% with an effective date of February 1, 2017. At the January 20, 2017 Board of Directors meeting, the board approved a 2.5% + \$0.20 COLA for all WCCA employees for CY 2017. All new employees base (current rate of pay) will be increased by the 1.0% COLA amount and the difference between the 1.0% increase and the board approved 2.5% + \$.20 hourly rate increase will be reflected when each agency employee reaches their one year anniversary date. We have calculated the 1.0% increase in the hourly rate of pay for each Head Start and Early Head Start employee and will include the revised Wage & Salary Structure scale that reflects a 1.0% permanent increase in the "minimum" hourly rates of pay in our FY 2017 COLA supplemental funding application. We are requesting board approval to submit this application. Walter Utman made the motion to approve permanently increasing our pay grades' "minimum" hourly rates by 1.0% with an effective date of February 1, 2017, all new employees hired in CY 2017 base (current rate of pay) will be increased by the 1.0% COLA amount and the submission of the FY 2017 Head Start and Early Head Start 1.0% COLA Funding Increase, Eric Skoog seconded. Motion was carried.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports. Lavennia added she made her trip to UCLA for the mentoring program. Her mentor was with HS for 34 years and is from Kentucky. She was there for three days where she did various exercises and homework. Her mentor plans to visit her office in July.

FISCAL REPORT

Keith had nothing to add to his report.

EXECUTIVE DIRECTORS REPORT

Additional handouts were as follows: The CSBG FY 2017 onsite review was completed. Wendy and Brittany did a great job. We need to work on filling our empty board vacancies. Joel will get Chris Gibson seated in August as the Private Representative for Page County. Becky Fichter has someone she will bring in August to fill the Private Representative for Fremont County. Joel will contact the new Atlantic Superintendent when he starts July 1st to see if he will serve as the Cass County Private Representative. Joel has talked with Will Brown about the Montgomery County Low-Income open position and Eric Skoog about the Private and Low-Income open positions in Crawford positions. Other handouts included: the report from the DCAA 2017 fiscal monitoring review, the SCSEP PY2016-2017 fiscal review, SCSEP PY 2016 Performance plan which will need some additional clarifications and will be resubmitted to SSA for their review and approval, and the SCSEP Compliance Review report. Ivy stated we are looking at joining the Council Bluffs Chamber of Commerce. Participants have gained employment through other chambers in the areas we serve. CCR&R had a very good site visit review May 15th. WIC's administrative review was May 23, 2017. WIC's clinic review was June 5, 2017 in Red Oak, the progress report is due July 10th and everyone will receive a copy when it's completed. We received the Notice of Intent to Award for WIC. We kept all the counties we currently serve but were unsuccessful in our bid for Page County. Results from WIC's 2016 Participant Survey was included. Joel also included the letter we sent Promise Partners in regards to the MIECHV grant. Joel asked the Board of Directors their thoughts about a July meeting. Joel will be on vacation and a majority of the management team will be gone to the ICAA Conference. Steve Ratcliff asked if we can have an Executive Committee meeting if something were to come up that needs taken care of before the August meeting. John Zimmer made the motion to not have a July Board of Directors meeting and the Executive Committee will meet if necessary, Walter Utman seconded. Motion was carried.

PERSONNEL COMMITTEE REPORT

Trista Fusselman dismissed all Staff members. Bryan Swain explained that the Personnel Committee met prior to the Board of Directors meeting. Bryan explained the processes and read the performance appraisal conducted by the Personnel Committee. Joel's Annual Performance Appraisal was completed with the result of an overall exceptional rating. The committee recommended a salary increase of 2% for the Executive Director position. There was board discussion about the evaluation and salary increase. A motion was made by Chris Ritter to accept the performance appraisal and approve a 2% salary increase for the Executive Director as presented by the Personnel Committee, John Zimmer seconded. Motion was carried.

Mark Wedemeyer made a motion to adjourn at 8:25 p.m. Eric Skoog seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
August 15, 2017

A meeting of the West Central Community Action Board of Directors was held August 15, 2017 at the WCCA Executive Office, Harlan, IA. President, Trista Fusselman called the meeting to order at 7:28 p.m. Staff attending were: Ivy Nielsen, Wendy Mueller, Kelly Mahlberg, Deb Martens, Stephanie Mayne, Keith Bruck, Lavennia Coover, Dennis Lawson, Joel Dirks and Brittany Schoof. Additional staff in attendance was Shari Fleshman.

ROLL CALL

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

Guest- Chris Gibson.

A quorum was declared.

Excused Absences:

Dr. John Zimmer, Mills
Steve Ratcliff, Montgomery
Samantha Noel, Pottawattamie

SEATING OF NEW BOARD MEMBERS

Joel stated we need to have a Letter of Nomination from a community organization or group before we can seat Chris Gibson. Joel will get with Chris to work this out.

ADDITIONS OR AMENDMENTS TO THE AGENDA

#5 Head Start 2016-2017 Disability Waiver Approval. Eric Skoog made a motion to approve the addition, Walter Utman seconded. Motion was carried.

APPROVAL OF JUNE MINUTES

Eric Skoog made the motion to approve the June Minutes. Walter Utman seconded. Motion was carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

FY 2016 IRS FORMS 990 AND 5500 PRESENTATION

David Ginther from Gronewold, Bell, Kyhnn and Co. P.C. went over the FY 2016 IRS Form 990, Form 5500 for our dental, life and health insurance plans, Form 5500 for our tax sheltered annuity and the 2016 403(b) Plan audit with the Board of Directors. IRS Form 990 and 5500s and the 403(b) plan audit were made available and all Board of Directors present received a copies at the meeting. Those directors not in attendance, the Form 990 and 5500s and the 403(b) plan audit were mailed to them. He presented the 990 and 5500s and the 403(b) plan audit to the Finance Committee prior to the Board of Directors meeting. David explained that there is a 5500 for employee pension and a 5500 for employee benefits. Brian Swain asked if we got an extension on submitting the forms, David said it was extended until October 15, 2017 for the 5500 forms. IRS Form 990 will be submitted tonight after Board approval.

FINANCE COMMITTEE REPORT

Carol Vinton stated the Finance Committee met prior to the board meeting where David Ginther presented the FY 2016 IRS Form 990 and 5500 forms. Carol Vinton made the motion to approve the FY 2016 990 Form. Charles Parkhurst seconded. Motion was carried. Charles Parkhurst made the motion to approve the FY 2016 5500 Forms. Joan Martens seconded. Motion was carried. Carol explained that we have the option of extending our audit services two more years with Gronewold, Bell, Kyhnn and Co. P.C. Keith explained that they are very easy to work with and conduct very thorough audits. Carol Vinton made the motion to approve extending audit services with Gronewold, Bell, Kyhnn and Co. P.C for FY 2017 and FY 2018. Alan Armstrong seconded. Motion was carried. The WCCA CY 2016 403(b) Audit was presented at the Finance Committee meeting and all Board of Directors present received a copy at the meeting. Those directors not in attendance, The WCCA CY 2016 403(b) Audit was mailed to them. Keith reported to the Board of Directors that the Finance Committee went over changes that were made to the WCCA Manual of Accounting Policies & Procedures in regards to sections: Policy #204 Code of Conduct, Policy & Procedure #947 Employee Mileage Reimbursement, Policy #744 Open and Free Competition, Procedure #743 Competitive Bid Process. Board members received copies at the meeting and Keith explained the changes. Those directors not in attendance, the accounting policies were mailed to them. Alan Armstrong made the motion to accept the changes made to the Manual of Accounting Policies & Procedures, Charles Parkhurst seconded. Motion was carried. Alan Armstrong made the motion to approve the complete Manual of Accounting Policies & Procedures, Carol Vinton seconded. Motion was carried. Everyone received a copy of the USDA Rural Development 2017-18 Budget. Joel explained this operations budget is for all programs housed in the Shelby County Early Childhood Center in Harlan. Judy Knapp asked what the details of the loan was. Joel stated it was a 30 year loan at 4.25% interest. Eric Skoog made a motion to accept the 2017-18 USDA Statement of Budget, Income and Equity, Charles Parkhurst seconded. Motion was carried.

FY 2018 CACFP CB & HB FUNDING APPLICATION APPROVAL

We are in the process of completing the FY 2018 CACFP Center Based renewal funding application. The application is due into the State on August 30, 2017. We receive cash in lieu of commodities at 20 of our 34 Head Start & Early Head Start classrooms. We have 12 classrooms that are included on the school districts CACFP reimbursement and 2 classrooms that are included on the licensed early childhood center's CACFP reimbursement. We are projecting to receive \$220,059 from the State of Iowa for meal reimbursements in FY 2017. We are requesting board approval to submit the FY 2018 CACFP Center Based renewal funding application. Alan Armstrong made the motion to approve submitting the FY 2018 CACFP Center Based renewal funding application. Charles Parkhurst seconded. Motion was carried.

We are in the process of completing the FY 2018 CACFP Home Based renewal funding application. The application is due into the State on August 30, 2017. This program provides reimbursement to licensed home care providers that serve CACFP approved meals to income eligible children. We are projecting to reach 120 homes per month and employ a Program Coordinator and (2) Nutrition Representatives. We are projecting to receive \$823,000 in meal reimbursements and \$144,600 in program delivery/administration costs for a total reimbursement of \$967,600 for FY 2017. We are requesting board approval to submit the FY 2018 CACFP Home Based renewal funding application. Carol Vinton asked if we are low on homes. Joel stated we are down on in-home daycares but it is an issue all over. We used to have over 200 homes on CACFP but when the Federal government changed the reimbursement rates for licensed home providers into a two tier structure it lowered the number of homes participating in the program dramatically. Carol stated we need to promote in-home daycares because they are is such a great need and having CACFP help reimburse for meals is a great program. Charles Parkhurst made the motion to approve submitting the FY 2018 CACFP Home Based renewal funding application. Alan Armstrong seconded. Motion was carried.

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

Joel and Lavennia presented the proposed Head Start Policy Council By-law changes. Joel stated we need to comply with the new Head Start Performance Standards and the Head Start Act of 2007. The changes were approved by the Policy Council By-law Committee and by the Policy Council at their August 10th meeting. Main changes are to have representation from each county instead of each classroom. 0-5 Advisory Committee has been added and all meetings will be in Harlan instead of alternating between Harlan and Council Bluffs. Bryan Swain had a few additional wording change suggestions. Everyone agreed with the suggestions. There was discussion on the number needed for a quorum and Bryan wording suggestions helps explain that. Scott Belt made the motion to approve then Head Start Policy Council By-laws with the recommended changes. Chris Ritter seconded. Motion was carried.

HEAD START 2016-2017 DISABILITY WAIVER APPROVAL

Lavennia stated that we needed to be serving at least 63 children with disabilities. Currently, we are at 35 with an IEP and 10 with an IFSP, making us short 18 children. Lavennia explained what steps they took to try and meet the 10% requirement, why we were unable to meet the 10%, what areas of collaboration and cooperation Head Start and Early Head Start has, what proposed approach we have to improve enrolling children with disabilities, who is the coordinator of services for children with disabilities and that Head Start will provide extensive strategies to identify if a child has a suspected disability. Scott Belt confirmed that the children are out there, we just need to find them and Lavennia agreed. They need to work on getting the referral process in place and use it. Scott Belt made the motion to approve the Head Start 2016-2017 Disability Waiver. Eric Skoog seconded. Motion was carried.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports. None one had anything to add but was happy to answer any questions.

FISCAL REPORT

Keith had nothing to add to his report.

EXECUTIVE DIRECTORS REPORT

Joel stated the 0-5 Advisory Committee will meet August 17th at 10:00 at the Harlan Admin Building. Everyone is invited. Employee Training Day is August 18th in Atlantic. Board of Directors are welcome to attend. Additional handouts were as follows: CCR&R program report, Weatherization On-Site Review is in September, WCCA Audit was approved by DHR, FaDSS on-site report has three finding and the response will be included

next month. Everyone received a FY 2017 USDA program update through June 30, 2017; year to date the grant has reimbursed all expenses except for \$5,704.62 of which has been co-funded by Head Start and Early Head Start grant funds. Joel thanked everyone for their work on monitoring the FY 2017 USDA program. Everyone received a current copy of Head Start enrollment numbers. We are short on kids. We have some classrooms that will not open until more children are enrolled. Those classroom teachers will either be helping in another classroom or out recruiting children.

Eric Skoog made a motion to adjourn at 8:28 p.m. Walter Utman seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
September 19, 2017

A meeting of the West Central Community Action Board of Directors was held September 19, 2017 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, Deb Martens, Stephanie Mayne, Keith Bruck, Lavennia Coover, Dennis Lawson, Joel Dirks and Brittany Schoof. Additional staff in attendance was Shari Fleshman.

ROLL CALL

Eric Skoog, Crawford	Steve Ratcliff, Montgomery
Earl Hendrickson, Fremont	Will Brown, Montgomery
Becky Fichter, Fremont	Rose Maxwell, Page
Walter Utman, Harrison	Scott Belt, Pottawattamie
Joan Martens, Harrison	Chris Ritter, Pottawattamie
Carol Vinton, Mills	Samantha Noel, Pottawattamie
Coleen Driscoll, Mills	Charles Parkhurst, Shelby
Tom Brouillette, Monona	Bryan Swain, Shelby
Lynn Bieler, Monona	

A quorum was declared.

Excused Absences:

Mark Wedemeyer, Cass	Richard Swain, Monona
Trista Fusselman, Harrison	Alan Armstrong, Page
Dr. John Zimmer, Mills	Judy Knapp, Shelby

SEATING OF NEW BOARD MEMBERS

Charles Parkhurst introduced the following new Board Members: Chris Gibson, Private Representative for Page County was nominated by the Shenandoah Community School District and Steve Barber, Private Representative for Cass County was nominated by the Atlantic Community School District. Bryan Swain made a motion to seat Chris Gibson, Private Representative for Page County to the West Central Community Action Board of Directors, Eric Skoog seconded. Motion was carried. Walter Utman made a motion to seat Steve Barber, Private Representative for Cass County to the West Central Community Action Board of Directors, Carol Vinton seconded. Motion was carried.

ADDITIONS OR AMENDMENTS TO THE AGENDA

#4 CSBG FY 2018 Contract Amendments and #5 FY 2016 CSBG Contract Extension #3. Will Brown made a motion to approve the additions, Tom Brouillette seconded. Motion was carried.

APPROVAL OF AUGUST MINUTES

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

PERSONNEL COMMITTEE REPORT

Bryan Swain stated that the Personnel Committee met prior to the board meeting to discuss the bolded changes made to the following personnel policies. Denny handed everyone a copy of the following policies and presented the suggested changes to the Board of Directors: Policy #030 Organization Description, Policy #120 Orientation for New Employees, Policy #303 Vacation Benefits, Policy #305 Holidays, Policy #307 Sick Leave/Sick Leave Conversion, Policy #402 Employee Training, Policy #504 Use of Phone and Mail Systems, Policy #601 Family Medical Leave, Policy #704 Attendance and Punctuality, Policy #705 Personal Appearance, Policy #706 Return of Property, and Policy #711 Agency Vehicles and Business Driving. Carol Vinton made the motion to approve Policy #030 Organization Description, Policy #120 Orientation for New Employees, Policy #303 Vacation Benefits, Policy #305 Holidays, Policy #307 Sick Leave/Sick Leave Conversion, Policy #402 Employee Training, Policy #504 Use of Phone and Mail Systems, Policy #601 Family Medical Leave, Policy #704 Attendance and Punctuality, Policy #705 Personal Appearance, Policy #706 Return of Property, and Policy #711 Agency Vehicles and Business Driving with the changes as stated. Joan Martens seconded. Motion was carried. Eric Skoog made the motion to approve the entire WCCA Personnel Manual. Walter Utman seconded. Motion was carried.

FY 2018 LIHEAP CONTRACT APPROVAL

Joel stated we have received the following start-up budget: Administration \$106,417.00, Regular Assistance \$0, Emergency Crisis Intervention \$70,945.00, Client Services \$17,736.00 for a total contract of \$195,098.00. Amendments will be forth coming throughout the program year. We will end FY 2017 with the following budget: Administration \$297,170.00, Regular Assistance \$2,447,585.00, Emergency Crisis Intervention \$266,755.00, Client Services \$31,925.00, Summer Deliverable Fuel Payment \$334,331.00 for a total contract of \$3,377,766.00. Both the House and Senate have agreed to provide level funding for the FY 2018 LIHEAP Program at \$3.39 billion. We are requesting Board approval to accept and have the Board President and Executive Director sign the FY 2018 start-up contract that we have received from the State. Eric Skoog made the motion to approve the Board President and Executive Director sign the FY 2018 start-up contract, Chris Ritter seconded. Motion was carried.

LIHEAP CONTRACT DESIGNEE APPROVAL

The Chairperson of the Board of Directors is the official authorized to execute any amendments related to the FY 2018 LIHEAP contract. We are requesting board approval to allow Trista Fusselman as Board President to designate the Executive Director to execute amendments on behalf of the Chairperson of the Board of Directors. Bryan Swain 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, Will Brown seconded. Motion was carried.

CSBG FY 2018 CONTRACT AMENDMENTS

The Chairperson of the Board of Directors is the official authorized to execute any amendments related to the FY 2018 Community Service Block Grant Program contract. We are requesting board approval to allow Trista Fusselman as Board President to designate the executive director to execute amendments on behalf of the Chairperson of the Board of Directors. Scott Belt 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, Carol Vinton seconded. Motion was carried.

FY 2016 CSBG CONTRACT EXTENSION #3

Per Article 14.2 of the FY 2016 CSBG contract, we are requesting Board approval to extend the contract ending date from June 30, 2017 to September 30, 2017. This contract extension will allow the Agency to send in an amended final expense report accounting for a portion of the additional SCSEP Other Program/Administration Costs that we requested reimbursement for and were granted. We request Board approval of this contract extension. Carol Vinton made the motion to approve they FY 2016 CSBG Contract Extension #3, Lynn Bieler seconded. Motion was carried.

STAFF REPORTS

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

FISCAL REPORT

Keith had nothing to add to his report.

EXECUTIVE DIRECTORS REPORT

Everyone received a copy of the response of the FaDSS on-site review. There were three standards that were out of compliance and addressed. The FaDSS Annual Report was included in the board packet. The Head Start Transportation Waiver that we requested was approved. We do need to provide more information on the Head Start Disability Waiver that was submitted to Head Start for their approval. Also included in the board packet is our Head Start Grant application guidance letter which states that our grant application is due November 1, 2017. Joel stated we are reviewing our school partnership agreements for the 2017-18 school year and we may need to transfer funds within the Head Start Program budget categories, revise the budget and submit a budget amendment to the Regional Office. If needed, we will bring that to the next board meeting. Head Start is currently working on receiving the right income information for the 98 children at the Council Bluffs School District. We are partnering with the Hamburg School District and hope to get income information on their children. They currently provide transportation for the children and provide meals to the center and daycare. Joel also wants to look at offering wrap-around next summer in Hamburg. Joel and Lavennia will be meeting with the Clarinda Community School District Superintendent and Principal this coming Friday. They want to look at partnering because they believe 14 to 20 out of the 35 children would be eligible for Head Start. We are operating a 3 year old classroom their now. Employee Training Day was August 18th in Atlantic and it went very well.

Walter Utman made a motion to adjourn at 7:58 p.m. Chris Ritter seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
October 17, 2017

A meeting of the West Central Community Action Board of Directors was held October 17, 2017 at the WCCA Executive Office, Harlan, IA. President, Trista Fusselman called the meeting to order at 7:15 p.m. Staff attending were: Ivy Nielsen, Molly Cummings, Kelly Mahlberg, Deb Martens, Stephanie Mayne, Keith Bruck, Lavennia Coover, Dennis Lawson, Joel Dirks and Brittany Schoof.

ROLL CALL

Mark Wedemeyer, Cass	Richard Swain, Monona
Steve Barber, Cass	Alan Armstrong, Page
Earl Hendrickson, Fremont	Chris Gibson, Page
Becky Fichter, Fremont	Rose Maxwell, Page
Trista Fusselman, Harrison	Chris Ritter, Pottawattamie
Carol Vinton, Mills	Charles Parkhurst, Shelby
Coleen Driscoll, Mills	Bryan Swain, Shelby
Lynn Bieler, Monona	Judy Knapp, Shelby

A quorum was declared.

Excused Absences:

Eric Skoog, Crawford	Steve Ratcliff, Montgomery
Walter Utman, Harrison	Will Brown, Montgomery
Joan Martens, Harrison	Scott Belt, Pottawattamie
Dr. John Zimmer, Mills	Samantha Noel, Pottawattamie
Tom Brouillette, Monona	

ADDITIONS OR AMENDMENTS TO THE AGENDA

#1c. Amended from Head Start 2018-19 Grant Submission Approval to the Office of Head Start letter and #5 FY 2017 CSBG Contract Extension Approval has been added to the agenda. Steve Barber made a motion to approve the amendment and addition, Charles Parkhurst seconded. Motion was carried.

APPROVAL OF SEPTEMBER MINUTES

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

PLANNING AND EVALUATION COMMITTEE REPORT

The Planning and Evaluation Committee met prior to the board meeting to discuss the Head Start 2017 Self-Assessment and Program Improvement Plan. Lavennia explained each area of improvement and the activities Head Start is going to take to improve these areas. Recruitment and enrollment of children are still areas that need to be addressed. Head Start needs to be more involved in the communities to help bring volunteers into the classrooms to help increase our non-federal share matching requirements. All job descriptions will be updated to comply with the new Head Start Performance Standards. Another area of improvement is developing

succession plans for the leadership team. There have been staff vacancies within Head Start and a succession plans will help other employees continue to complete the tasks of that vacant position. This will not only help in training the next person hired for that position but so everyone knows what each employee does to help out when needed. Next year they will concentrate on developing succession plans for classroom staff. Everyone classroom operates differently and succession plans are great training tools. Lavennia stated the Self-Assessment is the narrative explaining the Program Improvement Chart. Earl Hendrickson made the motion to approve the Head Start 2017 Self-Assessment, Carol Vinton seconded. Motion was carried. Charles Parkhurst made the motion to approve the Head Start 2017 Program Improvement Plan, Steve Barber seconded. Motion was carried. Everyone received a copy of the Office of Head Start letter. OHS did an unannounced on-site visit February 14, 2017. The Head Start Program funding will be decreased by from \$4,115,120 to \$3,004,290 and our funded enrollment will be decreased by 132 slots. The Early Head Start Program funding will be decreased from \$1,726,040 to \$1,570,217 and our funded enrollment will be decreased by 13 slots. These decreases in funding and reduction of slots will start in the budget period beginning February 1, 2018. Joel stated that we will be seeking more clarification from the Regional Office. We have agreements with public schools and would hate to have to back out of those mid-school year. There will be a Head Start Budget Committee meeting November 14th at 1:00 p.m. and Policy Council November 16th at 10:00 a.m. here at the Admin Building. Joel invited all Board of Director to attend. Carol Vinton asked why they picked to look at the Denison locations only during the unannounced visit. Lavennia stated they were the closest classrooms for them to view both Head Start and Early Head Start classrooms. Mark Wedemeyer asked how the school partnerships work. Joel explained we contract a portion of the funding we receive for each Head Start qualified child that can be served by that school district. The school provides the pre-k licensed teacher, classroom, supplies, curriculum, staff training and meals and follows the Head Start Performance Standards. There was additional discussion on how the new budget will reflect the grant reduction. Joel stated we are going to look at the entire picture, staff, facilities and the associated costs to operate a center. When we complete our next comprehensive community needs assessment, we need to obtain additional data from each of our school districts within our service area.

STRATEGIC PLANNING COMMITTEE REPORT

Everyone received a copy of the 2016-2017 Strategic Plan. The 2016-2017 Strategic plan was reviewed, the report reflected the goals that were met and those that were not have been moved to next year's Strategic Plan. Everyone also received a copy of the 2017-2018 Strategic Plan. The Wage and Salary Structure, Outreach Office Brochures and Business Continuity and Disaster Preparedness Plan building layouts were carried over from 2016-2017s plan. Joel stated that we have started the process of updating our wage and salary structure and plan to have this goal completed this fiscal year. Joel added that there was great discussion on how we can expand our Agency's presence on social media and this was added to the new plan. We also added filling board vacancies since we currently have 5 open positions. Judy Knapp made the motion to approve the 2017-2018 Strategic Plan, Chris Ritter seconded. Motion was carried.

HEAD START 2017-18 BUDGET AMENDMENT APPROVAL

Everyone received a copy of the proposed Head Start 2017-18 Budget Amendment Request. We are requesting board approval to move funds from the Personnel, Fringe Benefits, Other and Indirect Costs categories to the Contractual category in order to reflect the preschool contracts that we have in place with the Council Bluffs, West Monona and Clarinda Community School Districts. Also. We added the cost of completing the certified appraisals of our Head Start and Early Head Start locations. Judy Knapp asked that when partnering with a school district, do we pay them for the contracted slot whether they have a child or not who is Head Start eligible. Joel stated we only reimburse the school districts for slots that are filled with children that are enrolled in Head Start. Steve Barber made the motion to approve the Head Start 2017-18 Budget Amendment, Carol Vinton seconded. Motion was carried.

FY 2017 CSBG BUDGET AMENDMENT APPROVAL

Back in July we received a letter from the Division of Community Action Agencies stating that 1% of the total CSBG funding of \$530,750 for FY 2017 was reallocated based on the Secretary's authority to transfer funding within HHS's discretionary accounts. We are requesting Board approval to submit a CSBG budget amendment that reflects a decrease in funding in the amount of \$4,715 for FY 2017. Earl Hendrickson made the motion to approve the FY 2017 CSBG Budget Amendment, Charles Parkhurst seconded. Motion was carried.

FY 2017 CSBG CONTRACT EXTENSION APPROVAL

Keith explained that per Article 14.2 of the FY 2017 CSBG Contract, we are requesting Board approval to extend the contract ending date from December 31, 2017 to March 31, 2018. This contract extension will allow the Agency to maximize the FY 2017 CSBG funding. For the period ending September 30, 2017, we have utilized \$235,459.23 or approximately 45% of the CSBG funding. We request Board approval of this contract extension. Charles Parkhurst made the motion to approve the FY 2017 CSBG Contract Extension, Carol Vinton seconded. Motion was carried.

STAFF REPORTS

Trista asked the Program Directors if they had anything to add to their reports. Judy Knapp asked Kelly if we could know where the current homes that are listed as "Work in Process" are located so Board of Directors can better promote the Weatherization program. Kelly will include that on his board reports in the future.

FISCAL REPORT

Keith had nothing to add to his report. He will have the updated USDA figures in November after FY 2017 has been closed out.

EXECUTIVE DIRECTORS REPORT

Joel explained the additional handouts. Weatherization had an on-site administrative program review in September and there will be a response to that in next month's board packet. The CACFP program had a management review and there will be a response to that next month's packet as well. The SCSEP program will be conducting a 2017-18 fiscal review. On October 10th the Iowa Department of Human Services announced the CCR&R program Request for Proposal competitive bid cycle for FY 2019 - 2024. The RFP includes performance payments at a rate of \$25,000 (Gold Standard) and \$15,000 (Silver Standard). As part of the RFP the State would like to increase the number of registered child care home providers and licensed centers throughout the State and our board members include providers, consumers, and other persons interested in the provision or delivery of child care services. Both Lynn Bieler and Samantha Noel use the Head Start program, Steve Barber is the Atlantic Superintendent that offers pre-school and Charlie Parkhurst's wife did daycare for 28 years. Joel will take that information back to the State to see if that qualifies. Everyone received copies of recent Program Instructions and Information of Memoranda's for Head Start. The Annual Meeting is April 17th and in the past year we have just had enough board members to have a quorum. Joel asked if we should try something different this next year or leave it the same. It was decided to keep it the same.

Charles Parkhurst made a motion to adjourn at 8:22 p.m. Chris Ritter seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary

WCCA BOARD MEETING
November 21, 2017

A meeting of the West Central Community Action Board of Directors was held November 21, 2017 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, Joel Dirks and Brittany Schoof.

ROLL CALL

Mark Wedemeyer, Cass	Steve Ratcliff, Montgomery
Eric Skoog, Crawford	Will Brown, Montgomery
Earl Hendrickson, Fremont	Alan Armstrong, Page
Becky Fichter, Fremont	Chris Gibson, Page
Walter Utman, Harrison	Rose Maxwell, Page
Trista McLaughlin, Harrison	Scott Belt, Pottawattamie
Joan Martens, Harrison	Samantha Noel, Pottawattamie
Coleen Driscoll, Mills	Chris Ritter, Pottawattamie
Lynn Bieler, Monona	Charles Parkhurst, Shelby

A quorum was declared.

Excused Absences:

Steve Barber, Cass	Richard Swain, Monona
Carol Vinton, Mills	Bryan Swain, Shelby
Dr. John Zimmer, Mills	Judy Knapp, Shelby
Tom Brouillette, Monona	

ADDITIONS OR AMENDMENTS TO THE AGENDA

There were no additions or amendments to the agenda.

APPROVAL OF OCTOBER MINUTES

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

PLANNING AND EVALUATION COMMITTEE REPORT

2017 CSBG FINAL REPORTS APPROVAL

Wendy Mueller presented the FY 2017 CSBG Final Program Reports. She reviewed the following six reports: Client Characteristics, National Performance Indicators (NPI), Agency Funding, Narrative, CSBG Program, and the new FY 2018 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 November 3, 2017. Eric Skoog made the motion to approve the FY 2017 CSBG Final Reports, Alan Armstrong seconded. Motion was carried.

FY2017-18 HEAD START & EARLY HEAD START NON-FEDERAL SHARE WAIVER REQUEST APPROVAL

Joel explained that we are requesting a waiver for a portion of the Non-Federal Share matching requirements in the amount \$600,000 for the Fiscal Year 02/01/17 thru 01/31/18 Head Start and Early Head Start Programs. We are required to raise \$1,482,499 in NFS and we are projecting to generate \$945,341 for the program year. Joel reviewed the waiver request handout. Joel stated we have requested less and less each year. Mark Wedemeyer asked if other agencies request a waiver, Joel stated he thought about 30% of the other CAP Agencies have requested waivers. Joel stated prior to receiving ARRA expansion funding and when we could count the time that parents spent self-transporting their children to and from our Head Start centers, we did not have a need to request a Non-Federal Share Waiver. Lynn Bieler made the motion to approve the FY 2017-18 Non-Federal Share Waiver Request, Charles Parkhurst seconded. Motion was carried.

CCR&R FY 2019-2024 RFP APPROVAL

West Central Community Action has sponsored the Child Care Resource and Referral program since the program's beginning in 1990. The Iowa Department of Human Services intends to solicit and is seeking bids for the five current CCR&R Regions and for four optional bids to provide some of the CCR&R services on a statewide bases for the next six years beginning July 1, 2018. The RFP identifies the following two core services that each of the five regions must provide: 1. Provider Services and 2. Community Services. The RFP identifies the following four optional "statewide" bids that may be applied for: 1. Parent (al) Referral Services, 2. Training Coordinator/Curriculum Developer, 3. Communication Support and 4. Iowa Child Care Complaint Hotline. Deb Martens explained that we would like to submit an optional bid proposal to provide the statewide Parent Referral Services. This will require hiring additional staff and we are working on budget projections to include in our bid proposal. Deb explained she has staff that have been with CCR&R for over 20 years and have great knowledge on how to implement the Statewide Parent Referral Services. Questions were asked on who currently covers the other 4 Regional areas. Deb stated all five regions perform Parent Referral Services and Communication Support. The Statewide Communication Support is being administered by Mid-Sioux CCR&R or Region 1. The Training Coordinator/Curriculum Developer is totally new. Eric Skoog and Alan Armstrong asked which other counties outside our 10 county service area that CCR&R covers. Deb stated we do not cover Crawford County that is covered by Mid-Sioux Opportunity. Our additional counties are Carroll, Audubon, Guthrie, Green, Adams, Union, Taylor and Ringgold. We are requesting board approval to submit a Request for Proposal for the Regional Service Area #3 which includes providing CCR&R services in our current 17 county service area and to submit one optional bid to provide Statewide Parent Referral Services. Both of these RFP's are to be delivered to the Iowa Department of Human Services- ACFS office by 1:00 p.m. on December 4, 2017. Alan Armstrong made the motion to approve submitting a Request for Proposal for the Regional Service Area #3 which includes providing CCR&R services in our current 17 county service area and to submit one optional bid to provide Statewide Parent Referral Services for FY 2019-2024, Scott Belt seconded. Motion carried.

FISCAL YEAR END 2017 USDA CLOSEOUT REVIEW

Keith presented the FY 2017 year end USDA Closeout report. He explained each section and that \$9,869.96 of food and non-food expenditures that were not reimbursed by our USDA grant were covered by our Head Start and Early Head Start grants.

STAFF REPORTS

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

FISCAL REPORT

Keith explained that this month's report looks larger than usual due to both new and old fiscal years being reported. Keith set up an AmazonSmile account for West Central Community Action, for what you spend on Amazon, Amazon will donate a portion to a 501(c)(3) of your choice. The link can be found on our Facebook page, please "like" us on Facebook.

HEAD START 2018-19 GRANT SUBMISSION APPROVAL

Trista dismissed all Program Directors except for Lavennia, Keith and Brittany. Everyone received a copy of the proposed 2018-19 Head Start and Early Head Start Grant. Joel, Trista, Keith and Lavennia went to Kansas City last week for a GAM meeting with the Office of Head Start. Scott Belt and Joan Martens listened via conference call. Lavennia explained the changes that will be made to the program due to the \$1.3 million funding cut. She stated that the programs needs to operate at least at 97% enrollment 100% of the time. If out of a 4 month period the program drops below that, then it is monitored during the next 12 months. Our program has been chronically under enrolled for the past 3 years. The 2018-19 changes in our enrollment and funding levels will affect staff, children, families and centers. We are proposing the following changes to our program. We have 3 centers that did not open this school year due to low numbers of children: Onawa, Beyond Dreams III and Hamburg, those classrooms will be eliminated. Currently, the Clarinda and Shenandoah classrooms are operating with an enrollment of 11 children each and we are paying \$1,200 and \$1,800 in rent respectively. We will be closing both classrooms which will affect 22 children. We have partnered with the Clarinda Community School District and are currently serving 11 children and will be able to transfer 4 children that we are currently serving to the school district classroom. The Family Advocates will be working with the remaining 18 families to help them find alternative placements for their children. Per our lease agreements, we will be providing a 60 day termination notice to our landlords in Shenandoah and Clarinda. Joel and Lavennia stated there are 7 staff positions in Head Start and 2 in Early Head Start that will be eliminated. Staff will be provided a listing of open positions that they can apply for if interested. Some positions will be combined together as well. Lavennia stated this will not happen overnight, it will be gradual but must be completed by the end of January. Alan Armstrong asked why the change in personnel figure is so high. Keith stated it is based on 18 less positions, some of those positions are not currently filled and will be eliminated. Head Start current enrollment numbers of 352 were provided as well as the projected 357 for 1/1/18 and for FY 2018-19. The Early Head Start Center-Based program is operating at full enrollment of 48. Joel stated we need a presence in each county and where centers are being closed, we do offer Early Head Start in those communities. Superintendents from other schools have reached out and would like to talk to Joel and Lavennia. Scott Belt asked where the children have gone too, he stated you can tell by public school joining together but the need should still be out there. Joel stated population numbers have changed but he feels that it's become more competitive and current children in our communities are being served by another pre-k program. Mark Wedemeyer asked how partnerships work and who gets the money. Lavennia stated it depends on how the contracts are wrote, we have them both ways, we pay the school district or they pay us. Joel believes there is a good push at the state level to partner. Recruitment is a big topic and Family Advocates and Home-Based teachers will be put on Program Improvement Plans because their recruitment numbers have not changed in the last 2 years and we won't get children if we aren't out recruiting. Quality is also a big focus for our children. The 2018-19 Head Start and Early Head Start proposed budgets and application was reviewed and discussed. We are requesting board approval to submit our 2018-19 funding application which is due December 1, 2017. Board involvement was stressed by the Office of Head Start. Board members would like a heads up on when these changes will be announced to our staff, families and the general public so they can be prepared to answer questions, Joel stated we will keep everyone informed. Scott Belt suggested that we have a monthly agenda item to discuss in depth our programs issues, improvements and challenges so that board members are completely involved in the decision making and direction of our program. Earl Hendrickson made the motion to approve submitting the FY 2018-19 Head Start and Early Head Start grant application, Lynn Bieler seconded. Motion carried.

EXECUTIVE DIRECTORS REPORT

Joel explained the additional handouts. Weatherization had an on-site administrative program review, our response and State notification accepting our response was received. The Head Start Disability Waiver was not accepted. CSBG Budget Amendment was approved by the State. CACFP management review response to the State and the State accepting it was received. Also included was an updated Board of Directors listing. Joel stated in the past the board decides on whether we have a December meeting or not, if anything were to arise that needs addressed, we will have an Executive Committee meeting. Alan Armstrong made the motion to not have a December board meeting, Will Brown seconded. Motion carried.

Walter Utman made a motion to adjourn at 8:38 p.m. Alan Armstrong seconded. Motion carried.

Respectfully Submitted,

Joan Martens
WCCA Board Secretary