

**BOARD OF DIRECTORS’
MEETING MINUTES
NOVEMBER 3, 2011**

Members Present:	Roland Coker	Jeanne Margritz
	Bob Engler	Pat Nelson
	Linda Fitzsimmons	Dick Pierce
	Bonnie Fuerst	Barb Roebuck
	Sherri Hansen	Dick Trail
	Marvin Harms	Jack Yant

Members Absent:	Jennifer Bantam	Jean Rush
	Eldon Orthmann	

Others Present:	Ed Butler	Karen K Lueck
	Meredith Collins	Kyla Martin
	Carrie Eurek	Kris Wright
		Brandy Yant

CALL TO ORDER – At 10:00 a.m. President Pierce called the meeting to order.

PLEDGE OF ALLEGIANCE WAS RECITED. THE BRAND PROMISE WAS RECITED.

AGENDA APPROVAL – President Pierce noted the amendments to the agenda. He also added Item #17 – Chief Executive Officer Annual Evaluation. **Dick Trail moved the Board approve the amended agenda. Bob Engler seconded the motion; motion carried unanimously by voice vote.**

APPROVAL OF SEPTEMBER MINUTES – **Bob Engler moved the Board approve the September minutes. Jack Yant seconded the motion; motion carried unanimously by voice vote.**

FINANCIAL REPORT —Kris reported on some line item accounts and went over the financial report. The credit card statements and bank statements for the month were passed around for members to view. She pointed out that there would be around \$26,000 in carry-over of CSBG funds. Mid received a Workman’s Compensation dividend check for 19% of our annual payment due to our low-claims. Our weatherization review with NEO has been rescheduled for November 28-December 2. We are expecting the federal Head Start review to before the end of May, 2012. We are in the process of the agency audit. It should be complete in December and Randy Knapp will report out on it at the January board meeting. Our CSBG and the Senior Companion program reports have been changed from quarterly to monthly. This should make reimbursements more efficient. Benefit enrollments will be going out to staff soon. Mid experienced a 9% increase in health insurance costs for family policies. We didn’t recommend an increase in benefit dollars this year due to the uncertainty of funding and the inability to give staff raises. The FTA audit occurred two weeks ago. They are very interested in the new transportation facility and will be monitoring that project frequently. **After discussion, Dick Trail moved the Board accept and place on file the financial report as presented. Bob Engler seconded the motion; motion carried unanimously by voice vote.**

ADMINISTRATOR’S REPORT – Karen thanked Kris and her fiscal staff for their efficiency. She pointed out that Sherri Hansen was on NTV’s Good Life program promoting the Minden Senior Center and Kearney United Way. She reminded the Board that they had access to flu shots if they needed them. Karen went over the current status of the Weatherization program. Jackie Harpst, Housing Director, was told at the national convention that the ARRA program would have an

extension. The program just recently received word that it has to be closed out by the end of February. The crews will have to finish houses by mid-February so the reports can be done at that time. Karen complimented Jackie and her staff for doing a super job during all of the ARRA program ramp-up. The Clinic of Good Health continues to apply for funding and should be able to stretch the 4-month funding received from Good Samaritan Hospital for approximately six months. Karen passed around an article called, "Is Poverty a Death Sentence." She also passed around a Halloween picture of Ed Butler and his "look alike." Meredith reported that the 605 CSBG advocacy postcards that went out had a great response and made an impact. Seven other Nebraska Community Action agencies are participating in this CSBG advocacy promotion. Kyla reported on the current status of the Holiday Splendor Craft and Trade Show. Carrie reported that the Policy Council had their first meeting for the season and elected a new president which will now be a representative on the Board of Directors. **Sherri Hansen moved the Board approve the Administrator's Report. Linda Fitzsimmons seconded the motion; motion carried unanimously by voice vote.**

REPORTS FROM PROGRAMS/COMMITTEES

HEAD START REPORTS by Carrie Eurek – Head Start reports and financials were passed around to the board. The following items require approval:

- * Staff hiring/terminations
- * Monthly enrollment reports
- * Monthly meal & snack reports
- * Community representatives
- * Enrollment attendance
- * Monthly health mandate reports

Sherri Hansen moved the Board approve them. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.

NORTH PLATTE SENIOR CENTER & HOME DELIVERY REPORT by Roland Coker –For the month of September, 2,827 meals were delivered with the home delivery program. We had 135 total clients with seven new people. The donation per meal was \$2.08. The congregate meal total for September was 1979 with a daily average of 94. Donation per meal was \$3.03 with 26 new people. For the month of October, 2,854 meals were delivered. For October, the congregate meal total was 2,035. The donation report for October totaled only 57 cases of foodstuff with all of it being handed out to the seniors. On October 6, the University of Nebraska Extension Service presented a nutrition program at noon during the congregate meal time period. In mid-October, the Senior Center Director has again started working with seniors during the Medicare Part "D" open enrollment—10/15 thru 12/7. Shawna Tatman, the director is teaching 18 participants TAI-CHI classes starting on October 17th for 12 weeks. Late October the center hosted a party for the Community Connections Mentoring Program with 35 young people and their mentors. The center had their annual Halloween party with the best male and female costumes chosen. **Bob Engler moved the Board approve this report. Marvin Harms seconded the motion; motion carried by unanimous voice vote.**

MINDEN SENIOR CENTER REPORT by Sherri Hansen – The September meals served was 762 with a daily average of 35. There was \$2,652 in donations with a per meal average of \$3.74. The quarterly match for July thru September 20, 2011 was \$8,157.56 which was covered by CSBG funds. Again it was discussed that these dollars will probably not be available next year. The building continues to be rented out more each month. They continue to look into a musical fundraiser to be held at the school. The new floors are completed and help make the rooms very bright. A television was donated for the social area and a new rug makes it a very cozy spot for visiting. The PAC voted to purchase a floor buffer with some memorial money designated for that purpose. They will still need to do a little fundraising to complete the project. On November 1, Barb, Russ, Sherri and a United Way member were on the NTV Morning Show. Barb did a good job talking about the senior center and promoting the potato bar and soup days. **Pat Nelson moved the Board approve this report. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

PETERSON SENIOR CENTER CONGREGATE MEAL REPORT by Meredith Collins From

September 26 – October 25th, the PSAC nutrition staff served 2,322 meals. Total donations were 7,347.72. The average donation rate for those over 60 was \$3.20 which is up a little from last month. The end of our quarter was September 30th. The program had a shortfall of \$4,937.44 which is covered by the City of Kearney per our contractual arrangement. This averages out to the City covering 74 cents for each meal served. **Linda Fitzsimmons moved the Board approve this report. Jack Yant seconded the motion; motion carried by unanimous voice vote.**

RESIDENTIAL ASSISTANCE FOR FAMILIES IN TRANSITION (RAFT) Report-Jack Yant

The RAFT house is currently filled. All four apartments have been receiving an upgrade. One resident has been doing rather well and recommended another person to fill an opening. Today is the scheduled walk-thru for the board members. **Bob Engler moved the Board approve this report. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote.**

CSBG NATIONAL PERFORMANCE INDICATOR YEAR-END REPORT – Brandy Yant

Before Brandy presented the report, she stated that Mid staff is able to project more accurately than ever before. She proceeded to go over all of the goals explaining any differences from last year. **Bob Engler moved the Board approve this report. Sherri Hansen seconded the motion; motion carried by unanimous voice vote.**

A. ACTION/DISCUSSION ITEMS

Member of the Corporation Resolution Amendment– It is requested to add Don Shauer to the Members of the Corporation. **Bob Engler moved the Board approve this amendment. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

Acceptance of Board Member Resignation, Juanita Bonnaci – Action is needed to accept the resignation of the Head Start Policy Council member to the Board. **Linda Fitzsimmons moved the Board accept this resignation. Bob Engler seconded the motion; motion carried by unanimous voice vote.**

Board Acceptance of New Member, Jennifer Bantam – Action is needed to accept the new Head Start Policy Council President to the Board. **Dick Trail moved the Board accept this new member. Roland Coker seconded the motion; motion carried by unanimous voice vote.**

Memorandum of Understanding – This MOU is between University of Nebraska-Lincoln and Mid in Hastings. The Mid office in Hastings agrees to be a host site for an AmeriCorps member at no cost. This agreement will be in effect from September 15, 2011 thru August 31, 2012. **Bob Engler moved the Board approve this Memorandum of Understanding. Pat Nelson seconded the motion; motion carried by unanimous voice vote.**

Payless Gives Foundation Application – Mid would like to request shoe coupons for children. **Bob Engler moved the Board approve this application. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.**

Kitty Perkins Foundation Application -- This is an application for funding of the Clinic of Good Health. The amount to be applied for is \$10,000. **Bob Engler moved the Board approve this application. Dick Trail seconded the motion; motion carried by unanimous voice vote.**

Terry Wantanabe Foundation Application -- This is an application for funding of the Clinic of Good Health. The amount to be applied for is \$51,420 for six months. **Linda Fitzsimmons moved the Board approve this application. Sherri Hansen seconded the motion; motion carried by unanimous voice vote.**

Approval of Architectural and Engineering Services Contract – Wilkins Hinrichs Stober

Architects proposed to provide full architectural and engineering services required to design and provide construction administration for the Kearney RYDE Transit project. The total fees and estimated reimbursable expenses are \$419,620. **Jack Yant moved the Board approve this contract. Bob Engler seconded the motion; motion carried by unanimous voice vote.**

Educare – After much discussion, **Dick Trail moved that Mid’s Head Start not be a part of Educare. Roland Coker seconded the motion; motion carried by unanimous voice vote.**

Learn To Give Foundation (UNK Marketing Grant) Applications

- a. Mid is requesting \$2,500 for Homeless Prevention in Buffalo County
- b. Mid is requesting \$847 to cover staff time and materials for a free Love and Logic class for 25 people.

Sherri Hansen moved the Board approve these applications. Linda Fitzsimmons seconded the motion; motion carried by unanimous voice vote.

Nebraska Affordable Housing Program (NAHP) Grant

- a. Mid is requesting renewal of the Housing Organizational Operating project (10-CH-4004) for the period of October 12, 2011 thru January 14, 2013.
- b. Mid is requesting the renewed contract be in the original amount of \$25,000.

Bob Engler moved the Board approve these requests. Sherri Hansen seconded the motion; motion carried by unanimous voice vote.

Pratt-Heinz Foundation Application -- This is an application for funding of the Clinic of Good Health. The amount to be applied for is \$3,000. **Pat Nelson moved the Board approve this application. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

Harper Family Foundation Application -- This is an application for funding of the Clinic of Good Health. The amount to be applied for is \$10,000. **Bonnie Fuerst moved the Board approve this application. Bob Engler seconded the motion; motion carried by unanimous voice vote.**

Wal-Mart Grant Application for CARE – This application is for the amount of \$1,000 with Wal-Mart for materials and resources to be used by the CARE program in Buffalo County. **Jack Yant moved the Board approve this application. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

Hastings WIC Clinic Lease Agreement – This is a new agreement with the Foote Clinic in Hastings to include their present location and their new expanded space used for the Hastings WIC clinics. The new monthly rent will be \$875. **Marvin Harms moved the Board approve this agreement. Pat Nelson seconded the motion; motion carried by unanimous voice vote.**

Head Start Operating Rules, Policy and Procedure Amendment – The following wording will be added to the last paragraph on page 5: “The parent or community representatives may not be an immediate family member of a paid staff member. Immediate family is defined as: spouse, parent, grandparent, significant other, (member of household), grandchild, sibling, child (including step, foster or legal ward), in-law children, stepparent, stepbrother/stepsister, in-law parent, in-law Grandparent. **Bob Engler moved the Board approve this amendment. Barb Roebuck seconded the motion; motion carried by unanimous voice vote.**

Bob Engler moved to go into Executive Session at 11:58 a.m. Bonnie Fuerst seconded the motion; motion carried by unanimous voice vote. Pat Nelson moved to come out of Executive Session at 12:14 p.m. Bob Engler seconded the motion; motion carried by unanimous voice vote.

Chief Executive Officer Annual Evaluation – **Jack Yant moved the Board accept Karen’s**

evaluation. Sherri Hansen seconded the motion; motion carried by unanimous voice vote.

- B. OTHER ISSUES/COMMENTS** – Kyla reminded the members of the volunteer sheet in their packet.
- C. ADJOURNMENT** -- With no further business, President Pierce adjourned the meeting. It was announced that the next Board of Directors' Meeting would be on December 1, 2011 and that there will be an Executive Committee meeting on December 1 at 9:30 a.m.

Respectfully Submitted,

Kyla Martin
Recording Secretary

VERIFICATION

The forgoing minutes were amended/approved.

Board President

Date