



**Siouxland Human Investment Partnership (SHIP)
Board Meeting Minutes**

November 17, 2023
“Subject to Board Approval”

Siouxland Human Investment Partnership (SHIP) is the Early Childhood Iowa Board for Ida and Woodbury Counties, and the Decategorization Board for Woodbury County. The minutes document the transactions of the Board in their fulfillment of these roles and where possible, the minutes reflect the actions of the Board specific to their respective roles.

Board Member	Present:	Board Member	Present:
Jessica Ryan (Chair)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Karen Mackey	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Dan Bittinger (Vice-chair)	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Sheila Martin	Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/>
Leah Knapp (Treasurer)	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Jarod Mozer	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Dr. Kim Buryanek (Secretary)	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Rex Mueller	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Tom Bouska	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Gary Niles	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Shelley Conover	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Matthew O’Kane	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Rocky DeWitt	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Allison Polley	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Rita Frahm	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	David Schmiedt	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
Tim Kacena	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Barbara Small	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Treylla Lee	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Alex Watters	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

SHIP Staff	Present:
Matt Ohman	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Mindy Baylor	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Erin Binneboese	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Kerri Hall	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Joli Gehring	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Tami Nielsen	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Kim Jenkins	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Jenna Andrews	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

Guests: Mark Stuck – Baird Financial
George Nefytidis – Clear Bridge Investments
Abby Kempema – Beyond the Bell

1. Call to Order

Jessica Ryan

2. Action Items

A. Consensus Agenda

Jessica Ryan

- Board Minutes 10-20-23
- Executive Committee Minutes 10-20-23
- Early Childhood Iowa – Woodbury ECI Committee Minutes 11-2-23
- Finances

Propose the Motion: Karen Mackey		Second Motion: Barb Small	
In Favor: 12	Opposed: 0	Abstaining: 0	Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

B. Credit Card Proposal

Matt Ohman

Current credit cards:

33 with \$65,000 in spending limits per month

Proposed credit cards:

36+ with \$75,000 in spending limits per month

SHIP is requesting an increase in our Security National Bank Card Service Center monthly spending limit. We last increased our limit from \$55,000 to \$65,000 in June of 2019.

As the organization continues to grow and add more federal grants and more full-time staff, the need for employees to have a means to purchase items for their clients, participants and programs increases.

SHIP will continue to closely monitor the use of company-issued credit cards. Each employee issued a credit card must sign and understand a cardholder agreement. They are also responsible for collecting all receipts and reconciling their monthly statements. Employees and their supervisors will be required to sign off on each statement – all statements will get final approval from SHIP.

Any misuse of a company credit card will result in that employee’s card being revoked, employees being required to pay back SHIP (via withholding from paycheck, if necessary), along with disciplinary action up to and including termination.

Propose the Motion: SHIP Executive Committee		Second Motion: Karen Mackey	
In Favor: 12	Opposed: 0	Abstaining: 0	Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

C. Policies

Joli Gehring

- Remote Work Revised

This policy was approved at last month’s Board meeting, but it was suggested that some revised language be added that detailed how SHIP can ensure remote employees have additional accountability.

Remote Work

Some SHIP employees may have positions that require them to work from a home office or other remote location. Other employees may work out of a shared office. For those employees, your supervisor will set the expectations, and will communicate with you whether there is flexibility to occasionally work remotely.

In general, unless a position is defined as “remote work”, employees are expected to be present at the shared workspace for the defined work hours. Some exceptions to this may include:

1. Illness
2. Family or personal needs
3. Weather
4. Workload

General Expectations when Working from remote locations

- Remote employees are expected to be available and communicative during scheduled work hours, and should be responding to emails, phone calls and texts in a timely manner and as if they are in the office.
- Siouland Human Investment Partnership work rules and other policies continue to apply to offsite work locations.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- Employees are expected to maintain their workspace in a safe manner, free from safety hazards.
- Remote employees are expected to have similar productivity levels when working away from the office as they do when onsite, or as their onsite peers do.
- IT can track employee online activity if necessary

Employees requesting to work remotely must receive prior approval from their supervisor, at least 24 hours in advance, unless in the case of an emergency (at supervisor’s discretion). Employees who regularly work from the office who are granted permission to work remotely must also communicate with others in their office by use of a shared calendar, text message, email, or other means of communication. Supervisors who decide to work remotely must have approval from their supervisor and must also communicate with those in their office.

Propose the Motion – SHIP Executive Committee		Second Motion: Karen Mackey	
In Favor: 12	Opposed: 0	Abstaining: 0	Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

D. Early Childhood Iowa scholarship guidelines Kerri Hall
 Kerri changed some language in the guidelines to ensure that families outside the income eligibility can be approved by the ECI Director, instead of having to wait until Board approval.

1. Preschool scholarships are available to children 3-5 years of age.
2. Total annual family gross income (before taxes) should be at or below 200% of the federal poverty level to qualify for assistance. Income Used to Compute Poverty Status (Money Income) (May Be approved up to 215 or **Board-ECI Director Discretion**)
 - Includes gross earnings (before taxes), unemployment compensation, workers' compensation. All income claimed must have backup documentation.
 - Do not count non-cash benefits (such as food stamps and housing subsidies).
 - Excludes capital gains or losses.

- Only include the income of all family members. (Non-relatives, such as housemates, do not count.)
 - Retired caregivers (that are not the birth parents) automatically qualify.
 - Foster children automatically qualify until State Assistance starts.
3. Providers participating in the scholarship program will administer the scholarships according to SHIP’s Guidelines, and providers may terminate a scholarship to any family they feel is in violation of these guidelines, the provider’s guidelines, or if the scholarship is being abused. SHIP will not become involved in provider/parent disputes.
 4. In the event that a scholarship family wants to change providers, SHIP must be contacted, and all fees owed the provider must be current before the family can start on a new scholarship elsewhere. Families will be required to re-apply for a scholarship at a new provider.
 5. To qualify for these funds, providers must be fully licensed or verified by the Iowa Department of Education and must be participating in the QRIS system formally known as the Iowa Quality Rating System (QRIS) or Iowa Quality for Kids (IQ4K); and be working with Childcare Resource and Referral to achieve an IQ4K rating. (Rating must be achieved within one year of the application date.) Providers must also use an evidence based or research based early childhood curriculum. Copies of HHS license / registration and QRS or IQ4K level must be submitted to SHIP.
 6. SHIP preschool scholarships pay a portion of the tuition per week/month for children in need of assistance. The amount the parents are required to pay, and the amount the family receives will be approved by Providers, using a suggested sliding fee scale (by a committee of no less than 3 people), though no family will get free tuition. Parents are required to pay the balance of the fees that are not covered by the scholarship. SHIP scholarship recipients cannot be charged any more than a private pay family by their selected provider.
 7. All scholarship recipients are allowed up to 6 missed days during the current month. Any child missing more than 6 days will be subject to removal from scholarship as determined by the ECI Director of SHIP and the provider unless prior approval is given for extenuating circumstances.
 8. All scholarships are valid for up to 1 year, from July 1 until June 30 of the following year. Families must report a change in income to providers.
 9. In the event that an Ida or Woodbury County family wants to attend preschool or child care in a contiguous county that is not part of SHIP’s Early Childhood Iowa area, SHIP will provide funding if: 1) all other guidelines and eligibility criteria in this policy are met by both the family and the provider; and 2) the family illustrates a specific need to attend a provider that is outside the ECI area with a written request and 3) the ECI Director approves this request. In the event that a family from an outside county wants to attend preschool or child care in Ida or Woodbury County, the expectation will be that the family’s ECI Area will cover their scholarship – SHIP will coordinate with the outside ECI Director to ensure all efforts are made to accommodate the family.
 10. All children attending a program receiving Early Childhood Iowa funds will be screened twice a year with the Ages and Stages (ASQ-3) Screening tool (and/or the ASQ – SE when applicable for example, parental concerns, classroom observation, etc.) following SHIP’s ECI Area Board of Director Guidelines.

Providers must keep track of children screened with the Ages and Stages Questionnaire – Social Emotional (ASQ-SE) and report those numbers on their mid-year and annual reports.

Propose the Motion: Alex Watters		Second Motion: Karen Mackey	
In Favor: 12	Opposed: 0	Abstaining: 0	Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

E. Beyond the Bell renovations

Jenna Andrews

Beyond the Bell’s renovations at their administrative office has come to a halt while another contractor is sought to finish the work that’s been ongoing since June. There are additional HVAC needs due to having two new offices currently with no heat or AC. Bids were collected, with two calling for all new furnaces and one calling for duct work.

MTC Mechanical, LLC proposes to provide following labor and material to replace rooftop includes:

- Remove and dispose of old system and hanging gas heater
- Set new 7 ½ to ton rooftop on stand
- Connect power and controls
- Install square duct to inside building
- Install spiral duct disffusers and flex
- Rus gas line
- Start up and check
- Total \$33,590

- Electrical Automation
- 480 volt 25 KW Heat Kit
- Materials/Labor
- Install duct work, Electrical kit, new wiring
- Total \$21,000

- Schulte Sheet Metal
- Install insulated supply duct
- Install deflector on air handler
- Unhook and cap duct from Sun Tan City
- Total \$3,900

Propose the Motion – SHIP Executive Committee to accept Schulte Sheet Metal proposal		Second Motion: Karen Mackey	
In Favor: 12	Opposed: 0	Abstaining: 0	Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

An additional need is for new carpet and flooring throughout the building. Knova’s submitted a bid for the entire space but will need to requote just the front space.

Two more bids will be sought for the front space only, and the entire space.

The Board was asked to approve the Executive Director selecting and approving a bidder for the front space flooring so that it can be completed prior to the next Board meeting.

Propose the Motion – SHIP Executive Committee	Second Motion: Karen Mackey
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In Favor: 12	Opposed: 0	Abstaining: 0	Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
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3. Discussion Items

a. Beyond the Bell

Jenna Andrews

School Year 2023-24 Enrollment Update:

16 of 19 schools are open

Sites not open- Sacred Heart, East Middle, Heelan Dual Language

Staffing Update:

In the last month, 2 staff have quit. BTB started training 2 staff this week to replace. Next priority is hiring additional staff for locations with waitlists- roughly 160 students. *There will also be college staff that leave us at semester to replace

Perkins Pie Update: 1,161 pies were sold, with \$2,322 funds raised and \$39.06 in extra donations.

Other updates: National Pickle Day was 11/14/23. Fire House Subs donated pickle spears and packaged them individually with a note that said “we’d be in a pickle without you”. These were handed out to staff as a small gesture to let them know they are appreciated.

Upcoming Events: 21st CCLC Family Nights- 11/29 & 11/30 Hosted at West Middle- Loess Hills, Bryant, WMS Hosted at North Middle- Irving, Hunt, Unity, NMS BTB is partnering with Samantha Gillmore, owner of Glam Goodies, to set up a cookie decorating activity for families. Ornament decorating, canvas painting, and yarn art will also be offered. An array of finger foods will be provided as well.

b. Director’s Report

Matt Ohman

Morningside University Advertising and Branding Class – Final Presentation

Since August, I’ve been working with Marilyn Eastman’s Advertising and Branding class at Morningside University. Five local businesses and nonprofit organizations were selected for the students to come up with advertising and branding plans for. SHIP was assigned seven students. The students conducted focus groups, did a SWOT analysis and toured SHIP’s programs and met staff. On October 31st, they made their final presentation. Their recommendations included updating the SHIP website, expanding SHIP’s social marketing from just Facebook to X (formerly Twitter), LinkedIN and Instagram, and updating SHIP program logos to include the tag “powered by SHIP”. The students left several creative designs, social media sample posts and detailed website updates for us to work with. The students did a great job and I felt their presentation was the most robust and professional. It was a good experience to work with these students, and I hope some of them will consider internships in the future.

SHIP marketing

I’ve hired Genesis Topete (a Beyond the Bell administrative office worker) to take over SHIP’s website updates and social media posts. Genesis has been doing Beyond the Bell’s social media posts, and I’ve expanded this to include SHIP. She will begin her work over the next few weeks.

BOOST GO update and staff changes

The BOOST GO program just finished its 5th quarter. This program, funded by a U.S. Department of Labor Re-entry grant, works with young adults aged 18-24. They have enrolled 95 of their required 180 participants and are on track with 52% completion of all stated goals. I have been working with Mindy, Steve and Anna Bertrand of Sky Ranch (BOOST GO's violence prevention partner) alongside our Federal Project Officer, Clay Webb, on a program and budget modification to allow us to expand our incentives and the way we engage with participants via Sky Ranch. Additionally, Program Director Steve McGrory has announced his retirement on December 1st, so we have begun our search for a new PD. The active period of the grant (in which we can enroll participants) will end September 30, 2024, then the grant will go into a one-year follow-up period.

Sky Ranch Behavioral Services staffing

With the addition of a SAMHSA grant, SRBS is now hiring for two full-time diversion specialists to work in the Sioux City Schools. SRBS will also be hiring a full-time mentor to work with the BOOST GO participants, in addition to the part-time staff currently doing this work. We are also now looking for a full-time Substance Use Director. As Sky Ranch continues to grow, it will be important to ensure we have admin staff in place as well to help with billing for all of these services – there is at least one position posted for this also.

SHIP's Terry Medina is the keynote speaker at the annual Fatherhood is Sacred Conference

I was proud that our Community Based Native American Advocate, Terry Medina, was asked to be a keynote speaker at the annual Fatherhood is Sacred conference in Phoenix on November 7th – 9th. Fallon Torrez, a SHIP employee working with the HHS Native American unit, accompanied Terry for this conference. Terry currently teaches Fatherhood is Sacred and Fallon teaches Motherhood is Sacred to community members. In October, Terry had contacts with 96 adults and 42 children, via his classes, his visits to the Residential Treatment Facility, Family Treatment Court, Rosecrance Jackson, BOOST programs, HHS, jail visits and work in the public schools and at the Urban Native Center (not to mention the constant stream of people that visit him in his office).

c. Strategic Planning Action Plan

Matt Ohman

The Strategic Planning Committee presented the draft of SHIP's new Strategic Plan, including Mission Statement, Vision, Purpose, Focus Areas, and Core Values. The draft also contains a list of SHIP's priority focus, programs and practices and SHIP's positive community impact.

Barb Small noted that on page 3 it should read Mercy One Child Advocacy Center

Matt will add the additional wording and bring the final Strategic Plan to the Board in December.

d. Memorial March to Honor Lost Children

Kim Jenkins

The Board was given an event schedule. All educational classes are at full capacity. Tuesday's event keynote speakers are now Joe Fleming with the Omaha Tribe of Nebraska Children and Family Services and DeAnna Parker, a member of the Omaha Tribe of Nebraska and the Director of Children and Family Services. As of today, we have 57 registered for Tuesday's event with 7 provider tables with information and giveaways.



ProgramMMTHLC
2023 new(10).docx

- e. Audit update Mindy Baylor
The finance team prepared and sent many documents and files requested by Eide Bailly auditors. Five auditors spent 4 days in office reviewing and working with staff. BTB’s 21st Century grants were selected for their single audit.
- f. Early Childhood Iowa legislative priorities Kerri Hall



AECIABA Legislative
Agenda SFY 2024.pd

Kerri noted Siouxland mental health professionals and community partners will host a Mental Health Forum on December 11th at 11:00 AM-12:30 PM at the Sioux City Public Museum 607 4th St, Sioux City



PRESS RELEASE
Mental Health Forum

Kerri also noted our application for the Saul Zaentz Early Education Initiative – (Strengthening Early Education Systems and Policy for Today and Tomorrow) has been accepted. In December a team, including Kerri, will attend a strategic learning and planning session at the Harvard Graduate School of Education.

- 4. Board Education: Baird Financial Mark Stuck
Clear Bridge Investments George Neofytidis

The presentation included:
Portfolio Guidelines and Restrictions
Portfolio Returns and Structure
U.S. Equity Market Overview
Fixed Income Market Overview
Portfolio Valuation as of October 31, 2023

- 5. Future Agenda Items
none

- 6. Communications and Other Audiences
 - a. Native American art opening Karen Mackey
Gallery 103 and 3 Rivers Art Gallery located in the Ho-Chunk Centre is featuring Native American artists at an opening this Friday from 5 PM – 8PM.

b. Sioux City Human Rights Commission

Karen Mackey

December 10th is the Universal Human Rights Day 60th anniversary.

This will be held at the Sioux City Museum from 1 PM – 4 PM

SHIP's Kim Jenkins and Terry Medina will be recipients of the 2023 War Eagle Human Rights award!

7. Adjourn

Upcoming SHIP meetings & events:

Tuesday, November 21, 2023

Memorial March education events	8:30 AM – 3:30 PM	Briar Cliff University
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Wednesday, November 22, 2023

Memorial March	7:30 AM – 1:00 PM	Various locations
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Friday, December 15, 2023

SHIP Executive Committee Meeting	11:00 AM – 12:00 PM	SHIP office
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SHIP Board Meeting	12:00 PM – 1:00 PM	SHIP office
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