



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

**November 18, 2022**  
*"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.**

**In-Person:** Rex Mueller, Barb Small

**Present via ZOOM:**

Suzanne Allen, Shelley Conover, Tim Kacena, Leah Knapp, Karen Mackey, Shelia Martin, Mark Monson, Allison Polley, Jessica Ryan,

**Absent:** Tom Bouska, Dr. Kim Buryanek, Rocky DeWitt, Gary Niles, Matthew O’Kane, Senator Jackie Smith, Alex Watters, Pastor Neil Wehmas

**Staff In person:**

Erin Binneboese, Joli Gehring, Kerri Hall, Kim Jenkins, Tami Nielsen, Matt Ohman

**Staff via ZOOM:**

Kelsey Schomaker

**Absent:** Jenna Andrews, JoAnn Gieselman

- |  |            |
|--|------------|
| <b>1. Call to Order</b>                    | Leah Knapp |
| <b>2. Action Items</b>                     | Leah Knapp |
| A. Consensus Agenda                        |            |
| ○ SHIP Board Minutes – 10-21-2022          |            |
| ○ Committee Reports:                       |            |
| ○ Executive Committee Minutes – 10-21-22   |            |
| ○ Bank Activity – October 2022             |            |
| ○ Consolidated Financials – September 2022 |            |

**Shelley Conover motioned to approve the Consensus agenda.**

**Tim Kacena                      2<sup>nd</sup>      Motion carried**

Number of In-Person Voting SHIP Board Members    Yes    2    No 0

Number of Present Voting SHIP Board Members via ZOOM  
Yes    9    No 0

B. Managed IT bid recommendation Matt Ohman  
**Siouxland Human Investment Partnership – Managed IT Services  
Recommendation from Evaluation Committee to SHIP Board of Directors**

SHIP requested proposals to perform the managed IT services for our organization to proactively monitor and manage SHIP’s network and device infrastructure. We sought active administration, regular and immediate timely support for hardware and troubleshooting, and security of devices for on-premises and remote workers.

Submitted proposals were evaluated based on the following criteria:

- Bidder’s written plan to provide services (50 points)
  - o SHIP requested this item to address services for our multiple locations, all staff devices, programs/software utilized, network support and security, and support team accessibility.
- Past performance of work that is identical or similar to the scope of services identified (20 points)
- Cost reasonableness (20 points)
- Bidder is eligible to provide services and possess the potential to perform successfully under the terms of the contract (10 points)

SHIP received four proposals and the evaluation committee scored and ranked those as indicated below:

1. Williams & Company Communications, Inc.
  - a. Average Score 90 points out of 100
2. Riverside Technologies, Inc. (RTI)
  - a. Average Score 80 points out of 100
3. Luke Neumann
  - a. Average Score 60 points out of 100
4. Visual Edge IT
  - a. Average Score 35 points out of 100

Based on extensive discussion and these scores, the committee recommends selecting Williams & Company Communications for SHIP’s managed IT services.

**SHIP Executive Committee motion to approve the IT bid – Williams & Company Communications recommendation**

**Mark Monson    2<sup>nd</sup>    Motion carried**

Number of In-Person Voting SHIP Board Members    Yes    2    No 0

Number of Present Voting SHIP Board Members via ZOOM  
Yes    9    No 0

- C. Beyond the Bell – Iowa 21<sup>st</sup> Century grant application Matt Ohman  
**Beyond the Bell – 21st Century grant application Unity Elementary**

SHIP is applying for a 21st Century Learning Centers grant from the U.S. Department of Education for Beyond the Bell @ Unity Elementary.

**Grant duration:** 5 years, beginning 7/1/23 and ending 6/30/28

**Population served:** Elementary school students at Unity Elementary (K-5 th grade)

**# proposed to be served:** 60 students before and after school during the school year, and 30 students for the 8-week summer program

**Funding:** \$119,400 annually

**Program partners:** Sioux City Community School District, Boy Scouts of America (Siouxland branch), Food Bank of Siouxland, Iowa State Extension and Outreach (Woodbury Co), Morningside University, Sioux City Police Department, United Way of Siouxland

**Program purpose:** The provide the Beyond the Bell program at Unity Elementary to up to 60 students who would not otherwise have access to program before and afterschool, and 30 students who would not have access to a summer program; activities provided will be daily homework help, academic tutoring in small groups, large motor activities, club-based enrichments such as cooking, screen art, journaling, etc.; School year program will also focus on family engagement events held monthly; summer program consists of 8 themed weeks of program including academic enrichment in the morning with certified Sioux City Community School District teachers: focus is on Math and Literacy; afternoon programming will have club-based activities and multiple field trips throughout each week

**SHIP Executive Committee motioned approve the BTB grant application**

	<b>Shelley Conover</b>	<b>2<sup>nd</sup></b>	<b>Motion carried</b>
Number of In-Person Voting SHIP Board Members	Yes	2	No 0
Number of Present Voting SHIP Board Members via ZOOM			
	Yes	9	No 0

Matt updated the Board on the waitlist numbers per school.  
 Currently 264 children are on the waitlist for AM and/or PM BTB programs.

- D. DCAT Recommendations Erin Binneboese

**Woodbury County DCAT Recommendations**

New contract between SHIP and Iowa DHHS for Coordination of Statewide Training and Annual Conference Planning Services in the amount of \$60,000. Contract will start December 1 and run through June 30, 2023.

**Tim Kacena motioned approve the DCAT recommendations**

	<b>Senator Jackie Smith</b>	<b>2<sup>nd</sup></b>	<b>Motion carried</b>
Number of In-Person Voting SHIP Board Members	Yes	2	No 0
Number of Present Voting SHIP Board Members via ZOOM	Yes	9	No 0

**3. Discussion Items**

A. DCAT Update Erin Binneboese  
 A new JCS DCAT contract has been signed and will go into effect beginning December. Contract purpose – Statewide Reentry/Transition Program  
 JCS and SHIP conducted 7 interviews and has hired Stephanie Hernandez for the position.

B. ECI Update Kerri Hall  
 November 1<sup>st</sup> Kerri co-hosted a wee attended political forum at the Sioux City Museum.  
 Rex Mueller and Kerri Hall attend the Assiciation of Early Childhood Iowa Annual Conference in DesMoines.  
 Fiscal Year 2023 Legislative Agenda:

- Maintain the local control and unique nature of the Early Childhood Iowa System if it is housed in the new Department of Health and Human Services.
- Support a comprehensive and integrated early care, health and education system for the youngest lowans through funding for Early Childhood Iowa
- Develop Systemic Solutions to the Childcare Crisis

Fiscal Year 2022 Annual Report was distributed to all Board members.

C. Director’s Report Matt Ohman  
**SCPD / Downtown Partners Community Forum**  
 On Monday, October 24th, I attended the Sioux City Police Department’s community forum, in partnership with Downtown Partners. SHIP was well-represented in the presentation as a partner! We were asked to help the PD work through their new strategic plan.

**Beyond the Bell – outreach to African American community**  
 On November 7th, Jenna and I met with Flora Lee. Flora identified a gap in services to African American students and their families, and Beyond the Bell has 21st Century funding to utilize for interventions with students in the afterschool program. Flora is putting together a proposal for a community advocate to work with students weekly during Beyond the Bell at Loess Hills and West Middle, beginning in January.

**DOJ Federal Project officer meetings**

On November 16th, we had meetings with our Federal Project officers on our new DOJ grants for Sky Ranch and the Urban Native Center. The grants were awarded late September and project start date was October 1 st, but DOJ does not adhere to strict start dates, as we have found out. There is federal grant financial training that must be completed by all primary individuals who will be working with the grant. We are in the process of having all personnel complete this 24-module (with a test at the end!) training. We also have to get budget clearance from the finance team at DOJ, and we received that on the Sky Ranch grant, but are still waiting on the Urban Native and BOOST projects. We are hoping to start all projects by January 1<sup>st</sup>.

### **University of Iowa grant for Siouxland Street Project**

Julia Kleinschmit, who has worked with students and other volunteers over the past several years for data utilized by the Siouxland Street Project and the community, secured a grant from the U of I for \$5,000 to complete data entry and analysis of interviews conducted with homeless Siouxland individuals. On November 17th, Julia and I met with Ragen from Downtown Partners and Jill from the City's Neighborhood Services unit to partner on the project, which is to begin in January. In addition to data collection, interns hired by U of I will conduct focus groups with landlords and developers to collect data on the housing shortage. The culmination of this project will be a community meeting in which the data is presented alongside the 2016 data that was collected for the Street Project.

#### D. Finance Report

Kelsey Schomaker

##### Finance Updates:

- Fiscal Year 2022 Audit – We completed the very intensive two-week testing of our annual fiscal audit with KRP. I continue to work with KRP to complete any remaining items and finalize the financial statements. The audit report will be presented to this board in the coming months. The finance team of Kim Jenkins, Tami Nielsen, Joli Gehring, and Kim Brown did a fantastic job of responding to audit requests and kept the testing moving forward. We have built a great team and a huge thanks to them for their hard work!
- Easy Workforce – We are continuing to collaborate with Beyond the Bell to complete the training and onboarding required for Easy Workforce, the new online timeclock system we are implementing. As with any new program implementation, we have encountered some software issues and are working diligently to resolve them. We hope to have full program utilization by the start of 2023.
- Beyond the Bell – I am working closely with staff at Beyond the Bell to review and analyze program and fiscal operations for the school year so far. Through our work, we expect process improvement moving forward to mitigate any issues. Our core internal controls of preventative, detective, and corrective measures will drive any changes to be made.
- Fiscal Agent Contracts – Significant work continues to take place in support of a couple of our biggest fiscal agent contracts including Sky Ranch Behavioral Services and Northwest ECI.
  - o Sky Ranch is embarking on a new strategic plan for major program changes, and we are implementing the financial support with their growth.

o Northwest ECI released an RFP for Family Support Services through our WebGrants platform. We will facilitate that process online and aid in the full award of new contracts.

- Calendar Year-End – The finance team has started preparing for all compliance items that need to be completed by December 31st and the items to be issued subsequent to year-end.

#### E. Memorial March

Kim Jenkins

Thursday, Nov. 17 Pre-Conference Workshop

Understanding Implicit Racial Bias was held via ZOOM

Saturday, Nov. 19 Family Dinner at Urban Native Center 12-2pm take-out only

Sunday, Nov. 20 Showing of the documentary Women of the White Buffalo and panel discussion at the Sioux City Orpheum beginning at 4pm

Monday, Nov. 21 Race: Power of an Illusion at Briar Cliff 9am-4pm

Tuesday, Nov 22 Educational Workshops/panel discussions at Briar Cliff 9am – 3:30pm with Community Dinner and youth panel at the Sioux City Convention Center beginning 5:30pm

Wednesday, Nov 23 The 20<sup>th</sup> Annual Memorial March beginning at War Eagle Monument 7:30 am ending at the Sioux City Convention Center with a meal at 11:30am

Please register on-line at [briarcliff.edu/memorial-march](http://briarcliff.edu/memorial-march)

Brochure has been sent out to all Board Members

Donations can be sent to SHIP.

Val and I gathered brief past history (Memorial March, Four Directions, CINCF, DHS-MYFI program) current information of the Urban Native Center and new Native advocate, Terry Medina, and future plans of the Native Center and War Eagle Park. We utilized Moon Media to create table tents for each piece for this year's March dinners center pieces.

#### 4. Board Education: Terry Medina

Enrolled member of the Santee Sioux served 28 years on the Winnebago Public School Board and employed for 35 years as a Probation Officer for the Winnebago Tribal Court.

Terry is the new Native Advocate for the Siouxland area and housed at the Frances Building room 202. He teaches Fatherhood and Motherhood Is Sacred classes along with working with Department of Human Services, Juvenile Court Services and meets with those in the jails providing smudging, advice, talking circles building a bridge to understanding. Terry serves on several Boards such as the Sioux City Housing Authority Advisory Board and the Warming Shelter Board.

Terry also has had advocate meetings at the Sioux City schools and offering cultural training with school staff.

#### 5. Future Agenda Items

none

**6. Communications and Other Audiences**

none

**7. Adjournment**

Upcoming SHIP meetings:

Friday, December 16, 2022

Executive Committee 10:00 AM – 12 PM

Board of Directors 12:00 PM – 1:00 PM