



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

**May 17, 2024**

*“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.**

| <b>Board Member</b>          | <b>Present:</b>  | <b>Board Member</b> | <b>Present:</b>  |
|------------------------------|--|---------------------|--|
| 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 checked="" type="checkbox"/> N <input type="checkbox"/> | Sheila Martin       | Y <input 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 checked="" type="checkbox"/> N <input type="checkbox"/> | Rex Mueller         | Y <input checked="" type="checkbox"/> N <input 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 type="checkbox"/> N <input checked="" 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 checked="" type="checkbox"/> N <input 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 type="checkbox"/> N <input checked="" type="checkbox"/> |

| <b>SHIP Staff</b> | <b>Present:</b>  |
|-------------------|--|
| 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 Blackford    | 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"/> |
| Kim Brown         | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| Raymond Boosinger | Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |

**Guests:**

- Jess Lopez-Walker
- Becky Shockley – Unity Point Health

**Representatives from the Early Childhood Iowa grantees:**

- Crittenton Center
- Mary Elizabeth Child Care Center
- Mary Treglia Community House

- Native American Child Care Center
- Siouxland District Health Department

**1. Call to Order**

Jessica Ryan

**2. Action Items**

A. Consensus Agenda

Jessica Ryan

- Board Minutes 3-15-24
- Executive Committee Minutes 3-15-24

|                                       |                   |                                    |   |
|---------------------------------------|-------------------|------------------------------------|---|
| <b>Propose the Motion: Tim Kacena</b> |                   | <b>Second Motion: Karen Mackey</b> |   |
| <b>In Favor: 13</b>                   | <b>Opposed: 0</b> | <b>Abstaining: 0</b>               | <b>Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></b> |

B. Early Childhood Iowa (ECI) Recommendations – FY 24 Amendments Kerri Hall

**Early Childhood Iowa Recommendation May 17, 2024**

**Early Childhood Iowa Contract Amendments FY2024**

Kerri Hall, the SHIP Early Childhood Iowa (ECI) Director, is asking for approval from the SHIP Board of Directors to amend nine fiscal year 2024 Early Childhood Iowa contracts:

- **Crittenton Center: Resource Center**  
Budget: \$199,245      Amendment: +\$20,000      New Budget: \$219,245
- **Crittenton Center: Extended Access**  
Budget: \$92,003      Amendment: +\$16,000      New Budget: \$108,003
- **Mary Treglia Community House Parent-Child Program**  
Budget: \$30,185      Amendment: +\$20,000      New Budget: \$50,185
- **Siouxland District Health Department: HOPES**  
Budget: \$234,622      Amendment: -\$18,000      New Budget: \$216,622
- **Mary Treglia: Preschool Scholarships**  
Budget: \$10,000      Amendment: +\$4,000      New Budget: \$14,000
- **St. Paul’s Lutheran Wee Wisdom**  
Budget: \$1,624      Amendment: -\$1,000      New Budget: \$674
- **Native American Child Care Center**  
Budget: \$16,000      Amendment: -\$16,000      New Budget: \$0
- **Mary Elizabeth Preschool**  
Budget: \$10,000      Amendment: -\$10,000      New Budget: \$0
- **Crittenton Center: Stella Sanford Child Development Center**  
Budget: \$10,000      Amendment: -\$10,000      New Budget: \$0

|                                       |            |                           |  |
|---------------------------------------|------------|---------------------------|--|
| Propose the Motion – Dr. Kim Buryanek |            | Second Motion: Barb Small |  |
| In Favor: 13                          | Opposed: 0 | Abstaining: 0             | Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |

C. Early Childhood Iowa (ECI) Recommendations – Fiscal Year 2025      Kerri Hall  
**Early Childhood Iowa Recommendation May 17, 2024**

**Early Childhood Iowa Grant Review Recommendations FY2025**

Kerri Hall, the SHIP Early Childhood Iowa (ECI) Director, is asking for approval from the SHIP Board of Directors for the Early Childhood Iowa Grant Review Recommendations for fiscal year 2025 contracts. These recommendations were made during the Early Childhood Iowa Grant Review Committee Meeting held May 6, 2024:

- **Community Action Agency of Siouxland: Child Care Nurse Consultant \$90,870**
- **Crittenton Center: Resource Center \$219,245**
- **Crittenton Center: Stella Sanford Child Development Center: Extended Access \$108,003**
- **Crittenton Center: West High Infant Care Center \$87,524**
- **Ida County Kids Fest \$1,000**
- **Ida County Preschool Program \$51,088**
- **Mary Treglia Community House: Parent Child Program \$50,185**
- **Native American Child Care Center \$29,439**
- **SHIP: School Ready Administration \$45,188**
- **SHIP: Early Childhood Administration \$13,627**
- **SHIP: Early Childhood Coordination \$64,337**
- **Siouxland District Health Department: HOPES Program \$216,622**
- **Siouxland District Health Department: iSmile Oral Health Program \$84,777**
- **Lutheran Services in Iowa: HOPES Program \$56,214**
- **\*Preschool Scholarships to Low Income Families \$37,695 + carryover funds TBD**

|                                       |            |                             |  |
|---------------------------------------|------------|-----------------------------|--|
| Propose the Motion – Dr. Kim Buryanek |            | Second Motion: Karen Mackey |  |
| In Favor: 13                          | Opposed: 0 | Abstaining: 0               | Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |

D. DCAT Recommendations  
Woodbury County DCAT Committee Recommendations:

Erin Binneboese

- FY24 service contract amendments as follows  
Add \$15,500 to DCAT Coordination due to the need for increased services. Total contract dollar amount will be \$113,725.89
- FY24, HHS Transfer for \$135,000 (letter to come next week)
- FY24 JCS Transfer for \$760,000  
Funds from Graduated Sanctions appropriation and COS appropriation:
  - \$100,000 to DCAT Rehab Services contract
  - \$580,000 to Programming
  - \$80,000 for DCAT Coordination services

|  |                   |                                   |   |
|--|-------------------|-----------------------------------|---|
| <b>Propose the Motion – Treyla Lee</b> |                   | <b>Second Motion: Rex Mueller</b> |   |
| <b>In Favor: 13</b>                    | <b>Opposed: 0</b> | <b>Abstaining: 0</b>              | <b>Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></b> |

- FY25 service contract recommendations as follows:

JCS funded DCAT Contracts

SHIP, Program Coordination Services for JCS Client Rehabilitation Services, \$140,000

SHIP, Employer of Record and Program Coordination Services for JCS Programming, \$640,000

SHIP, Program Coordination Services for DCAT Project Coordination, \$80,000

SHIP, Program Coordination Services for Transition/Reentry, \$48,000

Sub-total = \$908,000

HHS funded DCAT Contracts

SHIP, Implementation of Community Partnership for Protecting Children, \$20,000

SHIP, Fiscal Agent Services for HHS Native American Unit Wraparound, \$25,000

SHIP, HHS Tribal Liaison Services, \$125,000

SHIP, Fiscal Agent Services for HHS Client Wraparound, \$135,000

SHIP, Native American Programming, \$35,000

SHIP, Program Coordination Services for DCAT Project Coordination, \$25,000

Sub-total = \$365,000

Total = \$1,273,000

Contracted services and dollar amounts are subject to change. While there is still uncertainty with future funding, for services to continue from FY24 to FY25 without interruption, the contracting process will need to be implemented now. If funding is not available or is reduced, contract amendments would be made accordingly.

|  |                   |                                  |   |
|--|-------------------|----------------------------------|---|
| <b>Propose the Motion – Tim Kacena</b> |                   | <b>Second Motion: Barb Small</b> |   |
| <b>In Favor: 13</b>                    | <b>Opposed: 0</b> | <b>Abstaining: 0</b>             | <b>Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></b> |

E. Sky Ranch / BTB Partnership – Behavioral Interventionist  
**Behavioral Coordinator**

Matt Ohman

This full-time position will be a one-year pilot project and will be housed with and supervised by Sky Ranch Behavioral Services, in partnership with Beyond the Bell. The position will work with at-risk youth in the Sioux City Community School District’s middle schools and elementary schools during the school day, and will utilize Beyond the Bell afterschool time to meet with groups of students and conduct family engagement activities benefitting the student and their families, while also considering that time as part of Beyond the Bell’s middle school program. The position will focus on African American/Black students and families but will serve all students in need. The position will work alongside the Beyond the Bell family engagement team to help plan and participate in those events. This position will be partially funded with Beyond the Bell’s 21<sup>st</sup> Century grant funds from North Middle, West Middle and some elementary schools (if applicable), with supplemental funding coming from Beyond the Bell administrative funds or Stabilization funds from 7/1/24 – 6/30/25. Sustainability will be sought to continue the position beyond the pilot year.

|  |                   |                                    |   |
|--|-------------------|------------------------------------|---|
| <b>Propose the Motion – SHIP Executive Committee</b> |                   | <b>Second Motion: Karen Mackey</b> |   |
| <b>In Favor: 12</b>                                  | <b>Opposed: 0</b> | <b>Abstaining: 1</b>               | <b>Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></b> |

F. 2024 Audit proposal

Mindy Baylor

While SHIP’s annual audit was bid for a 3-year contract in 2023 (Fiscal Year 2023 was Year 1 of 3), there were several factors contributing to a the need for a new bid for Year 2. The Board had several questions and decided to table this until more information was made available for potential additional costs. This will be brought back for a vote at a future meeting.

|   |                   |                                    |   |
|---|-------------------|------------------------------------|---|
| <b>Propose the Motion to table agenda item F – SHIP Exec. Committee</b> |                   | <b>Second Motion: Karen Mackey</b> |   |
| <b>In Favor: 13</b>   | <b>Opposed: 0</b> | <b>Abstaining: 0</b>               | <b>Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></b> |

G. Accounting system transition

Mindy Baylor

SHIP is currently using QuickBooks Desktop for our Finance and Payroll management. Since the summer of 2023, we have experienced many issues with payroll and data files, which in turn took very many staff hours to resolve.

To decrease our risk of a compromised file using the Desktop version of QuickBooks, we are looking to upgrade to QuickBooks Online Advanced and Elite Payroll to be in place July 1<sup>st</sup> 2024.

We will be upgrading our Financials and Payroll, as well as adding Time Tracking.

We are currently paying:

|                       |                        |
|-----------------------|------------------------|
| QuickBooks            | \$ 8,196               |
| Right Networks        | \$ 869                 |
| Easy Clocking         | <u>\$ 5,400</u>        |
| <b>Total Annually</b> | <b><u>\$14,465</u></b> |

Moving to QuickBooks Online Advanced and Elite Payroll:

Moving to this model, we can get rid of Right Networks and Easy Clocking shown above.

|                      |          |            |         |
|----------------------|----------|------------|---------|
| 1 <sup>st</sup> year | \$15,277 | Additional | \$ 813  |
| 2 <sup>nd</sup> year | \$17,910 | Additional | \$3,445 |

|  |                   |                                      |   |
|--|-------------------|--------------------------------------|---|
| <b>Propose the Motion – SHIP Executive Committee</b> |                   | <b>Second Motion: - Karen Mackey</b> |   |
| <b>In Favor: 13</b>                                  | <b>Opposed: 0</b> | <b>Abstaining: 0</b>                 | <b>Motion Carries: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></b> |

**3. Discussion Items**

a. Director’s Report

Matt Ohman

**Director’s Report – March 2024**

**Senator Joni Ernst Visits SHIP**



On April 22nd, SHIP hosted Senator Ernst and her team at SHIP’s main office and also took her to a Beyond the Bell afterschool site. Senator Ernst visited with students, SHIP / BTB staff and Sioux City Community School District administration at Hunt A+ Arts Elementary School, then listened to a presentation about SHIP’s many programs. The Senator stated that she was surprised by how much SHIP does and is involved in. Many thanks to Ernst aide Kolby DeWitt for setting this visit up! Several of Iowa’s State Representatives also attended the meeting at SHIP.

**D.C. Trip with the Siouxland Chamber**

Kerri and I traveled with the Siouland Chamber of Commerce for their annual legislative trip to D.C. to meet with our Congressional leaders April 17th – 19th. We got to meet and mingle with our fellow Chamber members – SHIP Board membera Treyla Lee and Alex Watters and former Board member Kristie McManamy, and many others. Overall, it was a great opportunity for advocacy and to learn about the many issues our country is currently dealing with – exceptional presentations on online security and cyberattacks, the national deficit (terrifying) and immigration were very educational. We were also treated to a special tour of the Senate “baths” by Kolby DeWitt!



### **Women Aware’s Women of Excellence Awards**



Jessica Ryan (SHIP Board Chair) and Val Uken (Urban Native Center, SHIP partner agency) were both honored with awards at the Women of Excellence banquet on Friday, March 22nd. Erin, Kim J., Terry Medina, SHIP Board member Karen Mackey, and several employees and supporters of UNC were present. It was great to see SHIP so heavily recognized and represented at this event in acceptance speeches and in attendance!

## Siouxland Community Health Banquet



Heartland Counseling Services Gala On Saturday, March 23rd, Kerri, Joli, Tami, Mindy, Kim B and I attended Community Health's annual banquet, in support of SHIP employee JoAnn Gieselman (Growing Community Connections). JoAnn was awarded the George Boykin Good Citizen Award! Former KC Chiefs running back Christian Okoye entertained us as the guest speaker, and all of us enjoyed "cuisine from around the world".

## Heartland Counseling Services Gala



SHIP Board member Gary Niles and JoAnn Gieselman (again!) were honored by Heartland Counseling Services at their annual Gala on April 12th. Gary Niles received the Kermit Dahlen Dedication to Substance Use Award, while JoAnn was honored for her advocacy for behavioral health. I attended alongside Tami, Joli, Kim B, Kim J, Kerri and Scotty Colt (BOOST GO). Gary Niles gives a great, long acceptance speech – give him more awards or a standup routine!

## Meeting one on one with SHIP Board members

Every year, one of my goals is to meet with each SHIP Board member one on one, whether that's over lunch, coffee or just an in-person meeting. I've recently met with David Schmiedt, Alex Watters, Alison Polley (who brought a new Board candidate with her), and Dr. Kim Buryanek. If you haven't had a one-on-one with me yet, please contact me to schedule one!

b. Siouxland Street Project

Matt Ohman



The Siouxland Street Project Community Meeting was held Tuesday, May 14<sup>th</sup> at the Sioux City Public Museum. The consensus was that that the homeless situation downtown has become more aggressive. This meeting was facilitated by Deb Burnight with the focus on solutions. The group divided into 3 sub-committees of areas of concern:

- Intensive case management
- Crime issues
- Relocation of services

The group reconvened to discuss next steps for the Street Project Coalition to further investigate.

- c. Finances Mindy Baylor  
Mindy shared financials for the entire organization through 4/30/24.

- d. Overtime rules change Joli Gehring  
**The U.S. Department of Labor will increase the minimum salary requirements for exempt/salary employees in two stage over 6 months: the standard salary level will increase from \$684 a week (\$35,568 per year) to \$844 per week (\$43,888 annually) effective July 1, 2024 and then \$1,128 per week (\$58,656 annually) effective January 1, 2025.**

**This increase will affect a few SHIP employees on July 1<sup>st</sup>, and even more on January 1,2025. Employees under the exempt minimum salary will be required to earn overtime. SHIP will work on a plan with programs and supervisors to either move affected employees to non-exempt status, or increase salaries to the minimum amount.**

- e. Beyond the Bell update Jenna Andrews  
Beyond the Bell partnered with the Iowa Extension Master Gardeners to host a fun filled night for families at our 21st CCLC locations. We had roughly 35 families attend, and they learned how to plant and take care of a mixture of vegetables, flowers, and herbs. Each family was then able to take their pots home. This partnership will continue throughout our summer program.



**4. Future Agenda Items**

- a. June is the annual meeting (new Board members)

**5. Communications and Other Audiences**

**6. Adjourn**

**Upcoming SHIP meetings & events:**

**Friday, June 21, 2024**

**SHIP Executive Committee Meeting  
SHIP Board Meeting**

**11:00 AM – 12:00 PM      SHIP office  
12:00 PM – 1:00 PM SHIP office**

