



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

May 19, 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 Members Present in-person:

Tom Bouska, Shelley Conover, Tim Kacena, Karen Mackey, Rex Mueller, Jessica Ryan, David Schmeidt

Board Members Present via ZOOM:

Rocky DeWitt, Leah Knapp, Shelia Martin, Allison Polley, Barb Small

Board Members Absent:

Suzanne Allen, Dr. Kim Buryanek, Dan Bittinger, Gary Niles, Matthew O’Kane, Alex Watters, Pastor Neil Wehmas

Staff In person:

Mindy Baylor, Erin Binneboese, Joli Gehring, Kerri Hall, Tami Nielsen, Matt Ohman, Abby Kempema (Beyond the Bell)

Staff Absent:

Kim Jenkins

- |   |                     |
|---|---------------------|
| <b>1. Call to Order</b>                 | <b>Karen Mackey</b> |
| <b>2. Action Items</b>                  | <b>Karen Mackey</b> |
| A. Consensus Agenda                     |                     |
| o SHIP Board Minutes – 4-21-2023        |                     |
| o Committee Reports:                    |                     |
| o Executive Committee Minutes – 4-21-23 |                     |
| o Bank Activity – April 2023            |                     |
| o Consolidated Financials – March 2023  |                     |

**Tom Bouska motioned to approve the Consensus agenda.**

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

**Number of In-Person Voting SHIP Board Members Yes 7 No 0**

**Number of Present Voting SHIP Board Members via ZOOM  
Yes 5 No 0**

Mindy discussed financials and asked what the Board would like to see. The current Consolidated Financials and Bank Activity reports may not accurately depict the current financial picture of the organization. She asked about providing something different, listed by program. Erin asked for suggestions as to what is most important, and some suggested by program. Mindy indicated she would work on providing something new for their input.

**B. Early Childhood Iowa Fiscal Year 2024 funding recommendations**

**Kerri Hall**

SHIP Early Childhood Iowa Annual Community Grant Review Meeting was held on May 4, 2023 and the recommendations are as such:

Brian Burnight motioned to approve Option 3 using allowable funds and allocating remaining funds equally to School Ready Applicants.

Amending to include the move of the SDHD % increased to be transferred to their I-Smile program.

Miyuki Nelson 2<sup>nd</sup> all approved

Grant Review Committee agreed that all potential carry-over from FY23 be allocated to the Preschool Scholarships.

Distribution of funds: The amount of Early Childhood funds received is based on a percentage of the average number of monthly statewide Family Investment Program (FIP) cases for families with children ages 0-5 in the preceding state fiscal year. Iowa Code section 256I.11(4)(b) describes the formula used to distribute Early Childhood funds.

The formula is:

- 5% of the appropriation is distributed equally among all 99 counties
- 35% of the appropriation is distributed based on the percent of the population in the ECIA that is age 0-5
- 60% of the appropriation is distributed based on the percent of the population in the ECIA that is age 0-5 and at or below 185% of the poverty level

Leah Knapp, who also serves on the ECI Grant Review Committee, shared that all programs need funding and it was nice not to have cut and give them more than prior years. ECI funding was historically increased every year

until 2008, when it began being flat-funded each year, which resulted in less funds for SHIP's ECI-funded programs.

**The ECI Grant Review Committee motioned to approve the Early Childhood Iowa Fiscal Year 2024 funding.**

**Tom Bouska 2<sup>nd</sup> Motion carried**

**Number of In-Person Voting SHIP Board Members Yes 5 No 0**

**Number of Present Voting SHIP Board Members via ZOOM  
Yes 7 No 0**

C. Beyond the Bell office renovation bids

**Abby Kempema**

Matt shared bids that were reviewed with the Executive Committee for renovations to the Beyond the Bell administrative office at 2500 Glenn Avenue (across the parking lot from the SHIP office).

Abby shared that the renovations originated with getting windows. When looking at things – BTB does not have enough offices for staff that need individual offices. Currently Abby and Jenna are sharing an office. They currently need 3 more offices. The back part of the office is more like a warehouse with a semi garage door. That area is good for storage. They started a caring closet for students and families, and would like to grow it as well. Families could come in the back door which would be more private. Carpet/paint need to be updated, everything more welcoming for parents coming to the office. Another update catered to families visiting the office is a drop box located outside when the office is closed (so parents can drop off payments) and a small computer lab for staff to help families fill out Beyond the Bell applications.

BTB will be using Iowa Department of Health and Human Services (IHHS) Stabilization funds that were awarded to child care providers during after the pandemic to fund these renovations. There is currently a surplus of funds available. To date, the funds have been used in helping staff/students at sites: new supplies, games, arts and crafts, STEM items (about \$10K was used for supplies at each site). These funds were also used for staff retention bonuses, and to increase wages.

Two bids were procured by the landlord with Walnut Acres: Pelzer Construction (\$75,344) and Corey Frye (\$65,508.10). Frye did all of the renovation work for the SHIP office last year.

**SHIP Executive Committee motioned to approve Corey Frye's bid of \$65,508.10 for the BTB administrative office renovations.**

**Sheila Martin 2<sup>nd</sup> Motion carried**

**Number of In-Person Voting SHIP Board Members Yes 7 No 0**

D. Adoption of federal Holidays

**Matt Ohman**

SHIP currently offers its employees eleven holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Day After Christmas

State and Federal employees also get eleven holidays, but some are different.

SHIP would like to add Juneteenth and Native American Day as holidays to acknowledge and celebrate the historical and cultural value of these holidays, as well as to show appreciation for employees and the community we serve, both of which are becoming more and more diverse. Both of these holidays are recognized as Federal holidays.

To ensure SHIP stays as consistent as possible with the number of state and Federal holidays offered, Good Friday (which is not recognized by the State or the Federal government as a holiday) would be eliminated, taking the number of SHIP-recognized holidays down to 12. (Employees wishing to celebrate Good Friday would be encouraged to take vacation or PTO, though most employees celebrate on Easter Sunday).

Matt stated that a lot of employees have been asking about adding Juneteenth in particular. He distributed a flyer from Siouxland Magazine featuring longtime SHIP collaborator Flora Lee (who passed away last month) and a high school student expressing the importance of Juneteenth.

Karen Mackey stated that SHIP adding these holidays would be responsive to our employees and the people we serve, and that it would be the right thing to do.

One concern was that SHIP should follow the state of Iowa's holiday schedule, since much of SHIP's funding comes from the state.

The counter was that today, much of SHIP's funding comes from Federal grants, likely over half. (A breakdown of the funding will be presented at next month's meeting).

Mindy stated that in South Dakota the Governor gives an administrative day due to state employees not getting much of a wage increase. This year Iowa's Governor also gave additional days between Christmas and New Years.

Matt added that since SHIP is an employer of record for other organizations (including HHS and JCS), employees at other locations are encouraged to get permission from supervisors before taking a SHIP holiday – if they are asked to work those days, they just bank them to use at another time.

**Jessica Ryan made a motion to accept the two new holidays in exchange for removing Good Friday.  
Tim Kacena 2<sup>nd</sup>**

The following discussion and recommendations occurred before the vote:

- It should be consistent with what the state's holidays are. Since SHIP is significantly funded through the State it should be the same.
- Remove Good Friday and day after Christmas and replace with Juneteenth and Native American Day.
- Add floating holidays.
- Table with new proposal

#### **Roll call Vote on Motion on Table**

##### **In Person:**

**Karen Mackey – Yes  
Tom Bouska – No  
Tim Kacena – Yes  
Shelley Conover – No  
David Schmeidt – No  
Jessica Ryan – Yes  
Rex Mueller – No  
Motion failed**

##### **On Zoom**

**Leah Knapp - No  
Allison Polley - No  
Barb Small - No  
Sheila Martin - No  
Rocky DeWitt - No**

**Number of In-Person Voting SHIP Board Members            Yes    3            No 4**

**Number of Present Voting SHIP Board Members via ZOOM    Yes 0            No 5**

**Tom Bouska made a motion to have a subcommittee put together an alternate proposal for next month**

**Rex Mueller 2<sup>nd</sup>            Motion carried**

**Number of In-Person Voting SHIP Board Members            Yes    7            No 0**

**Number of Present Voting SHIP Board Members via ZOOM    Yes 5            No 0**

**Jessica Ryan will Chair the committee – Rex Mueller, Tim Kacena and Barb Small will serve on the committee.**

**E. DCAT Fiscal Year 2024 funding recommendations** **Erin Binneboese**

Two transfer letters were discussed in Executive Committee.

**SHIP Executive Committee motioned to approve the transfers.**

**Tom Bouska 2<sup>nd</sup> Motion carried**

**Number of In-Person Voting SHIP Board Members Yes 5 No 0**

**Number of Present Voting SHIP Board Members via ZOOM  
Yes 7 No 0**

**Board Education – Decategorization (DCAT)** **Erin Binneboese**

Erin talked about the history of DCAT. Tom Bouska added that it came about in the late 80's looking at how can state incentivize creative programming that produces results and includes local decision-making. The program was started as a pilot project with Woodbury being one of the leaders.

This year there will be no child welfare funds going into DCAT. Currently SHIP is at a crossroads on the future of DCAT.

**3. Discussion Items**

**A. Beyond the Bell updates** **Abby Kempema**

As of today – no update to enrollment to school year numbers. Last day of school year for South Sioux City is today (5/19), Bishop Heelan is May 24 and Sioux City is May 26.

Summer site Update:

Liberty – 7 spots open - 174 enrolled cap 181

Mside 7 spots open - 84 enrolled 91 cap

Harney – capped at 165

BTB is In the process of opening up fall enrollment. There is a new system for parents to register (Playground). BTB used Playground for summer and will also use it for school year, opening next week in groups. All students will go onto a waitlist which allows BTB to have more communication with parents. BTB is opening earlier

and will start hiring earlier. Sites will open up for school year as sites become staffed.

The last family night will be on May 18 for all schools at an Explorer's game with 970 tickets being given to families to attend.

## B. Director's Report

**Matt Ohman**

### ***21<sup>st</sup> Century Grant Award***

We were notified on May 1<sup>st</sup> that we had been awarded the Iowa 21<sup>st</sup> Century grant that we applied for last fall (Board approved at November's meeting). This grant will award \$128,400 annually for 5 years to Beyond the Bell's program at Unity Elementary. We will serve 60 students during the school-year, and 30 students during summer program. Program partners include the SCCSD, Food Bank, SCPD, United Way, Morningside University, Woodbury County Extension and Boy Scouts of America. Our grant application ranked #2 of the 10 grants that were awarded funding. Many thanks to Abby Kempema, our in-house 21<sup>st</sup> Century grant writer at Beyond the Bell, for another very successful application!

### ***Afterschool Professionals Appreciation***

The week of April 24<sup>th</sup> – 28<sup>th</sup> was Afterschool Professionals' Appreciation week. We celebrated by joining the Beyond the Bell staff at their office for a catered lunch from Aggie's on Tuesday the 25<sup>th</sup>.

### ***Finances, Federal Reports, drawdowns and etc.***

I spent the entire month of April as SHIP's interim Finance Director as well as its Executive Director. I was quickly thrust into the world of federal finance reports, cash drawdowns, Webgrants and Amazon orders. I became the final approval on all financial transactions in the agency. Countless hours were spent on the phone with various federal "help" desks that really didn't live up to their name. Transitioning an employee out of the organization and adding others to perform these important tasks was a huge undertaking. I had a lot of support from SHIP's accounting team – Kim Jenkins and Tami Nielsen, as well as our HR Director Joli Gehring. All three stepped up in a major way to help me in the transition. I'm also thankful that we are contracting with Hentjes Conner & Williams to bridge the gap.

### ***SHIP welcomes Mindy Baylor, our new Finance Director***

Mindy began her position at SHIP on Monday, May 1<sup>st</sup>. It has been a seamless transition, as she has learned very quickly and is already comfortable with me moving over many of the financial work to her.

### ***Celebrating the life of Flora Lee***

A longtime community partner and friend of SHIP's, Flora Lee, passed away unexpectedly the last week of April. Kerri, Kim and I attended her prayer service and funeral. In the last few months, I had been working with Flora on a project that would have provided outreach to African American students and families in the Beyond the Bell program. This had been delayed from this school year to potentially next fall. I will be following up with Flora's daughter Treyla to hopefully make this a reality in the 2023-24 school year. Flora will be greatly missed, she has always been a great asset to SHIP and the programs we provide in the community.

### ***Iowa Afterschool Alliance Meeting***

Jenna and I traveled to Fort Dodge on Monday, May 8<sup>th</sup> to attend the Afterschool Alliance's northwest Iowa community meeting. Program providers and 21<sup>st</sup> Century grant recipients from northwest Iowa attended, as well as statewide partners like United Way and Child Care Resource & Referral. The Alliance had asked me to attend as a member of the IAA Strategic Leadership Team (I've been on this "board" for about 5 years now). We had an open discussion about recent challenges and successes with our programs. Topics included staffing shortages, incorporating STEM activities into program, summer program, ESSER funds, rural program challenges and lack of transportation. It was a good meeting, and the Alliance will be sending a survey out to all afterschool programs across the state, will compile results and share those at the Impact conference this fall.

### C. Success Stories

**Matt Ohman**

Three separate success stories were shared in the packet from Beyond the Bell, Sky Ranch and ECI.

#### 4. Future Agenda Items

SHIP's annual election of new Board members and Officers (Exec. Committee) will occur at next month's meeting.

#### 5. Communications and Other Audiences

Tom Bouska commented this community has been a leader working with the Native American community and that is now spreading state-wide. Also out of this group is our Native Unit. Polk County is now starting one which is a tribute to this community. Karen Mackey has been a leader here. We now have a peaceful Memorial March to Honor Lost Children. Thank you to the community.

Kerri added that SHIP has been invited to present at the ECI State Board Meeting on June 2.

Kerri also indicated that Rex Mueller is our current ECI delegate and we will have this as a future agenda item.

#### 6. Adjournment

#### Next Board Meeting:

Friday, June 16, 2023

Executive Committee 11:00 AM – 12:00 PM

Board of Directors 12:00 PM – 1:00 PM