



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

August 19, 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: Rocky DeWitt, Tim Kacena, Karen Mackey, Mark Monson, Pastor Neil Wehmas

Present via ZOOM:

Suzanne Allen, Dr. Kim Buryanek, Shelley Conover, Shelia Martin, Matthew O’Kane, Jessica Ryan, Barb Small, Senator Jackie Smith

Absent: Tom Bouska, Leah Knapp, Rex Mueller, Gary Niles, Allison Polley, Alex Watters

Staff In person:

Erin Binneboese, Joli Gehring, Kim Jenkins, Tami Nielsen, Matt Ohman, Gary Fuentes (BOOST)

Staff via ZOOM:

JoAnn Gieselman, Kelsey Keane

Absent: Jenna Andrews, Kerri Hall

1. Call to Order Karen Mackey

2. Action Items Karen Mackey

A. Consensus Agenda

- SHIP Board Minutes – 6-17-2022
- Committee Reports:
 - Executive Committee Minutes – 6-17-2022, 7-15-2022
 - Bank Activity – June & July 2022
 - Consolidated Financials – May & June 2022

Rocky DeWitt motioned to approve the Consensus agenda.

Mark Monson 2nd 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

Tim Kacena arrived 12:06

B. DCAT Recommendations Erin Binneboese

Amendment to DCAT1 18-033, Native American Programming. Dollars are being added to this contract due to an increased need for services, activities, and resources in the community. The new dollar amount of this contract will be \$35,000.

SHIP Executive Committee motion to approve the DCAT recommendations.

Suzanne Allen 2nd Motion carried

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

Number of Present Voting SHIP Board Members via ZOOM
Yes 8 No 0

C. ECI Recommendations Matt Ohman

SHIP Early Childhood Iowa Delegate

Kerri Hall, the SHIP Early Childhood Iowa Director, is asking for a motion and approval from the SHIP Board of Directors for the selection of the Association of Early Childhood Iowa Area Boards and Advocates (AECIAB&A) fiscal year 2023 Delegate. Kerri has selected Rex Muller, Chief of the Sioux City Police Department for this role. Upon Board approval, Chief Muller will immediately take on this role and the updates will be made within the AECIAB&A structure

SHIP Executive Committee motioned approve the ECI recommendations.

Tom Kacena 2nd Motion carried

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

Number of Present Voting SHIP Board Members via ZOOM
Yes 8 No 0

D. Crisis Management Policy Matt Ohman

Matt shared a draft policy with the Board. SHIP's insurance carriers are encouraging a policy on sexual abuse and molestation, if such an event occurs:

Sexual Abuse / Molestation

SHIP has a zero-tolerance policy for any sexual abuse committed by an employee, provider, volunteer, client, or any other third party. Sexual abuse or molestation takes the form of inappropriate sexual contact of a criminal nature or interaction for the gratification of the individual who is responsible for the care of the individual. Sexual abuse includes sexual assault, exploitation, molestation, or injury.

Any suspected sexual abuse should be reported immediately to an employee's immediate supervisor, SHIP's Human Resource Department, and the SHIP Executive Director. Employees should be advised that SHIP will maintain the strictest confidentiality regarding this matter, but the confidentiality of the victim/accuser and/or accused cannot be guaranteed in all circumstances and that other members of SHIP management may need to be involved to conduct a thorough investigation.

SHIP management (except in cases where members of the management team are implicated) will immediately investigate and document any complaint, protecting the identity of the complaining party, witnesses, and the individual alleged to have violated the policy, to the extent possible. A complaint made in good faith assures that the employee making the complaint shall be protected from any retaliatory action. Appropriate action will be taken if a violation of policy has occurred, up to and including termination of employment. Urgent actions needed to protect the alleged victim from imminent risk of harm will be taken as required. This may include emergency services to undertake a medical examination.

Any incidents of sexual abuse reasonably believed to have occurred will be reportable to the appropriate law enforcement and regulatory agencies. Additionally, all incidents will be reported to SHIP's attorney, insurance agent and members of the SHIP Executive Committee. Any partners involved in programming may be notified with an appropriate level of communication. In the event the alleged victim is a minor, the legal guardians will be notified of the incident. False accusations will not be tolerated and will result in the same disciplinary action applicable to one found guilty of abuse. Any party knowledgeable of the alleged incident will be asked to maintain the strictest confidentiality regarding the incident, and any employee that breaks confidentiality will similarly face disciplinary action, up to and including termination.

All media inquiries will be referred to the Executive Director for a single point of contact.

SHIP Executive Committee motioned approve the Crisis Management policy with noted additions/changes to the 2nd paragraph.

Rocky DeWitt 2nd Motion carried

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

Number of Present Voting SHIP Board Members via ZOOM
Yes 8 No 0

Per Board discussion Matt will review all SHIP and BTB crisis policies and bring any that aren't covered to the September Board meeting for review.

- E. Sky Ranch Behavioral Services Matt Ohman
Matt requested this action item be moved to discussion.

Tim Kacena motioned to move action item E - Sky Ranch to discussion items.

Shelley Conover 2nd Motion carried

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

Number of Present Voting SHIP Board Members via ZOOM
Yes 8 No 0

3. Discussion Items

- A. Director's Report Matt Ohman

SHIP's New Office

SHIP has moved into our new office location! During the last week of July, we moved from our sole location since SHIP's inception within Northwest AEA to our new office at 2540 Glenn Avenue (located in Morningside in the Hillcrest Shopping Center). We are directly across the parking lot from the Beyond the Bell administrative office, and kitty-corner from our storage space. We are still getting settled in and will likely be shifting things around to accommodate future Board meetings. Every staff member now has their own office, and new furniture.

Board Member Lunches

Every year one of my goals is to meet with each SHIP Board member for a one-on-one lunch. In June I met with outgoing Board Chair Mark Monson and incoming Board Chair Karen Mackey on June 16th, outgoing Board member Dr. Paul Gausman and current Board member Dr. Buryanek (along with Kerri) on Monday, June 20th and outgoing Board Treasurer Jim Gobell on June 30th.

BOOST Growth Opportunities (GO)

In late June, SHIP was notified by the U.S. Department of Labor that we were awarded a new Reintegration of Ex-Offenders (REO) grant from the Employment and Training Administration – BOOST Growth Opportunities (GO, for short) will serve 180 young adults - 18-24 years old that have had involvement with the juvenile justice system, adult corrections, or (with new eligibility criteria) are at-risk of offending or reoffending.

This is great news for SHIP and for this population that have so few other options – our previous BOOST grant ended June 30th. The grant started July 1st, and will be

in a planning period until September 30th. So far, we have re-hired our two remaining program staff – Gary Fuentes as Program Director and Steve McGrory as Lead Case Manager (both in the same roles they served last grant). We have been busy over the last few months interviewing for two more full-time positions: another Case Manager and Employer Outreach Coordinator / Case Manager. We hope to have these new positions filled by September 1st. Participants will begin enrolling in the program on October 1st .

The program budget is \$1,999,992 through December 31, 2025. We are contracting with Sky Ranch to serve as our Violence Prevention partner – all participants will receive evidence-based mentoring via the MVP (Mentors in Violence Prevention), a training that was provided in July to BOOST and Sky Ranch staff, as well as several of our partners.

We are also partnering with area employers – Unity Point / St. Luke’s (and St. Luke’s College), Hirschbach, the Carpenter’s Union, Sabre, Seaboard Triumph, Tri-State Drywall, Global Foods and Crittenton Center (Stella Sanford Child Development Center). We will add more employers as we move forward.

Beyond the Bell Full Service Community Schools

Matt shared that this item has changed: The Iowa Department of Education has decided not to apply, but will consider doing so next fall.

SHIP was approached by 21st Century (of Iowa Dept. of Ed) to participate in a grant opportunity for full service community schools. We are in beginning stages of a consortium involving other schools and programs across the state. SHIP will be required to submit two BTB programs - BTB staff has reached out to the principals at Hunt and Liberty and they are very interested. The grant would allow for full-time staff at both programs to provide students and families with a wide range of opportunities and services, depending on the needs at those schools. These services would compliment and enhance the afterschool program, but can also be used to offer access to the program for students. More info on this will be brought to the Board in the near future.

B. Finance Report

Kelsey Keane

Finance Updates:

- We have confirmed our audit with KRP to be conducted during the first two weeks of November 2022. I’m exploring options with Becky George at KRP to determine if there are viable options for an extension to the RFP and proposal.
- We developed and implemented a new profit/loss chart of accounts in our financial software. I am extremely confident in the cleanliness of financial reporting moving forward. The compilation of schedules for the audited financial statements will better represent program and fiscal activities. A transitional year will occur in which comparative financials will require additional considerations and reconciliations.

- We continue to close out year-end financial statements of individual programs and funding streams. Subsequent activities through September 30, 2022, may have implications for year-end financial statement presentation.
- We are diligently working to build, enter, and implement FY2023 budgets across various programs. There are several contracts outstanding before full fiscal year execution can occur.

- **BOOST Program –**
 - o The quarter-end financial statements have been successfully submitted to the DOL. The final close-out report is due within 90 days of the grant term end (June 30, 2022) and will be completed in the next month. We expended 89% of the total grant funding from 07/01/2018 to 06/30/2022. BOOST was granted a 9-month period of performance extension that allowed the program to reach our goal of participants served and expend more of the available funds.
 - o We are implementing the new BOOST GO program and budget. Identified changes in the staffing pattern has caused us to deviate from the original budget, but we are discussing options within the parameters of the total grant award of \$1,999,992.

- **Beyond the Bell –**
 - o As referenced in prior months, role transitions have occurred at the Beyond the Bell program. Redefined roles should provide for better processes and procedures

C. Sky Ranch Behavioral Services

Revolving line of credit-

SHIP has established a revolving line of credit with the base principle of \$125,000 not to exceed \$200,000

Sky Ranch/SHIP has applied for a OJJP grant. Award announcements are set for September. SHIP will also continue financial discussions with the Sky Ranch Foundation.

4. Future Agenda Items

ECI Annual Report - September

5. Communications and Other Audiences

New office tour for Board members

SHIP office ribbon cutting

7. Adjournment

Upcoming SHIP meetings:

Friday, September 16, 2022

Executive Committee 11:00 AM – 12 PM

Board of Directors 12:00 PM – 1:00 PM