

Cedar Valley's Promise Board of Directors
January 21, 2021; 3:30 pm to 4:33 pm
Zoom Meeting
Board Minutes

Agenda Item	Summary
<p>1. Call Meeting to Order 3:32 p.m.</p>	<p>ACTION ITEM: Kate Petersen will call the meeting to order. Time Called to Order: 3:32 pm</p> <p>Members needed for Quorum = 6</p> <p>Members Present: Kate Petersen Felicia Smith-Nals Nancy Beenblossom Pat Harper Mladen Gledic Joanne Lane Matt Moore Jamie Schroeder</p> <p>Staff: Brenda Loop Guests: Tony Reed Sarah Boleyn</p> <p>Members Absent: Lew Everling Dan Trelka Halkeno Tura</p>
<p>2. Review and Approval of Meeting Agenda 3:32 pm</p>	<p>ACTION Item: Kate Petersen will ask for a MOTION to approve the agenda.</p> <p><i>Reference: 2021.01.21 CVP Board Agenda</i></p> <p>Motion: Motion to approve the agenda as presented</p> <p>Made By: Felicia Smith-Nals Seconded By: Pat Harper Board Discussion: None</p> <p>Outcome: Unanimously approved</p>
<p>3. Public Comment (limit of 5 minutes per person)</p>	<p>INFORMATION ITEM: Kate Petersen will ask if there is any public comment.</p>

<p>3:34 p.m.</p>	<p>Guests present will be asked to introduce themselves.</p> <p>Guest: Sarah Boleyn Guest: Tony Reed</p> <p>Public Comment: Sarah shared that providers are still going strong and waiting for the vaccine.</p>
<p>4. Approval of Minutes from November 19, 2020 Meeting 3:35 p.m.</p>	<p>ACTION ITEM: Kate Petersen will ask for a MOTION to approve the minutes of the November 19, 2020 meeting of the CVP Board as presented or as corrected based on Board discussion.</p> <p><i>Reference: 2020.11.19 CVP Board Minutes</i></p> <p>Motion: To approve the minutes as presented.</p> <p>Made By: Joanne Lane Seconded By: Pat Harper Board Discussion: none</p> <p>Outcome: Unanimously approved</p>
<p>5. Financials 3:36 pm</p>	<p>INFORMATION ITEM: Kate Petersen will ask the Board to review the financials provided before the meeting and ask if there are any questions.</p> <p>*Brenda became aware that when the Veridian account was set up by Carole, not all the accounts at the Community Foundation were closed. We have assets in the amount of \$4176.20. Do we want to leave the money there or combine with existing funds at Veridian?</p> <p><i>References:</i> <i>FY21 ECI Revenue and Expenditures (first worksheet called Revenue & Expenditures Overall)</i> <i>Veridian Statement</i> <i>Green Belt Bank Statement</i> <i>CJIDC Credit Card Statement</i> <i>2 Community Foundation Fund Statements</i></p> <p>1st Motion: To authorize Brenda to talk with providers about their allocated amounts and see if there is a need to adjust their allocation.</p> <p>Made By: Jamie Schroeder Seconded By: Joanne Lane</p> <p>Board Discussion: Brenda shared that some providers are needing to expend more funding than what has been allocated to them at this point in the year and yet some may not need as much.</p>

	<p>Outcome: Unanimously approved.</p> <p>2nd Motion: To close both Community Foundation Fund accounts and merge with Veridian account.</p> <p>Made By: Nancy Beenblossom Seconded By: Jamie Schroeder</p> <p>Board Discussion: This will be a total of \$4176.20 being transferred over to the Veridian account. Brenda will ensure there is no penalty for withdrawal prior to closing accounts.</p> <p>Outcome: Unanimously approved.</p>
<p>6. Review Second Quarter Reports from Contractors 3:54 p.m.</p>	<p>INFORMATION ITEM: Kate Petersen will ask the Board for any questions related to their review of the quarterly reports from contractors.</p> <p>Board Discussion: This information will be going out on CVP's website tomorrow then everyone can see it.</p>
<p>7. Performance Evaluation of Brenda Loop 3:55 p.m.</p>	<p>ACTION ITEM: Tony Reed will share the summary of responses for the performance evaluation of Brenda Loop. This evaluation will be used to determine possible pay increase at budget time for FY22.</p> <p>1st Motion: To accept the evaluation as presented of 96/100 of all Board members.</p> <p>Made By: Nancy Beenblossom Seconded By: Pat Harper</p> <p>Board Discussion: Tony shared that they usually do the evaluations in January and February as need to have them completed before budgets are made for the following year. The Boards average evaluation was 96/100. Many positive comments by board members. Brenda stated she is happy to be here and enjoys her job.</p> <p>Outcome: Unanimously approved</p> <p>2nd Motion: To give Brenda a 3% raise and she would go from \$25.25 hourly to \$26.01, which would start July 1, 2021.</p> <p>Made By: Pat Harper Seconded By: Joanne Lane</p> <p>Board Discussion: More positive comments on Brenda's performance and interactions and community involvement.</p>

	Outcome: Unanimously approved
8. Approve Forms for Preschool Scholarships 4:07pm	<p>INFORMATION ITEM: Kate Petersen will ask the board for any questions related to the forms provided regarding preschool scholarships.</p> <p>Board Discussion: 2 very small typos were adjusted by Brenda. CCR&R had sent invites out to providers to attend a meeting on scholarships. That meeting happened on January 13 and 5 programs were in attendance. Some programs could not meet at the assigned time. Brenda sent postcards out to the programs that could not attend and will ensure all providers have information about the scholarship program.</p>
9. 2 nd Reading of Proposed By-Law Changes 4:12 pm	<p>ACTION ITEM: Kate Petersen will review proposed changes to the CVP by-laws.</p> <p>Summary of proposed changes:</p> <p>Section 2.3-change address to Brenda’s home address</p> <p>4.3-change from 5 to 3 members requesting special meeting to match policy manual</p> <p>4.4-change current office posting to Waterloo Library</p> <p>6.4-remove two past chairpersons from Executive Committee</p> <p>7.7-remove the word annually from Community Plan (It’s not required annually from the state)</p> <p>Article XII-records accessed by requesting from director instead of listing office address</p> <p>Article XIII-added an approval date for 1/21/21; by-laws have to be presented at one meeting and approved at the next meeting so the earliest approval would be January, 2021 meeting.</p> <p><i>Reference: 2021.01.21 Proposed By-Laws</i></p> <p>Motion: To approve the bylaw changes as presented.</p> <p>Made By: Joanne Lane Seconded By: Pat Harper Board Discussion: Will be on the website tomorrow.</p> <p>Outcome: Unanimously approved.</p>
10. 2 nd Reading of Proposed Policy & Procedures Manual 4:14 pm	<p>ACTION ITEM: Kate Petersen will ask for a MOTION to approve the proposed changes to the Policy and Procedures Manual.</p> <p>Summary of Proposed Changes:</p> <p>Cover-add adoption date of 1/21/21</p> <p>Table of Contents-remove Section 5 Employee Handbook</p> <p>1.1.5 Board Officer Roles and Responsibilities-remove requirement for chair and vice-chair to be residents of Black Hawk County.</p>

	<p>1.1.11 Committees-in procedures, change appoint to request volunteers and/or appoint. Remove finance committee and add proposal review committee.</p> <p>1.2.1 Compliance with Open Meetings-change entrance of the office to the public bulletin board of the Waterloo Public Library near the Circulation Desk.</p> <p>1.2.2 Notice of Meetings-change CVP office to Waterloo library</p> <p>1.2.4 Special Meetings- change CVP office to Waterloo library</p> <p>1.4.1 Evaluating the ECI Community Plan-remove 2 county areas</p> <p>1.7 use of ECIA Name and Logo-change State ECI logo to CVP logo</p> <p>1.8 Expense Reimbursement for Board Members- add per mile</p> <p>1.10.1 Record Accessibility-remove office and add to contact coordinator, and add electronic options</p> <p>1.10.2 Record Retention, Storage, and Disposal-change record retention to the juvenile detention center</p> <p>2.2 Contracting with an entity or individual contractor-remove the word Decat</p> <p>2.3 Job Vacancies/Hiring/Selection Process-remove office assistant and make changes to follow hiring process of the employer of record.</p> <p>3.2 Process for Evaluating Programs and Awarding Funding-remove community members from review committee.</p> <p>3.6 Monitoring/Terms of Contract/Performance Measures/Financials-remove after first quarter and change to annually.</p> <p>3.7 Performance Review/On-Site-add language for virtual review.</p> <p>3.12 Closing out a contract-allow for electronic and physical records.</p> <p>4.1.3 Payment-change to monthly instead of semi-annually</p> <p>4.3.2 Processing of checks-the language is not applicable with the current fiscal agent</p> <p>4.4.1 Invoice requirements/Review/Deadline-update process to what is currently being done with CIJDC.</p> <p>4.4.3 Invoice/payment approval-Treasurer signs off on claims but not before being submitted for payment.</p> <p><i>Reference: 2021.01.21 Proposed Policy Manual</i></p> <p>Motion: To approve all Policy manual changes as presented.</p> <p>Made By: Nancy Beenblossom Seconded By: Matt Moore Board Discussion: These will be on the website tomorrow.</p> <p>Outcome: Unanimously approved</p>
<p>11. Define Process for FY22 Contracting 4:15 pm</p>	<p>ACTION ITEM: Kate Petersen will review possibilities for FY22 Contracting. We can begin a new RFP for all contractors OR allow for renewal budgets of existing contractors and accept new applications for other interested organizations.</p>

	<p>Motion: To begin fiscal year 2022 with a new RFP.</p> <p>Made By: Jamie Schroeder Seconded By: Pat Harper</p> <p>Board Discussion: By doing a new RFP the Board and the Coordinator will be more aware of requirements of providers. Providers were already on year 2 or 3 of their contracts, so really time to do a new RFP.</p> <p>Outcome: Unanimously approved</p>
<p>12. Other Discussion or Sharing 4:27 pm</p>	<p>INFORMATION ITEM: Kate Petersen will ask if there is any additional discussion or sharing from attenders.</p> <p>Board Discussion: Brenda shared an overview of the Leadership classes she has attended. The classes were lectures, posts and weekly live sessions. Topics of the Women in Leadership course were: Building Strategies, Cultivating Resilience of the Imposter System and Negotiation and Conflict Resolution. She will be done with all 4 sessions this month.</p>
<p>13. Adjourn 4:33 pm</p>	<p>Motion: To Adjourn the Board Meeting</p> <p>Made By: Jamie Schroeder Seconded By: Joanne Lane</p> <p>Outcome: Unanimously Approved Time Adjourned: 4:33 pm</p>