



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

June 21, 2019

“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.

Present: Patty Andrews, Amy Bloch, Tom Bouska, Erica DeLeon, Brenna Franken, Jeff Hackett, Sally Hartley, Karen Mackey, Mark Monson, Rex Mueller, Gary Niles, Barb Small

Absent: Suzanne Allen, Dr. Kim Buryanek, Dr. Paul Gausman, Jim Gobell, Charlotte Gorter, Tim Kacena, Shelia Martin, Alison Polley, Keith Radig, Paster Russ Senstad, Pastor Neil Wehmas, Denise Winter

Staff: Matt Ohman, Kelsey Schomaker, Cheryl Engle, Erin Binneboese, Kerri Hall, Nancy Keairns, Kim Jenkins, JoAnn Gieselman

Guests: Jenna Andrews (Beyond the Bell)
Abby Kempema (Beyond the Bell)

1. Call to Order Erica DeLeon

2. Action Items Erica DeLeon

A. Consensus Agenda

- o SHIP Board Minutes – 5-17-19
- o Committee Reports:
 - o Exec Com. Minutes – 5-17-19
 - o DCAT Com Minutes –
 - o Ida County ECI Com. Minutes –
 - o Wd County ECI Com. Minutes –
 - o SHIP – Book of Business
 - o SHIP – DCAT Recordkeeper Book of Business

Amy Bloch motioned to accept the Consensus Agenda.

Barb Small 2nd Motion carried

Number of Present Voting SHIP Board Members Yes 12 No 0

- B. Board of Directors – election of officers Matt Ohman
 8 Board Members have first terms that end June 30, 2019 (Tom Bouska, Brenna Franken, Dr. Paul Gausman, Jim Gobell, Charlotte Gorter, Mark Monson, Keith Radig and Pastor Russell Senstad). All 8 Board members have agreed to continue for their second and final 3-year term – which will conclude on June 30, 2022.
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SHIP Executive Committee motioned to accept all first term Board members for a second term.

	Karen Mackey	2nd	Motion carried
Number of Present Voting SHIP Board Members	Yes 12		No 0

SHIP Executive Committee motioned to except the renewal of all Executive Committee Officers excluding Barb Small at her request.

Number of Present Voting SHIP Board Members	Yes 12	No 0
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- C. DCAT Recommendations Erin Binneboese

Woodbury County DCAT Recommendations

Transfer of Funds

1. Transfer of funds from JCS to Woodbury County DCAT in the amount of \$335,000 to be used to fund JCS DCAT Service contracts for SFY20.
2. Transfer of funds from Buena Vista County DCAT Board to Woodbury County DCAT Board in the amount of \$3,000 for DCAT Contract Coordination services.
3. Transfer of funds from Sioux Cluster DCAT Board to Woodbury County DCAT Board in the amount of \$3,000 for DCAT Contract Coordination services.

*Transfers will require a motion and a second

Tom Bouska motion to accept the DCAT recommendations.

	Karen Mackey	2nd	Motion carried
Number of Present Voting SHIP Board Members	Yes 12		No 0

- D. ECI Recommendations Kerri Hall

**Early Childhood Iowa
 Committee Recommendations
 June 20, 2019**

ECI Funding Increase Final Approval from ECI Board

SHIP’s Early Childhood Iowa Director is requesting board approval to allocate the 3.8% legislative increase (\$32,501) in Ida/Woodbury Counties’ Early Childhood Iowa School Ready funding stream. Board approval would proportionately appropriate funds back into all School Ready contracts up to their full original ask. Any excess funds will be distributed back into Preschool Scholarships as they have sustained the deepest cuts in recent years.

Amy Block motion to accept the ECI funding increase recommendations.

	Karen Mackey	2nd	Motion carried
Number of Present Voting SHIP Board Members	Yes 12		No 0

**Early Childhood Iowa
Committee Recommendations
June 20, 2019**

The Association of Early Childhood Iowa Area Boards

SHIP’s Early Childhood Iowa Director is requesting board approval for investment in The Association of Early Childhood Iowa Area Boards, an advocacy cooperative for Early Childhood Iowa at the state level.

The Association will organize and coordinate advocacy efforts, since ECI has received only one meaningful increase in the last 12 years and has received 18 million in cuts by the legislature since 2007. The cost for the association, which will hire a lobbying firm, would be 3% of the ECI administration funds allocated to SHIP - \$1,202 from FY2020 - or private donations as well as \$163 from other funds. All of the ECI Boards across the state are being asked to participate. It is up to individual Boards if they want to be a part of this effort or not. So far, 12 out of 38 ECI Boards across the state have agreed to participate, with many other Boards presenting this action item at their June and July Board meetings.

Amy Block motion to accept the ECI funding increase recommendations.

	Karen Mackey	2nd	Motion carried
Number of Present Voting SHIP Board Members	Yes 12		No 0

- E. Beyond the Bell 2019-20 Budget Kelsey Schomaker
Kelsey presented the 2019-20 School Year budget for Beyond the Bell.

	Admin	Bryant	Clark	Hunt	Irving	Leeds	Liberty	Loess Hills	Morning side	Nodland	Perry Creek	Riverside	Sacred Heart	Spalding Park	Sunny side	Unity	Middle Schools	Teachers	South Sioux City	Total
Revenue																				
Parent Fees		71,478	69,973					101,426	119,334	123,932	144,164	54,173	50,787	125,720	71,531	67,716	4,700			1,004,934
DHS Income		3,762	5,266		3,638	17,337	44,582	33,809	26,195	5,164	16,018	21,067	2,673	25,750	7,075	7,524	6,000			225,860
Summer Income		7,325	15,463		43,134	56,970	65,108	38,251	34,182	23,602	22,788	10,580		37,437	8,139	13,021				376,000
Grant Revenue				70,816	102,658	102,658	98,550													202,500
At-Risk Title Funds																	60,000	88,000		148,000
Other Income	35,960																		24,300	25,000
	35,960	82,565	90,702	70,816	149,430	176,965	208,240	173,486	179,711	152,698	182,970	85,820	53,460	188,907	86,745	88,261	95,000	88,000	227,500	2,417,236
Expense																				
Contracted Services	5,000																			5,000
Equipment	10,000																			10,000
Rent	31,700																			31,700
Supplies	13,770	2,427	3,824	6,000	6,525	6,525	1,038	8,876	8,627	6,121	6,252	2,806	600	9,606	2,597	3,315	9,870			30,800
General	45,275	1,186	1,798		1,388	1,833	2,095	2,131	2,000	3,020	5,583	940	1,000	2,105	2,062	1,019				73,435
Professional Development	3,600			3,541	5,133	5,133	4,905													3,000
Evaluation	250	50	50	1,200	4,718	4,718	1,260	50	50	50	50	50	50	50	50	50				7,500
Payroll/Benefits	439,160	59,822	44,925	53,505	100,086	108,181	121,299	87,085	89,055	65,478	76,732	36,612	22,619	97,771	40,092	43,134	76,530	88,000	137,695	1,787,781
Staff Travel	3,650	203	366	255	361	376	392	341	336	325	324	211	200	240	309	214				8,103
Transportation	1,900			2,774	5,987	5,987	2,915													33,505
Administration	0			3,541	5,133	5,133	4,905										3,600			15,000
Other Costs	518,345	36,411	36,411		15,000	30,000	36,411	36,411	36,411	36,411	36,411	36,411	36,411	36,411	36,411	36,411	36,413			0
	35,960	100,099	87,374	70,816	144,331	167,886	175,220	134,894	136,479	111,405	125,352	77,030	60,880	146,183	81,521	84,143	126,413	88,000	227,500	2,181,486
Net Income/Loss	0	-17,534	3,328	0	5,099	9,079	33,020	38,592	43,232	41,293	57,618	8,790	-7,420	42,724	5,224	4,118	-31,413	0	0	235,750

Mark Monson motioned to accept the Beyond the Bell budget.

Karen Mackey 2nd Motion carried

Number of Present Voting SHIP Board Members Yes 12 No 0

F. Personnel Policies

Kelsey Schomaker

Non-Discrimination Policy

Compliance with Equal Employment and Affirmative Action Provisions. The Agency shall comply with all provisions of federal, state and local laws, rules, and executive orders which apply to insure that no client, employee, or applicant for employment is discriminated against or harassed because of race, color, national origin, religion or creed, age, disability status, genetics, protected veteran status, political affiliation, sex (including pregnancy), sexual orientation, gender identity or expression, or any other protected characteristic.

SHIP prohibits discrimination in recruitment and hiring, job assignments, pay, leave or benefits, promotion, demotion, transfer, discipline, referrals, training, lay-off, termination of employment, harassment, and retaliation for a civil rights claim.

All vendors/contractors who are the recipients of Organization funds, or who propose to perform any work or furnish any goods under agreements with SHIP, shall agree to these important principles:

1. Vendors/contractors will not discriminate against any employee or applicant for employment because of race, color, national origin, religion or creed, age, **disability status, genetics, protected veteran status, political affiliation**, sex (including pregnancy), sexual orientation, gender identity **or expression, or any other protected characteristic** that is a bona fide occupational qualification reasonably necessary to the normal operation of the vendors/contractors.
2. Vendors/contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisement and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

Equal Employment Opportunity

~~SHIP is an equal opportunity employer and will not discriminate against employees or applicants. All employees and applicants will not be discriminated against or treated differently because of perceived race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, marital status, veteran's status, genetic information, political affiliation or other protected classifications.~~

SHIP is an equal opportunity employer and all employees and applicants will not be discriminated against, **harassed**, or treated differently because of race, color, national origin, religion or creed, age, **disability status, genetics, protected veteran status, political affiliation**, sex (including pregnancy), sexual orientation, gender identity **or expression, or any other protected characteristic**.

SHIP prohibits discrimination in recruitment and hiring, job assignments, pay, leave or benefits, promotion, demotion, transfer, discipline, referrals, training, lay-off, termination of employment, harassment, and retaliation for a civil rights claim.

Harassment

SHIP is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, SHIP expects all relationships among employees, staff members, customers or agents will be professional and free of any bias, prejudice or harassment based on race, color, national origin, religion or creed, age, **disability status, genetics, protected veteran status, political affiliation**, sex (including pregnancy), sexual orientation, gender identity **or expression, or any other protected characteristic**.

Harassment is broadly defined to include any conduct which is personally demeaning or offensive and tends to equate a person's worth to their gender, race, religion, age disability

status, or other personal traits rather than their ability to perform their job and contribute to the success of SHIP. Vulgar or rude language, swearing or other disrespectful and unprofessional actions used when interacting with other employees, staff members, partner agencies or clients will not be allowed and may result in discipline.

SHIP cannot promise confidentiality to employees who make a retaliation complaint. Identities will be revealed only on a need-to-know basis.

SHIP Executive Committee motion to accept the Non-Discrimination policy after striking the political affiliation wording throughout the document.

	Karen Mackey	2nd	Motion carried
Number of Present Voting SHIP Board Members	Yes 12	No 0	

Vacation Cash Out Policy

Between May 1st and May 20th of each year, full-time employees will receive the option to elect to cash out a portion of the vacation earned during the current fiscal year. Employees may cash out a minimum of 10 hours and up to a maximum of 40 hours of vacation. All employees are limited to one cash-out request during this period. This policy is also in consideration to SHIP's allowance of carrying up to 40 hours of unused vacation time for use in the following fiscal year. In addition, if an employee leaves SHIP employment while having taken a vacation cash out, the employee will have to pay back the portion of vacation cashed out and not accrued. All vacation cash-out requests must be approved by human resources, the employee's immediate supervisor, and either the Executive Director or Business & Finance Director. All approved vacation cash-out requests will be paid on the May 31st pay date.

SHIP recommends employees consider the following IPERS restrictions when requesting a vacation cash out. "IPERS covered wages include regular pay, vacation pay unless paid in a lump sum, sick pay unless paid in a lump sum, overtime, and longevity pay. For IPERS' purposes, covered wages to not include special lump-sum payments made as a payoff for accrued sick leave or accrued vacation, or a similar leave program." (*Iowa Public Employees' Retirement System Handbook*)

SHIP Executive Committee tabled this action item.

Leave Sharing/Donation Policy

SHIP recognizes that employees may have a family medical emergency or be affected by a major life event, resulting in a need for additional time off in excess of their available sick/personal time. To address this need, all eligible employees will be allowed to donate accrued vacation hours from their unused balance to their co-workers in need of additional vacation time in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed with SHIP for a minimum of one year to be eligible to donate and/or receive donated vacation time.

Guidelines

Employees who would like to make a request to receive donated vacation time from their co-workers must have a situation that meets the following criteria:

- Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.
- Major Life Event, defined as circumstances including, but not limited to, marriage, divorce, adoption, death, and other circumstances deemed appropriate by management after review on a case by case basis.

Donation of Vacation Time

- The donation of vacation time is strictly voluntary.
- Donated vacation time will go directly to eligible recipients.
- The donation of vacation time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of vacation hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future vacation time to donate.
- Employees will be given the opportunity to donate vacation time at any time.
- Employees currently on an approved leave of absence can't donate vacation time.

Requesting Donated Vacation Time

Employees who would like to request donated vacation time are required to complete a Donation of Vacation Time Request Form and submit it to human resources. Requests for donations of vacation time must be approved by human resources, the immediate supervisor of both the vacation donator and recipient, and either the Executive Director or Business & Finance Director. If the recipient employee has available PTO or vacation time in his or her balance, this time will be used prior to any donated vacation time. Donated vacation time may only be used for time off related to the approved request. Requests to roll over donated vacation time at the end of the fiscal year will be reviewed and approved by SHIP management. SHIP reserves the right to reject vacation donation or roll-over requests from employees.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

SHIP Executive Committee motioned to accept the Leave Sharing/Donation Policy.

Jeff Hackett 2nd Motion carried

Number of Present Voting SHIP Board Members Yes 12 No 0

G. Credit Card proposal
Current credit cards:

Kelsey Schomaker

28, with \$50,000 in spending limits per month

Proposed credit cards:

29, with \$65,000 in spending limits per month.

SHIP is requesting an increase in our Security National Bank Card Service Center monthly spending limit. Several occurrences have prompted this request including, but not limited to:

- Programs with large allowable grant expenditures are limited in providing direct services to participants
- Contract Coordinators covering various funding streams concurrently with potential special events or expenditure needs occurring within one billing cycle
- Employee professional development takes staff to various trainings and conferences. Such events may occur throughout the United States. Restrictive credit limits have left staff to use personal funds to supplement company travel, placing unnecessary burden upon employees.

All programs must adhere to SHIP’s procurement policies. Purchasing agents will be issued a credit card but will be encouraged to first attempt to direct-bill goods and services. Credit cards will only be used on purchase orders as a last resort. Additional cards will only be issued if there is a demonstrated need and will be determined on a case-by-case basis.

SHIP will continue to closely monitor the use of company-issued credit cards. Each employee issued a credit card is responsible for collecting all receipts and reconciling their monthly credit card statements. Employees and Program Directors will be required to sign off on each credit card statement – and all statements will get final approval by SHIP. Credit card statements will be due to the SHIP office by the 15th of each month.

Employees are responsible for their company credit cards, and any misuse will result in credit cards being revoked, cardholders having to pay back SHIP (via withholding from paycheck, if necessary) along with possible disciplinary action up to and including termination. All employees with company-issued credit cards will be required to sign a credit cardholder agreement that states that they agree with all of the terms.

SHIP Executive Committee motioned to accept the credit card proposal.

Gary Niles 2nd Motion carried

Number of Present Voting SHIP Board Members Yes 12 No 0

3. Discussion Items

a) Director’s Report

Matt Ohman

Director's Report – June 2019

Frank LaMere's passing

SHIP suffered a huge loss on June 16th with the death of longtime SHIP contractor and community leader Frank LaMere. I visited Frank in the hospital along with Erin and Kim on Tuesday, June 11th. He was in a weakened state, but in good spirits. We got to spend nearly 40 minutes visiting with him. We assured him that we would continue his good work while he was recuperating. All of the SHIP office staff and many of our partners attended his funeral service on June 19th. The LaMere family gifted SHIP with flowers in Frank's memory.

Hope Street of Siouxland

Hope Street of Siouxland has opened! At the June Hope Street Board meeting, the Board members selected the first 10 residents of the facility and established a waiting list. Of those selected, 7 are homeless and 3 are in jail; 5 are Caucasian, 4 are Native American and 1 is African American. All have issues with substance abuse; ages range from 28 to 60, with majority in their 40s. As of today there are 3 residents moved in, with 3 more moving in next week!

BOOST Department of Labor site visit

Richard Morris, Senior Advisor at the U.S. Department of Labor's Re-Entry programs, conducted an informal site visit of the BOOST program on June 4th and 5th. Mr. Morris spoke with staff, participants, and partners during his visit. He not only gave helpful feedback about program practices and approaches, but also asked for our feedback on how DOL could improve to better support programs. I mentioned the possibility of continuation grants, or a better system in place to support programs in between grants ending and new grants starting, so enrollment period for participants never ends. Mr. Morris was very impressed with the program and ongoing efforts.

Sioux City College Access Network

The Sioux City College Access Network (CAN) will be finishing out the current grant, which ends at the end of the 2019 calendar year (12/31/19). After consulting with our funder, Iowa College Aid, and with the Leadership Team (SHIP, Sioux City Schools, WITCC, Iowa Workforce, Briar Cliff, Morningside, City of Sioux City, Chamber and United Way), we have decided not to apply for another grant. This is due to several factors, but the deciding factor is that the match requirement by Iowa College Aid continues to increase, despite partner agency budget constraints. Without the investment from the partners and no consideration given by College Aid on a lesser match requirement, the program cannot continue. The current workgroups (Summer Melt and Equity) will continue through December, and the work they are doing will continue on without the funding.

b) Finance Report

Kelsey Schomaker

Beyond the Bell

Summer Program: We are currently in full swing providing our summer programming to 433 children from the Sioux City Community School District. Beyond the Bell started

academics on the first day of programming this year and really enabled the program to kick off with a great start. All students were cleared off the waiting list by the end of the first week, so we are able to serve all children and families interested in our program. Other activities for the summer include:

- BTB is partnering with iSmile to come into our program and provide free dental checks for our students.
- August 1st – we are partnering with YMCA to host a fun-filled day of activities at the Goodwill Camp.
- Fun Field Trips – KCAU, Railroad Museum, SCPD, Fire Stations, Bacon Creek fishing, First Tee, Bowling, Movie Day (we rent out the entire theater!), Art Center, Chestermans, Palmer Candy, LaunchPad, Tiger Rock, LOTS OF SWIMMING, and so many more!!

Year-End Close: Additional cleanup is occurring within our Cayen student account system. We are reviewing all accounts to determine accurate balances and take the necessary steps to roll accounts forward for the next school year. This process may include additional billing to parents, accounts turned over to collections, waiving fees on grant accounts, and determining a bad debt allowance if necessary.

South Sioux City: Submitted last week was our 21st Century South Sioux City grant re-application of funds. The funds budgeted from the 21st Century grant will mainly be devoted to the salaries and associated benefits of our Director of Elementary Programming, On-Site Managers, and Youth Coordinators. We are actively coordinating with the South Sioux City School District to ensure academic components of our program align with the needs identified from the five elementary principals.

BOOST Program - DOL SMART Training

I had the privilege of attending the US Department of Labor 2019 SMART 3.0 Training in Dallas, Texas on May 29-31, 2019. The purpose of this training was to provide active Federal award recipients of the Employment and Training Administration grant funds with helpful strategies in navigating the administration of grants through compliance with OMB Uniform Guidance, cost principles, and audit requirements. Roughly 350 people from other DOL flat and discretionary fund recipient organizations were in attendance. I was able to network with numerous individuals all across the United States. I was proud to share our BOOST program model and SHIP organization activities. All individuals I spoke with were astounded by our organizational programs, activities, and community efforts. They couldn't believe we carry out all the activities we do with the staff that we have – just a testament to our amazing SHIP staff!!

4. Future Agenda Items

SHIP 101 – July 19th Board Meeting

5. Communications and Other Audiences

King's Indian Health Service Language Included in Interior Appropriations Bill

Bill Text Encourages IHS to work directly with Sioux City's "Siouxland Human Investment Partnership"

Washington, D.C.- Congressman Steve King releases this video of remarks he delivered on the floor of the House of Representatives today. In his remarks, King announces that he has successfully placed language in the House Interior Appropriations component of HR 3055 that formally recognizes the Siouxland Human Investment Partnership (SHIP) as a nonprofit organization that the Indian Health Service (IHS) should work with *"whenever possible and within Service authority."* In addition to the language referencing SHIP, King also highlighted the inclusion of \$2,000,000 in grant funding for drug and alcohol treatment services for Native Americans that may be applied for by SHIP to continue work on the "Hope Street" project in Sioux City.



To watch Congressman King's remarks, please click the image or click this [link](#).

Excerpt:

"But the foundational language that I appreciate being in here so much says: 'The Committee recognizes nonprofit organizations such as the Siouxland Human Investment Partnership that help American Indians in urban areas outside of the Urban Indian Health Program, and encourages the Service to offer technical assistance to such organizations whenever possible and within Service authority.' I very much appreciate that language."

“There’s additional language that sets aside ‘\$2,000,000 available for 11 grants or contracts with public or private institutions services to provide alcohol or drug treatment services to Indians, including alcohol detoxification services.’ We are in the process of building what we are calling ‘Hope Street’ which is going to be a location that allows them to go directly to that facility for that kind of help.”

In concluding his remarks, King also took time to honor Mr. Frank LaMere. Mr LaMere recently passed away after having spent most of his life serving as an advocate for Native American causes throughout the Midwest. Restoring IHS services had long been one of Mr. LaMere's priorities. King and LaMere collaborated on the language that was submitted for consideration.

Excerpt:

“I wanted to conclude with this. The lead on this effort has been Mr. Frank LaMere. He has been a statesman for the Winnebago for years, and, also, for Native Americans in a broader sense especially in the upper Midwest. He tragically passed away two days ago. His funeral is today. He worked on these projects for a lifetime and it’s very fitting that we take action on one of his initiatives here in this Congress today. And I am hopeful that we will be able to take up HR 184 which also transfers the land back to the Winnebago that they should rightfully have.”

[HR 184](#) is legislation that has been introduced by Congressman King that seeks to return land to the Winnebago Tribe of Nebraska that was wrongfully condemned by the Army Corps of Engineers.

Background:

13 years ago, the Indian Health Service stopped funding an alcohol and drug treatment center in Sioux City. King's language opens the door to the return of IHS grant funding for addiction treatment programs in Sioux City, including drug and alcohol detox efforts coordinated by SHIP. If enacted into law, King’s language will allow SHIP, and other nonprofit organizations, to partner with the IHS to better serve Native American populations in urban areas like Sioux City.

All Board Members and Staff must complete/sign the Conflict of Interest Form and return to the SHIP office.

6. Adjournment

**Board Education – Growing Community Connections
Moved to August Board meeting**

Upcoming SHIP meetings:

SHIP 101: 12:00pm, Friday, July 19, 2019– Northwest AEA

SHIP Board Meeting: 12:00pm, Friday, August 16, 2019 – Northwest AEA