

Center For Siouxland  
Board of Directors Meeting Minutes  
May 18, 2021

IN ATTENDANCE: In-person: Alex Berenstein, Mike Horner, Larry Moser, Angie VanOtterloo, Jonette Spurlock, Kathy Ranniger, Susan McGuire. Via Zoom video conference: Jen Gomez, Lori Noltze, Nate Probasco, Christine Salem, Becky Vallari

EXCUSED: Erin Edlund, Pamela Ives, Tom Limoges

Chair Angie Van Otterloo **convened** the meeting at 12:00 p.m.

**Mission Minute:**

**Minutes from previous meeting - Becky** - The April 2021 BoD meeting minutes, which were distributed electronically prior to the meeting, were offered for review and discussion. There were no corrections or additions.

Alex moved to approve the minutes; second by Angie. Motion carried on voice vote of members present.

**April 30, 2021 Income Statements/Financial Highlights – Mike:**

The April 30, 2021 CFS income statement and balance sheet which were distributed electronically prior to the meeting were offered for review and discussion. Also see Financial Highlights for April 30, 2021.

**CFS Profit/Loss:** The P/L looked pretty good for the month. YTD total revenue is ahead of budget \$24,268. In April we had additional revenue from Capital One (\$15,000), and we were able to start drawing from the IRS grant for the VITA program (\$12,000). Capital One tells us how much to apply for annually. We started out applying for \$5,000 and for the past couple of years have been asked to apply for \$15,000. The IRS grant runs from Oct. 1 – Sept. 30. The funds were just released and available for draw down at the beginning of April. Total expenses for the month were \$86,870 (under budget \$8,225 MTD/\$39,240 YTD). YTD loss of \$11,191 against a budgeted loss of \$38,399.

**CFS Balance Sheet:** Operating cash is good - \$96,486 in Center operating cash and \$7,009 in Bridges operating cash. Have added a Credit Card Liability line to the Balance Sheet. This is for the agency's Wells Fargo Credit Card. We used to have a US Bank credit card that was secured by Jonette. The WF credit card is secured by the agency.

Mike moved to approve the April 2021 financials; second by Alex. Motion carried on voice vote of members present.

**Parking Lot** – The parking lot was resurfaced on April 27. It took them 1 full day to complete. The lines are correct but we'll have to live with them for now; can be corrected in a year when they re-seal the lot. The actual cost was just over \$100 higher than the bid because they had to raise the drain/drain cover 7 or 8 inches.

**2<sup>nd</sup> Signer on CFS checks** - Angie proposed to raise the amount that requires a 2<sup>nd</sup> signer. It is currently at \$1,000, but many of the checks that require a 2<sup>nd</sup> signature are for regular monthly expenses - Simple IRA, BW security, MidAmerican, CPR, etc. Angie proposed increasing the amount that requires a 2<sup>nd</sup> signature to \$2,000 or \$2,500. Jonette said that she would be comfortable raising the amount to \$2,000 unless it is a recurring monthly expense.

Angie moved to increase the check amount requiring a second signature from \$1,000 to \$2,000; second by Mike. Motion carried on voice vote of members present.

**Finance Committee** - The Finance Committee met last week to discuss Jonette's list of wants/needs for the agency. The Executive Committee is recommending the full Board approve 2 items on the list-

A one-time Staff Appreciation Pay to award and thank the staff for continuing to do their job and meet with clients during COVID; see Finance/Executive Committee Minutes from May 11, 2021. Mike moved to approve the one-time Staff Appreciation Pay; second by Alex. Motion carried on voice vote of members present.

Technology Updates - a new server and 10 new/refurbished computers and monitors. The current server is a 2008 server that we purchased in 2014 and after December 31, 2021, Microsoft will no longer support it. Several computers were donated to us in 2012 by Community Action Agency after they had used them for 3 years in the

operation of the John Morrell Transition Center. We will upgrade staff computers and the best of the oldest will transition to the VITA program. There was additional discussion about switching to a cloud-based server. Jonette said that Adam at Thompson has never mentioned this to her but she will follow up with him. Alex moved to approve the Tech Upgrade budget; second by Becky. Motion carried on voice vote of members present.

**Summer Hours - Jonette** From Memorial Day to Labor Day, the office will close at noon on Friday. Typically, Friday afternoons are not very busy, and many other agencies in our community have summer hours. The staff will have to add an hour per day Monday - Thursday (take ½ hour lunch, come in ½ hour earlier or stay ½ hour later) to make up for Friday afternoon, or take vacation or unpaid time off for those hours. Only one staff is really impacted by this - Lori has Homebuyer Education class from 9-3 one Friday a month and that schedule has already been set.

**BW Task Force – Christine** The next meeting will be Wednesday, May 19. At the last meeting we went through the options and listed the pros and cons of each and narrowed it down to 3 options. We left with some questions that we needed to explore further and get the answers to before our next meeting. We are hoping to have the answers to our questions and then narrow our options down to 1 and be able to make a recommendation to the Board by December 2021 at the latest; hopefully by August/September. So far the meetings are going really well. We have a great group of community leaders and the meetings have been well-attended. Katie Roberts does a great job facilitating the group and keeping us on track.

**Other Business:**

**Summer Board Meetings** – The audit will be complete and ready to present at our June Board meeting. Unless something pressing comes up, we will not meet in July, but we will meet again in August.

**Fundraising Committee** – is meeting on Thursday, May 20 to start planning the event.

**VITA Update** – Taxes are officially done. We have 2-4 volunteers continuing through June to pick up late filers and people who still need to file for one or both of the first 2 stimulus payments. We completed just over 1,800 returns, up from 900 last year, but about the same as the year before that. Susan reported that only about 67 people filed only for the stimulus; only 47 used the FSA (facilitated self-assistance) service. However, now that we know how it works, next year we will do more to promote it and we will also offer the option to e-mail the link out and have volunteers available by phone, e-mail, or Zoom to assist with software and tax questions.

**Masks** - As of right now, we are continuing with our current mask policy. Jonette doesn't want our staff to have to ask everyone if they've been vaccinated. We currently have 4 staff who are not vaccinated and do not plan to get the vaccine. Jonette is considering making masks optional when in the back office and interacting with other staff but still make them mandatory for clients and when staff are interacting with clients.

**Jen Gomez's Promotion** - Jen has been promoted within the Sioux City Community School District from Director of Student Services and Equity to Director of Human Relations. Congratulations, Jen!

**June 2021 Regular Executive Committee/BoD Mtg.:** The Executive Committee will next meet on Tuesday, June 15, 2021, @ 11:30 a.m. at Center For Siouxland in the large conference room. The full BoD will next meet on Tuesday, June 15, 2021 @ 12:00 p.m. (noon) in the large conference room. All are welcome to join us in person at Center For Siouxland, but Jonette will provide a link and information for a Zoom meeting for those wishing to attend virtually.

**Adjourn** – Angie adjourned the meeting at 12:45 p.m.

# Center For Siouxland Financial Highlights April 30, 2021

## Center For Siouxland

### Balance Sheet

- Center Operating Cash \$96,486 at month end
- Bridges Operating Cash \$7,009 at month end
- Accounts Payable \$5,999; Credit Card \$1,115
- Investments –Market value \$923,284; Mar 2021 Values

### Profit & Loss Budget Performance

- Total Revenue for MTD \$89,811 is \$22,333 over bud
  - YTD \$24,268 over Budget
- Federal Support –\$21,774 vs budget \$10,884
  - IRS Grant \$12,005, Budgeted in May
- State Support – \$2,963 vs Bud \$3,982
  - YTD over due to \$57k from Partnership with Family Management
- Fundraising – None this month
- Donations – \$393 MTD vs budget \$2,320
  - YTD under \$6,670
- Total Other Grant Revenue MTD \$32,619 vs Budget of \$15,500
  - \$15,000 Grant from Capital One
- Other Revenue \$15,735 MTD vs Budget \$18,465; YTD under \$6,326
  - BRW Occupancy Fees MTD under budget \$1,375; YTD under \$6,699
  - Conservator Fees MTD under budget \$1,260
- Total Expenses \$86,870 MTD, Bud \$95,094; Under \$8,225; YTD under 32,940
  - Salaries/Benefits YTD under \$26,508; Short 1 staff position
  - Client Expenses MTD under budget \$902, YTD under \$3,411
- Net gain (loss) MTD of \$2,941 vs bud gain (loss) \$(27,616)
- Net gain (loss) YTD of \$(11,191) vs bud gain (loss) \$(38,399)