

**PROPOSED MEETING AGENDA  
OPERATION: NEW VIEW COMMUNITY ACTION BOARD OF DIRECTORS  
AUGUST 2019**

**WHEN?** Thursday – August 8, 2019

**TIME?** 6:30 P.M.

**Where?** Not ONV office. The location of this meeting has been changed to the Keystone AEA building. Please see location below.

*Please Note: Finance Committee will meet immediately prior, beginning at 5:30 p.m., same location.*

**LOCATION: Keystone AEA  
2310 CHANEY Road  
Conference Room 3A/b  
Dubuque 52001**

1. **Call to Order** - Chair Mr. Drahozal
  - a. Roll Call – recording secretary, B. Sullivan
  - b. Establish Quorum
  - c. Introductions of Guests:
2. **Approval of Agenda**
3. **Action on Requests** - Chair
  - a. Review of requests received to have members absences excused for acceptable cause.
  - b. Other
4. **Approval of June and July 2019 Board of Directors Meeting Minutes**
5. **Approval of Documents signed by Chairman/Executive Director.**
6. **Report any pertinent correspondence received:**
  - Affidavit of Probable Cause submitted to Board Chair by HHS.
  - Other
7. **Chairman's Report – Mr. Drahozal:**
  - a. General remarks;
  - b. Actions and activities of Board Chair undertaken on behalf of the agency since December meeting:
    - i. Contacts by print media
    - ii. Press Release Authorized
    - iii. Other.
8. **Committee Reports:**
  - a. **Finance Committee Report – Karen Breitbach, Treasurer**
    - i. Approval of Bills Paid
      - b. June 2019
      - c. July 2019
    - II. Financial Reports
      - a. June 2019
      - b. July 2019
    - III. ONV Bank Accounts Reconciliation
    - IV. Accounts Receivable.
    - V. Status of payment of fees for Interim Executive Director.
    - VI. Update regarding past agency debt obligations
      - a. Head Start
      - b. LIHEAP

- c. Other known
  - d. Recommend submission of request to HHS to approve waiver of match (accept partial match).
  - e. Recommend submission of request to HHS to forgive funds due from 2015-16 grant year, \$140,926.62.
  - f. HHS will negotiate a close out budget with ONV to cover expenses of closing the Head Start program over a 90-day period, beginning August 19. Finance Committee will review and make recommendations to staff and Board prior to submission.
- VII. No other committees to report this month.

**9. Head Start Policy Council Report - Stacy Johnson:**

- I. General update on Policy Council meetings and Policy Council concerns or recommendations.
- II. Approval of submission of match waiver request to HHS;
- III. Other

**10. Staff Reports:**

- a. **Head Start: Joint report by Brenda Sullivan, Head Start Director, and John Wilson, Interim Executive Director.**
  - I. Explanation and discussion regarding final decision by HHS based upon past monitoring and audits. Summarized in Affidavit of Probable Cause.
  - II. ONV's Operational Responsibilities for program will end August 18, 2019.
  - III. ONV to continue recruitment and enrollment through to August 18<sup>th</sup>.
  - IV. ONV is collaborating and assisting the Community Development Institute, the interim receiver organization, to transition and transfer the program operations for a seamless transfer on August 19.
  - V. ONV's Head Start staff have been offered employment with CDI and will essentially continue their duties at the new sponsoring organization.
  - VI. Brenda Sullivan has been offered the position of Head Start Director and has accepted. CDI is open to sharing Brenda with ONV during an extended transition period, i.e. she would have two separate employers who would coordinate scheduling of her duties.
  - VII. Other

**11. Executive Director's Report – John Wilson:**

- I. Agency Services provided during preceding month.
- II. Obligations moving forward.
  - Revising agency administrative budget
  - Investigate potential for agency continuing as stand-alone or merging.
  - Green Iowa coordination with City of Dubuque.
  - Tenant Based Rental Assistance Program.
  - CSBG Monitoring update.
  - CSBG Application due for Board Approval at September Board meeting.
  - Major changes to strategies and plan of agency stabilization and hiring of executive director.
- III. VISTA Program Ended. No current application for renewal
- IV. Emergency temporary hire in order to help Interim Executive Director during time of dramatic adjustment and transition. Beverly Maas, who completed 2 years as a VISTA volunteer with ONV has been hired for 60-day period to assist with CSBG application and reporting and support Interim Executive Director in coordination of Head Start close out duties, logistics and reporting.

**13. Comments from members of public in attendance.**

**14. Adjourn**