

HUEDC  
BOARD OF DIRECTORS  
ATTENDANCE RECORD

DATE: March 21, 2023

TIME: 6:30 p.m.

PLACE: 500 West Main Street, Mitchell, IN

MEMBERS PRESENT

Mary Alice Brown  
Angela Turpin  
Martha Fields  
Greg Taylor  
Nancy Miller  
Charlotte Speer  
Suzanne Brown  
Herman Campbell\*  
Rosie Wininger  
Vicky Bauernfiend  
Janet Harrison  
Bob Jones  
Dave Dedrick  
Reita Nicholson  
Richard Beaty  
Karan Jones  
Ronnie Pennington  
Seth Purlee  
Max Bedwell  
Lana Sullivan

MEMBERS ABSENT

Kathy Jo House A  
Sharon Mitchell A  
Marolyn Holzbog E  
Bill Mitchell A  
Angela Crecelius E  
Sara Luallen A  
Gerald Montgomery A  
Janie Johnson E  
Stacey Bowling E  
Richard Dixon A  
Ava Kinney E

\* Alternate  
A Absent  
E Excused Absence

STAFF PRESENT: David Miller, Amanda Wolfe, and Angelia Owens

GUEST PRESENT:

HOOSIER UPLANDS ECONOMIC DEVELOPMENT CORPORATION  
BOARD MINUTES

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- I. CALL TO ORDER: The meeting was called to order by Martha Fields, Chairperson.  
Opening Prayer
- II. ROLL CALL/ESTABLISH QUORUM: Roll call was done by Angelia Owens. There were (20) members in attendance. A quorum was present.
- III. APPROVAL OF PREVIOUS MINUTES: No corrections or questions.

Vicky Bauernfiend made the motion to approve February minutes. Janet Harrison seconded the motion. MOTION CARRIED

IV. FINANCIAL REPORT – January Report

Reita Nicholson made the motion to approve the January Financial Reports as mailed. Angela Turpin seconded the motion. MOTION CARRIED

V. OLD BUSINESS: N/A

VI. COMMITTEE REPORTS: N/A

VII. EXECUTIVE DIRECTORS REPORT: David Miller

REQUIRING BOARD ACTION

1. Home Health SWOT and 2023 Strategic Plan Approval

Need Board to approve the 2023 Home Health and Hospice SWOT (Strength, Weaknesses, Opportunities and Threats) Analysis and the 2023 Home Health Care and Hospice Strategic Plan.

Angela Turpin made the motion to approve the 2023 Home Health and Hospice SWOT Analysis and the 2023 Home Health Care and Hospice Strategic Plan. Rosie Winingger seconded the motion. MOTION CARRIED

2. Home Health 2022 Strategic Plan Review – Accept

Need Board to accept the 2022 Home Health and Hospice Strategic Plan Year End Review.

Dave Dedrick made the motion to approve the 2022 Home Health and Hospice Strategic Plan Year End Review. Richard Beaty seconded the motion. MOTION CARRIED

### 3. Head Start COLA and Quality Improvement Application

Head Start and Early Head Start programs received notification from the Office of Head Start that permanent supplemental funding is being provided for the purposes of providing Cost of Living Allowances (COLA) to all Head Start and Early Head Start staff and Quality Improvement funding.

The COLA funds in the amount of \$146,342 for Head Start and \$48,476 for Early Head Start are to be used to provide a 7.4% permanent increase in the hourly wage for all Head Start staff and a 7.2% for Early Head Start. Once approved the increases will be retroactive to the beginning of the grant year that begins on May 1, 2023.

The Quality Improvement funding in the amount of \$62,548 for Head Start and \$27,830 for Early Head Start will be used to continue to employ a licensed mental health counselor to work with children, families and staff of the two programs and to offset the increased operating costs incurred by the program.

The Director of Children's Services needs the Board approval to submit the application for the Cost of Living Allowances and the Quality Improvement funding to the Office of Head Start.

Reita Nicholson made the motion to approve the Children's Services Director submitting the application for the permanent supplemental funding to provide Cost of Living Allowances to all currently employed Head Start and Early Head Start staff and Quality Improvement funding to the Office of Head Start. Janet Harrison seconded the motion. MOTION CARRIED

#### INFORMATION ONLY:

1. A copy of the CHAP Accreditation letter for Home Health and Hospice was given to each Board Member to review.
2. Amanda Wolfe, Director of Energy Assistance and CSBG, educated the Board on the Energy Assistance Program, CSBG Program, and ROMA.

The Low-Income Home Energy Assistance Program (LIHEAP) Block Grant is federally funded through the U.S. Department of Health and Human Services to individual states to assist low-income families with the high cost of their home energy. Our grant is administered through the Indiana Housing and Community Development Authority (IHCDA).

It is an income based program, where an energy assistance benefit can offset the high cost of energy for households at or below 60% of the State Median Income Level. The counties we serve are Lawrence, Martin, Orange, and Washington counties. We have the Mitchell Main Office, which is where I am located, that serves Mitchell clients; the Bedford Office serves the remainder of Lawrence County; the Shoals office serves all of Martin County; the Paoli Office serves all of Orange County; and the Salem Office that serves all of Washington County.

We begin sending mail-in applications to our elderly and disabled clients in September of the program year. All other clients can begin applying on November 1<sup>st</sup>. Each office handles mail-ins and applicants in their service area. Applicants can also visit the IHCD's website or our Hoosier Uplands website to apply via the online portal.

To date, Hoosier Uplands has received \$2,892,400 to administer the program that runs November 1, 2022 to May 15, 2023. To date we have entered 3,514 applications; approved 3,194 applications with an average benefit of \$685.89; 1,998 applicants were elderly; and 1,971 applicants have a disabled condition.

A Water Assistance Program was also added to the program last year but this will be the last year for it. It has not been real successful in our area because we only have six vendors who signed contracts with IHCD. To date only 348 households received water assistance.

Martha Fields: Do we search for water vendors?

Amanda Wolfe: When we get the application we send it to IHCD and they will reach out to the vendor to see if they would like to sign the contract and participate in the program.

Lana Sullivan: Are all the benefit amounts the same?

Amanda Wolfe: It is on a matrix system since it is all income based and that will tell us what their benefit amount will be.

Reita Nicholson: How often can you apply for energy assistance?

Amanda Wolfe: Once per program year but you can apply for crisis funds if you are at risk of disconnection and have not received crisis assistance in the program year.

The Community Services Block Grant Act (CSBG) is federally funded through the U.S. Department of Health and Human Services and it supports Community Action Agencies and their work to alleviate the causes and condition of poverty.

As a block grant, federal funds are allocated to States on a formula basis. States are then directed to pass at least 90% of those funds to Community Action Agencies to address the local issues of poverty within their communities. Every county in Indiana is served by one of these agencies.

CSBG helps to fund to fund Serenity Now, Housing and Family Services, IT Department, and the Mitchell Opera House. To date in 2023, we have received \$125,760.58 from CSBG funds.

Every three years we go through a Comprehensive Administrative Review (CAR). We are given a list of standards that we must meet in order to secure funding. When the Board approves items such as the Succession Plan, Agency Wide Budget, Mission Statement, Fiscal Policy, etc. these are all part of the standards that must be met. Some are yearly, every three years, or every 5 years.

We are currently working on the 2023 – 2027 Administrative and General Strategic Plan and if any of you would like to give us any input, please get with David or myself.

ROMA stands for Results Oriented Management and Accountability and is a complete management and accountability focused on the results achieved as a result of CSBG activities.

In 1998, the CSBG Act was amended mandating the implementation of a comprehensive performance-based management system that we now call ROMA, across the entire Community Action Network. Performance reporting using ROMA from all partners in the network began on October 1, 2001.

ROMA was defined in the 1998 CSBG Act as a sound management practice that incorporates the use of outcomes or results into the administration, management, and operation of community action agencies.

Community Action Agencies are not simply service providers. They focus on change and the transition to self-sufficiency. ROMA helps to achieve the goal.

The requirements of CSBG all tie back to the original CSBG Act, requiring results to be shown:

- The Annual Report is the way that annual results are reported to OCS
- The Annual Plan is the way that the agency communicates how it will achieve results in the next plan year
- The CSBG CAR is the audit of all annual requirements and standards of excellence. These requirements help to manage the organization in a way that will achieve positive outcomes.

ROMA is an important factor because the public perception of human services is not always positive, so demonstrating success will help to win public support. Documentation of how lives and communities have been positively impacted by a CAA is incredibly powerful. It proves to the Federal Government that CSBG programs are worth continuing to fund.

Previously, there were six National Performance indicators and in recent years that was narrowed down to three and is now referred to as ROMA Next Generation. Current National Performance Indicators:

- Goal 1: Individuals and families with low incomes are stable and achieve economic security.
- Goal 2: Communities where people with low incomes live, are healthy and offer economic opportunity.
- Goal 3: People with low incomes are engaged and active in building opportunities in communities.

3. The CEO informed the Board of the staffing challenges the agency is experiencing. Some of the positions we are in need to fill are nurses for Home Health, therapists for Serenity Now, and a Head Start teacher at Salem.
4. A copy of the Employee Survey was given to each Board Member to review.
5. The 2022 Annual Report was given to each Board Member to review.

#### PROVIDED MATERIALS

- Program Director's Board Reports
- News Articles
- Letters

#### VIII. ADJOURN

Richard Beaty made the motion to adjourn the meeting. Reita Nicholson seconded the motion. MOTION CARRIED

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Reita Nicholson, Secretary