

Board of Directors Minutes

June 19, 2018



1. Board Vice President, Linda Boshart, called the meeting of the Board of Directors of Community Action of Southeast Iowa to order at 1:01 p.m. on June 19, 2018 at the Central Office in Burlington, Iowa.
2. **Training** was provided by Rachel Nunnikhoven, Planning Director, on the Client Satisfaction Survey.
3. **There was a quorum present. Members present were:**

Des Moines County	Henry County	Lee County	Louisa County
Jim Cary	Linda Boshart	Dan Hodges	Brad Quigley
	Marc Lindeen	Rick Larkin	
	Barbara Welander		

Members absent: Patty Abernathy, Pam Kranzler, Rhonda Reif, and Angie McClain

Staff present: Dennis Ostrander, Sandra Gerst, Sheri Wilson, Marcia Munford, and Rachel Nunnikhoven

4. Consideration of the **Agenda:** A motion was made by Hodges and second by Larkin to approve the agenda. Motion approved by voice vote.
5. Consideration of **Minutes:** A motion was made by Cary and second by Hodges to approve the minutes of the May 15, 2018 board meeting. Motion approved by voice vote.

6. Action Items:

- a. Client Satisfaction Survey:** Motion by Welander second by Larkin to approve the Client Satisfaction Survey. Motion approved by voice vote.
- b. Community Services Block Grant (CSBG) FY 18 Budget Amendment:** Motion by Lindeen and second by Cary to approve CSBG FY 18 Budget Amendment. Motion approved by voice vote. The revised final allocation is \$300,456. This is an increase of \$346 from the current funding level.
- c. Shared Visions Grant Applications:** Motion by Larkin and second by Quigley to approve the Shared Visions Grant Applications. Motion approved by voice vote. We will receive \$357,794 for the upcoming FY 2019 School year which will provide additional hours for six Head Start classrooms.
- d. Budget revision for DHLW Transportation:** Motion by Quigley and second by Lindeen to approve the budget revision for DHLW Transportation. Motion approved by voice vote. Head Start received \$45,920 for transportation in Des Moines and Henry counties from the Des Moines, Henry, Louisa, and Washington Early Childhood Area. Funds were reduced by 5% from last year.

- e. **Budget revision for Lee County Transportation:** Motion by Hodges and second by Cary to approve the budget revision for Lee County Transportation. Motion approved by voice vote. Head Start will receive \$20,000 for transportation in Lee County from the Lee and Van Buren Children First. This is the same amount received last year.
- f. **Wage Increase:** Motion by Quigley and second by Cary to approve a 3% increase of the salary base rates and a 3% wage increase for all employees; including the program directors, and the Executive Director effective October 1, 2018. An additional increase for tenure will not be given. Motion approved by voice vote.
- g. **Head Start Cost of Living Adjustment Grant Application (COLA):** Motion by Lindeen and second by Welander to approve the Head Start Cost of Living Adjustment Grant Application budget. Motion approved by voice vote. Head Start is required to provide a 2.6% cost of living adjustment. Head Start will receive \$60,981 and Early Head Start \$28,499 to fund the required increase in wages.
- h. **Early Head Start Training/Technical Assistance (T/TA) Increase:** Motion by Cary and second by Quigley to approve the Early Head Start Training/Technical Assistance (T/TA) Increase. Motion approved by voice vote. With the COLA adjustment, Early Head Start will be receiving an additional \$5,960 for Training and Technical Assistance. This will be used for the Head Start Coach to assist Early Head Start classroom teachers as they obtain their required Child Development Associate (CDA) credential within one year of hire.
- i. **WIC FY 2018 Budget Amendment 2:** Motion by Quigley and second by Cary to approve the WIC FY 2018 Budget Amendment 2. Motion approved by voice vote. We have received an additional \$48,409 in operational adjustment funds for FY 2018, which will be used to maintain staffing patterns through the summer.
- j. **Family Development and Self-Sufficiency (FaDSS) FY 2019 Budget:** Motion by Larkin and second by Welander to approve the Family Development and Self-Sufficiency (FaDSS) FY 2019 Budget. Motion approved by voice vote. Available funding for FY 2019 for FaDSS is \$344,012. The budget will be submitted to the Iowa Department of Human Rights.
- k. **Agency Credit Card Approval:** Motion by Lindeen and second by Hodges to authorize Sandra Gerst, Finance Director, to put the Executive Director's name, Sheri Wilson, on an agency credit card. Motion approved by voice vote. The agency credit card will be taken out of Sharon Ford's name.
- l. **Parents As Teachers (PAT) FY 2019 Budget Revision:** Motion by Quigley and second by Cary to approve Parents As Teachers (PAT) FY 2019 Budget Revision. Motion approved by voice vote. The original budget amount for PAT was \$63,058. Funding in the amount of \$61,647 (which is level funding from FY 2018) was approved for PAT effective July 1, 2018. The revision reduces incentives for families, staff development and sharing of annual fees.

7. Information

a. Executive Director Report, Sheri Wilson

- a. Sheri attended, along with Linda Boshart and Marcia Munford, the Head Start Health Advisory Committee Meeting.

- b. Sheri attended the recent Policy Council Meeting and was encouraged by their great support of the agency.
 - c. Sheri attended the Iowa Community Action Association Director's meeting in Des Moines.
 - d. With the Planning Director hired, Sheri is now able to focus more on Executive Director roles and responsibilities.
- b. **Weatherization Bids Awarded:** Bids for furnaces, water heaters, boilers, and gutters awarded for the time period of May 11, 2018 through June 10, 2018 were presented for review.
- c. **Healthy Habits Start Early Grant Application:** Head Start has submitted a grant application to the United States Department of Agriculture (USDA) for a Team Nutrition Program. If selected, our classrooms would receive \$400 to make wellness environment improvements as identified in assessments.
- d. **Henry County Licensing Report:** The Evaluation Report and Recommendations for the Tolson Center Head Start, from Jill Seibert, Licensing Consultant for Iowa Department of Human Services was presented to the board. She visited the Tolson Center for the purpose of re-licensing the center classrooms. It is recommended they receive full license through January 1, 2019.
- e. **Program Instruction ACF-PI-HS-18-04 Enrollment Requirements:** The Program Instruction provided information on classroom enrollment requirements for Head Start & Early Head Start. In July 2017 our agency was designated as Chronically Underenrolled. The agency has been notified that a Compliance Letter will be coming in July 2018, indicating that we are fully enrolled.

8. Reports provided to the Board for review

- a. Credit Card Statements
- b. Program Budgets
- c. Statement of Financial Position
- d. Check Listing
- e. Program Updates

9. The next board meeting will be held **Tuesday, July 24, 2018** (one week later than normal) at 1:00 p.m. at the agency's Central Office.

10. The meeting **adjourned** at 2:15 p.m. by a motion made by Lindeen and second by Quigley.

Respectfully submitted by:

Rachel Nunnikhoven, Planning Director

Barbara Welander, Secretary