

# Board of Directors Minutes

## May 15, 2018



1. Board President Rhonda Reif called the meeting of the Board of Directors of Community Action of Southeast Iowa to order at 1:03 p.m. on May 15, 2018 at the Central Office in Burlington, Iowa.

2. **Training** was provided by Dennis Ostrander, Neighborhood Center Director. Dennis shared that funding sources such as the Community Services Block Grant (CSBG) are emphasizing outcomes over outputs, and how our agency is working on services and follow through with our clients to provide lasting solutions that will help them reach self-sufficiency.

3. **There was a quorum present. Members present were:**

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Linda Boshart	Angie McClain	Brad Quigley
Jim Cary	Marc Lindeen		Pam Kranzler
	Barbara Welander		

**Members Absent:** Patty Abernathy, Dan Hodges and Rick Larkin

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

4. Consideration of the **Agenda:** A motion was made by Kranzler and second by Boshart to approve the agenda. Motion approved by voice vote.

5. Consideration of **Minutes:** A motion was made by Boshart and second by Kranzler to approve the minutes of the April 17, 2018 Board meeting. Motion approved by voice vote.

### 6. Action Items

- a. Motion by Lindeen and second by Quigley to approve the **Community Services Block Grant (CSBG) FY18 Budget Amendment**. Motion approved by voice vote. We received notification from Department of Human Rights that the final FY 18 allocation is \$298,272. This is \$1,838 less than the current funding level. Salary and fringe benefits are reduced by \$1,610 and indirect is reduced by \$228.
- b. Motion by Welander and second by Quigley to approve the **Community Services Block Grant (CSBG) FY 2019 Application and Budget**. Motion approved by voice vote. The application covers the time period of October 1, 2018 through September 30, 2019. The approved budget allocation is \$297,231, which is \$1,041 less than the current amended allocation. The budget funds the partial salaries of the Center Director, CSBG Family Development Specialists and Center costs. The CSBG Application includes a listing of the National Performance Indicators (NPIs) that we will report on next year.
- c. Motion by Lindeen and second by Kranzler to approve the **WIC (Women, Infants, and Children) 2018 Budget Amendment 1**. Motion approved by voice vote. The amended budget is \$630,876, reflecting an increase of \$40,674 more than the original budget of \$590,202. Salaries and Fringe

Benefits were increased by \$37,000, Other (travel, telephone, internet, space costs, supplies, etc.) was decreased by \$1,566 and Indirect was increased by \$5,240.

- d. Motion by Cary and second by Boshart to approve the **Head Start FY 2019 Program Goals**. Motion approved by voice vote. The goals and objectives are updated annually and submitted with the federal grant application. The goals remain the same for all 5 years of the grant application, with new objectives being established for each goal.
- e. Motion by Boshart and second by Kranzler to approve the **FY 2019 Head Start & Early Head Start Budget**. Motion approved by voice vote. The Head Start Budget is \$2,377,783 and the Early Head Start Budget is \$1,116,056; a combined award of \$3,493,839. This is the same funding level as the current FY 18 award. The budgets were reviewed by a Head Start Policy Council Committee, including Board President Rhonda Reif, Board Vice-President Linda Boshart and board member Angie McClain. They were presented to the Head Start Policy Council on May 10, 2018.
- f. Motion by Lindeen and second by Cary to approve the **Lee County Charitable Grant Application**. Motion approved by voice vote. The application is requesting \$5,757.40 to purchase new chairs for the conference rooms in Marie Tallarico Center. The new chairs will replace chairs that were purchased 25 years ago and are no longer safe for staff or clients.
- g. Motion by Boshart and second by Quigley to approve the **March 2018 Board Minutes** additions. Motion approved by voice vote. Board member Brad Quigley was not listed as absent on the March minutes and information items 7.b Head Start Program Instructions ACF-PI-18-01 and 7.c. Weatherization Bids Awarded were left out.
- h. Motion by Kranzler and second by Carey to approve the **July Meeting Date** be changed to July 31, 2018. Motion failed by voice vote. Motion by Lindeen and second by Quigley to approve the July Meeting Date be changed to **July 24**. Motion approved by voice vote.

## 7. Information

- a. **Executive Director Report** – Sheri reported the following:
  - Rachel Nunnikhoven has been hired as the Planning Director and will start in late May.
  - Attended the Lee County Foundation luncheon.
  - Attended the Mt. Pleasant Child Care Provider Summit.
  - Working with FaDSS on the state Mathematica evaluation project.
  - Attended the Agency In-Service. The day was combined with the annual dinner and has received positive feedback on the change in format.
  - Attended the Burlington Chamber of Commerce Small Business breakfast, along with Chris O'Brien and Cheryl Flaatten.
  - Met with Dr. Andy McGuire who is running for the Democratic nomination for Governor in Iowa. Discussed what the state can do to help Community Action.
- b. **Weatherization Bid Awards** for furnaces, water heaters, and gutters awarded for the time period of April 11 through May 10, 2018 were presented for review.
- c. **Marie Tallarico Head Start Licensing Information & Recommendation** included two minor concerns which will be addressed. The center received full license through May 1, 2020

- d. **Head Start ACF-PI-HS-02 Hurricane Natural Disaster** was presented for review.
  - e. **Head Start ACF-PI-HS-03 Cost of Living Adjustment (COLA)**-The increase is 2.6% of the total budget excluding training funds. The final COLA increase will be released in the coming weeks.
  - f. **Head Start Grantee Assessment Process (GAM) Meeting Letter** was presented.
  - g. **Head Start Health Advisory Meeting** Re-scheduled for May 30 at Noon at Comfort Suites.
  - h. **Head Start Recruitment & Enrollment Improvement Plan** was presented for review.
  - i. **FaDSS Mathematica Evaluation**-this is a project we have been directed to participate in by Iowa Department of Human Rights. The project is to measure the effectiveness of the FaDSS program with the clients we serve.
  - j. **FY 18 Community Services Block Grant 6 Month Report** was submitted April 27, 2018. It is for the time period October 1, 2017 through March 30, 2018. The report includes the National Performance Indicators. Client Characteristics were also provided to the Board.
- 8.a. – e. **County Advisory Committee Reports** were given by the committee members. **Program Updates** were available in the packet for review by board members. **The Program Budgets and Statement of Financial Position** were provided for review. The board received the past month **Credit Card Statements and Check Listing**.
9. The next board meeting will be held **Tuesday, June 19, 2018** 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 Welander and second by McClain.

Respectfully submitted by:

Sandra Gerst, Finance Director

Barbara Welander, Secretary