

Board of Directors Minutes

May 16, 2017



1. Vice President Linda Boshart called the meeting of the Board of Directors of Community Action of Southeast Iowa to order at 1:31 p.m. on May 16, 2017 at the Central Office in Burlington, Iowa.

2. There was a quorum present. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Barb Welander	Dan Hodges	Brad Quigley
Patty Abernathy	Linda Boshart		Pamela Kranzler
Jim Cary			Nina Solomon

Excused Members Absent: Rick Larkin, Susan Diehl, Marc Lindeen, and Lydia Harlan.

Staff present: Sharon Ford, Sandra Gerst and Sheri Wilson.

3. A motion was made by Cary and seconded by Kranzler to approve the **agenda**. By voice vote the motion carried.

4. A motion was made by Kranzler and seconded by Welander to approve the **minutes** of the April 18, 2017 board meeting. By voice vote the motion carried.

5.a. A motion was made by Cary and seconded by Hodges to approve the **Head Start Policy Council By-Laws Revisions**. By voice vote the motion carried.

5.b. Hodges moved and Reif seconded a motion to approve the **Head Start and Early Head Start 2017 – 2018 Program Goals**. By voice vote the motion carried.

5.c. A motion was made by Abernathy and seconded by Welander to approve the **Head Start and Early Head Start 2017 – 2018 Training Plan**. By voice vote the motion carried.

5.d. A motion was made by Cary and seconded by Kranzler to approve the **2017 – 2018 Head Start Budget in the amount of \$2,355,374 and Early Head Start Budget in the amount of \$1,105,203**. By voice vote the motion carried. Board requested that we look at the vision of Head Start and prepare for the future during the next few months.

5.e. A motion was made by Quigley and seconded by Cary to approve the **Head Start and Early Head Start Madison Center Playground Installation** proposal from K&E Landscapes to install playground equipment in the amount of \$5,900 and Bush Excavating & Concrete Construction in the amount of \$11,567 for pouring concrete pads for the rubber matting. By voice vote the motion carried.

5.f. A motion was made by Hodges and seconded by Quigley to approve the date of the **July board meeting to be moved to Tuesday, July 25, 2017**. By voice vote the motion carried.

5.g. The **Iowa Community Action Association (ICAA) Training Conference** will be held at the West Des Moines Marriott on July 18 – 20th. If board members are interested in attending, contact Sharon Ford. Both Reif and Welander expressed interest in attending the training.

6.a. The **Executive Director Report** was presented by Sharon Ford. The report included information on the visit with Congressman Dave Loebsack in Keokuk, the Regional Head Start meeting in Des Moines, Iowa, Department of Human Rights Division of Community Action Agencies meeting on May 5th, an update on interest in the Keokuk Apartments, Center open houses, and denial by the Governor of the Infrastructure Grant.

6.b. **Weatherization work, furnace, water heaters, and gutters** awarded for the time period of April 8, 2017 through May 5, 2017 were presented for review.

6.c. The **Head Start and Early Head Start Grantee Assessment Meeting (GAM)** with the Regional Office was held by phone on May 3, 2017. Comments discussed on the call were presented for review.

6.d. The **Head Start & Early Head Start Eichacker License Review and Recommendation** from the Iowa Department of Human Services was presented to the board. Full license has been recommended. Areas of operation that needed to be addressed were listed for review.

6.e. The **Head Start & Early Head Start Marie Tallarico Center License Review and Recommendation** from the Iowa Department of Human Services was presented to the board. Full license has been recommended. Areas of operation that needed to be addressed were listed for review.

7. Executive Session: Kranzler moved and Abernathy seconded a motion to go into Executive Session. Cary moved and Hodges seconded a motion to come out of Executive Session.

A motion was made by Cary and seconded by Abernathy to approve the recommendation of the Personnel Committee effective October 1, 2017, to increase base rates as follows:

The base rate for positions below \$10 per hour would be increased by 15 cents an hour.

The base rate for positions between \$10 and \$11 per hour would be increased by 10 cents an hour.

The base rate for positions between \$11 per hour to \$12 per hour would be increased by 5 cents per hour.

Also, all wages will be increased by 2%.

By voice vote the motion carried.

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 with questions addressed by Sandra Gerst, Finance Director. The board received the past month **Credit Card Statements and Check Listing**.

9. A **Program Presentation** was made by Sheri Wilson, Deputy Director. The program included a review of the ROMA process, Strategic Plan process and review of the agency's mission and vision. Needs were reviewed as identified in the Strategic Plan. An illustration on how the client tracking system is used to document results and analyze data was included.

10. The next board meeting will be held **Tuesday, June 20, 2017** at 1:30 p.m. at the agency's Central Office.

11. The meeting was **adjourned** at 3:20 p.m. by a motion made by Kranzler and seconded by Hodge.

Respectfully submitted by:

Sheri Wilson, Deputy Director

Susan Diehl, Secretary