

# Board of Directors Minutes

July 25, 2017



1. President Rick Larkin called the meeting of the Board of Directors of Community Action of Southeast Iowa to order at 1:36 p.m. on July 25, 2017 at the Central Office in Burlington, Iowa.

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

<b>Des Moines County</b>	<b>Henry County</b>	<b>Lee County</b>	<b>Louisa County</b>
Patty Abernathy	Barb Welander	Rick Larkin	Brad Quigley
Jim Cary	Linda Boshart	Dan Hodges	Pamela Kranzler
Susan Diehl	Marc Lindeen	Lydia Harlan	

**Excused Members Absent:** Nina Solomon and Rhonda Reif.

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

3. A motion was made by Welander and seconded by Harlan to approve the **agenda** with the additions of 5.f. Weatherization Power Vent Water Heater Bids and 5.g. Community Services Block Grant (CSBG) Budget Revision. By voice vote the motion carried.

4. A motion was made by Lindeen and seconded by Kranzler to approve the **minutes** of the June 20, 2017 board meeting. By voice vote the motion carried.

5. a. A motion was made by Diehl and seconded by Hodges to approve the **Parents as Teachers (PAT) FY 2018 Budget Revision with a total budget of \$61,647**. By voice vote the motion carried. The original budget request of \$68,506 was reduced by \$6,859.

5. b. Diehl moved and Abernathy seconded a motion to approve the **agency 5500 Report and Audit** of the agency's 403 (b) Employee Retirement Benefit Plan for the year ending December 31, 2016. By voice vote the motion carried.

5. c. A motion was made by Lindeen and seconded by Hodges to approve the **IRS (IRS) 990 Form for Fiscal Year 2016**. By voice vote the motion carried.

5. d. A motion was made by Hodges and seconded by Diehl to accept the **audit proposal from Meriwether, Wilson & Company** in the amount of \$26,500, with the option to renew for four additional years. By voice vote the motion carried. Request for Proposals were sent to 10 auditing firms, but only two firms submitted proposals.

5. e. A motion was made by Cary and seconded by Diehl to affirm that the agency programs align with the agency's **mission**. By voice vote the motion carried.

5. f. A motion was made by Diehl and seconded by Harlan to accept the bid from McDonald Supply of \$637 for each of forty low boy, power vent, and 40 gallon **water heaters** for the Weatherization program. By voice vote the motion carried with an abstention by Cary.

5. **g.** Lindeen moved and Diehl seconded a motion to approve the **FY 2018 Community Services Block Grant (CSBG) Budget Revision** with a reduction of \$2,879 for a total grant amount of \$297,231. By voice vote the motion carried.
6. **a.** The **Executive Director Report** was presented by Sharon Ford. The report included information on the Keokuk Apartments, the Fireball Run coming to Burlington and Head Start applied to be a recipient of donations, and the Iowa Community Action Association (ICAA) Conference that was held on July 18 - 20, 2017.
6. **b.** The **Iowa Community Action Needs Assessment Survey** is currently being distributed throughout the service area. Results will be presented to the board to be used for planning agency activities.
6. **c.** **Family Development and Self Sufficiency (FaDSS) On-Site Review Report** conducted by the Iowa Division of Community Action Agencies was presented for review. There were four standards that were not met and a response to the report is due August 11, 2017.
6. **d.** The **Head Start Quarterly Federal Cash Transaction Report** for the 2<sup>nd</sup> Quarter of 2017 was presented for review.
6. **e.** The **Health and Human Services Head Start and Early Head Start Information Memorandum (ACF-IM-HS-17-01)** was presented for review.
6. **f.** **Weatherization bids awarded for work, furnace, water heaters, and gutters** awarded for the time period of June 9, 2017 through July 7, 2017 were presented for review.
6. **g.** Division of Community Action Agencies (DCAA) **Fiscal Monitoring Report** for the time period of July 1, 2016 – May 31, 2017 was presented for review. There were no findings of non-compliance. The programs reviewed included Community Services Block Grant (CSBG), Low-Income Energy Assistance Program (LiHEAP), Family Development and Self-Sufficiency (FaDSS), and Home Energy Assistance Program (HEAP).
7. **a. – d.** **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**.
8. A **Program Presentation** was made by Cheryl Flaatten, Early Child Care Director. The program included information on the Adult and Child Adult Care Food Program (CACFP) and various programs funded by Early Childhood Iowa Grants.
9. The next board meeting will be held **Tuesday, August 15, 2017** at 1:30 p.m. at the agency's Central Office **only if there are action items**.
10. The meeting was **adjourned** at 2:42 p.m. by a motion made by Kranzler and seconded by Quigley.

Respectfully submitted by:

Sheri Wilson, Deputy Director

Susan Diehl, Secretary