

Board of Directors Minutes

July 24, 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 July 24, 2018 at the Central Office in Burlington, Iowa.
2. **Training** was provided by Christine O'Brien, Women Infants and Children (WIC) Director. Christine provided information on the WIC program, clients served, farmer's market program, progress, outputs, and outcomes.
3. **There was a quorum present. Members present were:**

| Des Moines County | Henry County | Lee County | Louisa County |
|-------------------|------------------|-------------|---------------|
| Rhonda Reif | Linda Boshart | | Brad Quigley |
| Patty Abernathy | Marc Lindeen | Rick Larkin | |
| | Barbara Welander | | |
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Members absent: Jim Cary, Dan Hodges, Pam Kranzler, and Angie McClain.

Staff present: Dennis Ostrander, Sandra Gerst, Sheri Wilson, Marcia Munford, Christine O'Brien, and Rachel Nunnikhoven.

4. **New Board Member Approval:** A motion was made by Lindeen and second by Welander to approve new board member Jerry Strause. Motion approved by voice vote. Strause is an elected official, mayor, of Danville, Iowa.
5. Consideration of the **Agenda:** A motion was made by Quigley and second by Larkin to approve the agenda. The agenda was dated 2019 instead of 2018. Motion approved by voice vote.
6. Consideration of **Minutes:** A motion was made by Boshart and second by Larkin to approve the minutes of the June 19, 2018 board meeting. Motion approved by voice vote.
7. **Action Items:**
 - a. **Strategic Plan Update:** Motion by Larkin second by Abernathy to approve the Strategic Plan Updates. Motion approved by voice vote. Progress and updates were provided to the board regarding each element of the Strategic Plan.
 - b. **Fiscal Policies:** Motion by Larkin second by Welander to approve the Fiscal Policies. Motion approved by voice vote. The board received a copy of the Fiscal Policies with updates noted in red. All significant changes are brought to the board before implementation. The board had discussion with Finance Director, Sandra Gerst, regarding the Fiscal Policies.
 - c. **Grant Application for Tallarico Playground Matting Replacement:** Motion by Boshart second by Quigley to approve the HS & EHS One Time Funding for Facilities Improvement application to be submitted to the HS Regional Office for Tallarico Playground Matting

Replacement. Motion approved by voice vote. Head Start and Early Head Start propose to apply for one-time facility improvement funds for poured matting for the children's outdoor space at the Marie Tallarico Center. They will be applying for \$91,129 to the Head Start Region 7 Office.

- d. **Iowa Child Abuse Prevention Program (ICAPP) Home Visitation Services:** Motion by Boshart second by Quigley to approve the ICAPP proposed budget in the amount of \$43,800. Motion approved by voice vote. The ICAPP project will fund a part time Parent Educator at 24 hours per week to serve up to nine families in Des Moines County.
- e. **Head Start - Tolson Tile and Carpet Replacement Bids:** Motion by Lindeen second by Abernathy to approve that the tile and carpet replacement be completed by Rheinschmidt's Flooring. Motion approved by voice vote. Rheinschmidt's Flooring was the lowest bidder at \$8,038.30 and is a local area business. Head Start Director, Marcia Munford, addressed the board's questions.
- f. **Head Start Painting at Tallarico:** Motion by Quigley second by Strause to approve the painting at the Tallarico Center be completed by Greyhound Painting with the quote of \$5,343. Motion approved by voice vote.
- g. **Canopy Shade for Early Head Start Madison:** Motion by Quigley second by Welander to approve the quote from BYO Recreation for canopy shades for the Madison Early Head Start outdoor play equipment in the amount of \$3751. Motion approved by voice vote. The local company K & E Landscapes will then install the shades at a cost of \$1,500.
- h. **Air Conditioner for Madison Kitchen:** Motion by Lindeen second by Abernathy to approve the quote from Brockway Company to provide and install an air conditioner for the Madison Head Start kitchen at \$4,682. Motion approved by voice vote. Brockway Company was the lowest bidder, has installed the current system and has done satisfactory work for Community Action of Southeast Iowa in the past.
- i. **Dishwasher for Tolson:** Motion by Boshart second by Quigley to approve the quote in the amount of \$14,490 from TriMark Foodservice for a Hobart dishwasher for the Tolson Center Head Start. Motion approved by voice vote. Three quotes and analyzation of these were presented to the board.
- j. **Tallarico Tile and Carpet Replacement Bids:** Motion by Larkin second by Quigley to approve the quote in the amount of \$6,833.15 from Hotkamp Floors Décor & More for carpet in the Head Start area of the Marie Tallarico Center. Motion approved by voice vote.

8. Information:

- a. **Executive Director Report, Sheri Wilson**
 - i. Sheri facilitated the quarterly meeting with the program directors.
 - ii. Sheri attended the Paint-a-Thon Kickoff Luncheon doing a presentation on Community Action of Southeast Iowa's involvement in the Paint-a-Thon process.
 - iii. Sheri is assisting Tom Richert in the selection process of homes for the annual Paint-a-Thon.

- iv. Sheri attended the Iowa Community Action Association (ICAA) Director's meeting and ICAA Conference in Des Moines.
 - v. The agency is coordinating disaster services in Lee County since it was declared a disaster area. Sheri will discuss renewal of the contract for the provision of disaster services with the Iowa Community Action Association (ICAA).
- b. **Weatherization Bids Awarded:** Bids for furnaces, water heaters, boilers, and gutters awarded for the time period of June 10, 2018 through July 10, 2018 were presented for review.
 - c. **Head Start Quarterly Federal Cash Transaction Report** for the second quarter 2018 was presented for review. Cash on hand was **-\$43,228.52**. The report was submitted July 10, 2018.
 - d. **Internal Revenue Service (IRS) FY17 990 Form:** The form was made available to the board for review.
 - e. **Head Start ACF Formal Recognition of Full Enrollment:** Letter from the Regional Program Manager from Head Start acknowledging our Head Start and Early Head Start programs are fully enrolled.

9. Reports provided to the Board for review:

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

10. The board does not plan to have a meeting in August 2018. If there are action items that need voted on in the month of August the board plans to review the materials and electronically vote. The next board meeting will be **September 18, 2018** at the agency's central office.

11. The meeting **adjourned** at 2:25 p.m. by a motion made by Lindeen and second by Abernathy.

Respectfully submitted by:

Rachel Nunnikhoven, Planning Director

Barbara Welander, Secretary