

Board of Directors Minutes

September 18, 2018



1. Board President, Rhonda Reif, called the meeting of the Board of Directors of Community Action of Southeast Iowa to order at 1:05 p.m. on September 18, 2018 at the Central Office in Burlington, Iowa.
2. **Training** was provided by Rita Luder, Family Development and Self Sufficiency (FaDSS) Coordinator. Rita provided an overview of the FaDSS program highlighting success stories, their current study with Mathematica, their focus on client’s goals, declining state statistics regarding people eligible for the Federal Investment Program (FIP), strengths of staff and how they are empowering families.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Barbara Welander	Dan Hodges	Brad Quigley
Jim Cary	Marc Lindeen	Rick Larkin	
Jerry Strause			

Members absent: Angie McClain, Patty Abernathy, Linda Boshart,

Pam Kranzler is no longer on the board as she has moved out of the area.

Staff present: Sandra Gerst, Sheri Wilson, Rita Luder, and Rachel Nunnikhoven.

4. Consideration of the **Agenda:** A motion was made by Larkin and second by Cary to approve the agenda. Motion approved by voice vote.
5. Consideration of **Minutes:**
 - a. Consideration of **January 2018 Minutes:** A motion was made by Lindeen and second by Larkin to approve the edited minutes of the January 16, 2018 board meeting to include 7.h and 7.i. This had been on the agenda and completed at the board meeting but had gotten left out of the minutes. Motion approved by voice vote.
 - b. Consideration of **July 2018 Minutes:** A motion was made by Larkin and second by Quigley to approve the minutes of the July 24, 2018 board meeting. Motion approved by voice vote.

6. Action Items:

- a. **Consideration of Board Meeting Time:** Motion by Cary second by Strause to not move the board meeting time to 1:30pm. Motion to change the time from 1:00 to 1:30pm did not pass by show of hands. Reif abstained from voting.
 - i. **Consideration of Board Meeting Time:** Motion by Lindeen second by Cary to move the board meeting time to 1:15pm. Motion approved by voice vote.
- b. **October Meeting Date:** Motion by Lindeen second by Quigley to move the date of the October board meeting from October 16 to October 23, 2018. Executive Director Sheri Wilson will attend the Head Start Director's Caucus in Kansas City on October 16. Motion approved by voice vote.
- c. **Building Committee:** Motion by Quigley second by Strause to establish a building committee. The agency has building needs in Fort Madison and may have a building opportunity in Burlington. The building committee will report to the board. The building committee will included: Cary, Quigley, Larkin, Hodges, and Strause. Motion approved by voice vote.
- d. **CSBG FY 18 Budget Amendment:** Motion by Larkin second by Strause to approve the CSBG FY 18 budget amendment. The amendment has been made to more accurately reflect actual expenditures. Salary, fringe benefits and indirect cost are being reduced and travel, space costs, and training are being increased. Motion approved by voice vote.

7. Information:

- a. **Executive Director Report, Sheri Wilson**
 - i. Sheri met with four of the directors individually about their programs, attended NIFCAP training with the programmer and CSBG staff, went on vacation, and attended the FaDSS staff meeting and a presentation at the Head Start preservice. She attended the Housing Conference in Des Moines, conducted a management meeting where they discussed Community Action training needs and community needs. Regarding the Paint-A-Thon; Sheri attended and spoke at the two luncheons, and helped Tom Richert with the selection of homes. Upcoming plans include the Non Profit Summit, Agency In-service and New Employee Orientation.
- b. **Weatherization Bids Awarded:** Bids for furnaces, water heaters, boilers, and gutters awarded for the time period of July 11, 2018 through September 10, 2018 were provided.
- c. **October Election of Board Officers:** Next month will be the election of board officers. Current officers are: Board President: Rhonda Reif, Vice President: Linda Boshart, Secretary:

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Barb Welander, Treasurer: Brad Quigley. Current officers were asked to notify the Board President or Executive Director if they do not want to be considered for re-election.

- d. **Family Development and Self Sufficiency (FaDSS) Annual Report:** Rita Luder, FaDSS Coordinator, provided the annual report to the board.
- e. **National Association for the Education of Young Children (NAEYC) Accreditation:** Eight classrooms at Madison, two classrooms at Tolson and one classroom at Richardson have maintained their accreditation for the fifth year in a row.
- f. **FY 2018 Head Start and Early Head Start Program Information Report (PIR):** These were presented for review regarding the program's activities in the 2017-2018 year and will be utilized in planning for the current year.
- g. **Head Start Program Instruction (PI) ACF-PI-HS-18-05 Supplemental Funds:** Additional funds may be available for increasing the hours of service provided to children. Grant applications are due in December.

8. Reports Provided to the Board for Review:

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

9. The next board meeting will be **Tuesday October 23, 2018 at 1:15pm** at the agency's central office.

10. The meeting **adjourned** at 2:14 p.m. by a motion made by Quigley and second by Hodges.

Respectfully submitted by:

Rachel Nunnikhoven, Planning Director

Barbara Welander, Secretary