

Board of Directors Minutes

October 23, 2018



1. Board President Rhonda Reif called the meeting of the Board of Directors of Community Action of Southeast Iowa to order at 1:20 p.m. on October 23, 2018 at the Central Office in Burlington, Iowa.
2. **Training** was provided by Sheri Wilson, Executive Director, using the Iowa Community Action Association (ICAA) website training resources. Sheri walked the board through one of their training modules covering an introduction to the history of poverty and the start of Community Action Agencies. The CSBG Organization Standards were distributed. The board participated in a flash card review quiz at the end of the module on board responsibilities. Rachel Nunnikhoven, Planning Director, updated the board on the new agency website. She pointed out links under the “Board Member” section of the website. She also provided updates on the agency’s Facebook page and how it is making services known to the community.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Linda Boshart		Brad Quigley
Jim Cary			
Jerry Strause			
Patty Abernathy			

Members absent: Angie McClain, Dan Hodges, Rick Larkin, Marc Lindeen, and Barbara Welander

Staff present: Sandra Gerst, Sheri Wilson, Dennis Ostrander, and Rachel Nunnikhoven.

4. Consideration of the **Agenda:** A motion was made by Quigley and second by Strause to approve the agenda. Motion approved by voice vote.
5. Consideration of the **Minutes** of the **September 2018** Board meeting: A motion was made by Quigley and second by Abernathy to approve the minutes of the September 18, 2018 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Reappointment of Board Members:** Motion by Boshart second by Quigley to approve the reappointment of current board members. Motion approved by voice vote.
 - b. **Election of Board Officers:** Motion by Cary second by Quigley to approve the re-election of the current board officers. Motion approved by voice vote.

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President: Rhonda Reif

Vice President: Linda Boshart

Secretary: Barb Welander

Treasurer: Brad Quigley

- c. **Selection of Board Committee members:** Motion by Strause second by Boshart to accept board committee members. Motion approved by voice vote.

Building Committee: Reif, Cary, Quigley, Larkin, Hodges, Strause

Finance Committee: Reif, Cary, Hodges, Quigley

Personnel Committee: Reif, Lindeen, Boshart, Abernathy, Quigley

By-laws Committee: Reif, Welander, Cary, Strause

- d. **Weatherization Van Bids:** Motion by Cary second by Quigley to accept the van bid for \$24,998 from Deery Brothers for a 2018 Chevrolet with a 16-foot aluminum cube box and a trade in credit of \$11,000 for the agency's 2005 Chevrolet Cube Van. Motion approved by voice vote.
- e. **Corporate Resolution Amendment:** Motion by Strause second by Abernathy to approve Sheri Wilson, Executive Director, be added to line four of the Description of Powers allowing her to sign the Line of Credit Agreement with Great Western Bank. Motion approved by voice vote. This gives the Executive Director the power to borrow money on behalf and in the name of Community Action, sign, execute and deliver promissory notes or other evidences of indebtedness with one signature required.
- f. **Agency 5500 Report and Audit Report:** Motion by Boshart second by Abernathy to accept the 5500 Report and related auditor's opinion for the 403 (b) Employee Retirement Benefit Plan for the plan year ending December 31, 2017. Motion approved by voice vote.

7. Information:

a. Executive Director Report, Sheri Wilson

- i. Sheri met individually with Dennis and Rachel, attended the Non-Profit Summit in Ottumwa with Rita, Rachel and Rhonda, and attended the Future Iowa Employment Summit where Governor Reynolds attended as well. Sheri participated in the ICAA Director's Retreat, went with Dennis' staff to the Iowa Utility Board meeting, attended the Head Start Director's caucus with Marcia, and was part of a FaDSS call regarding Mathematica. Sheri is working on community contacts and has been in touch with Hope Haven, the Area Agency on Aging, area schools, and Regional Planning. She also attended the annual banquet for the NAACP.
- ii. Looking forward, Sheri has the all agency in-service, new employee orientation, recruiting, and hiring for the new Head Start Director position.

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- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of September 11, 2018 through October 18, 2018.
- c. **Head Start Quarterly Federal Cash Transaction Report:** Due to timing of disbursements and receipt of funds from Health and Human Services, the cash on hand for the Head Start/Early Head Start Program for the third quarter of 2018 is -\$41,545.19. The report was provided for review.

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. Advisory Committee Reports
- f. Program Updates

9. The next board meeting will be **Tuesday, November 20, 2018 at 1:15pm** at the agency's central office.

10. The meeting **adjourned** at 2:30 p.m. by a motion made by Quigley and second by Strause.

Respectfully submitted by:

Rachel Nunnikhoven, Planning Director

Barbara Welander, Secretary