

Board of Directors Minutes

November 20, 2018



1. **Call to order:** Board Vice President Linda Boshart called the meeting of the Board of Directors of Community Action of Southeast Iowa to order at 1:15 p.m. on November 20, 2018 at Central Office in Burlington, Iowa.
2. **Training** was provided by Head Start Director Marcia Munford on what Head Start selection criteria are, what duration is, the number and types of current classrooms, and a re-compete grant application that was submitted.
3. **Quorum:** There was a quorum present. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
	Linda Boshart	Rick Larkin	Brad Quigley
Jim Cary		Dan Hodges	
Jerry Strause	Barbara Welander	Selena Lawson (seated today)	

Members absent: Rhonda Reif, Patty Abernathy, Marc Lindeen, and Angie McClain.

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

4. **Consideration of the Agenda:** A motion was made by Cary and second by Quigley to approve the agenda with the addition of adding the seating of a new board member. Motion approved by voice vote.
5. **Consideration of the Minutes:** A motion was made by Cary and second by Strause to approve the minutes of the October 23, 2018 board meeting with the correction to 6.b. the motion was made by Cary, not Lindeen, who was absent. Motion approved by voice vote.
6. **Action Items:**
 - a. **Community Services Block Grant (CSBG) FY18 Contract and Budget Amendment:** Motion by Quigley second by Larkin to approve the FY 2018 CSBG contract and budget amendment to extend funds through March 31, 2019 and increase the categories of travel, space, telephone, and consumable supplies. Motion approved by voice vote.
 - b. **Head Start Selection Criteria for 2018 – 2019 Revision:** Motion by Strause second by Welander to approve the Head Start Selection Criteria regarding prioritization of children with disabilities for vacancies until we meet the required 10% of children. Motion approved by voice vote.

- c. **Head Start 2018 – 2019 Policy Council Work Plan and Training Schedule:** Motion by Larkin second by Hodges to accept the FY 2019 Head Start Policy Council Work Plan and Training schedule. Motion approved by voice vote.
- d. **Head Start Duration Grant Application:** Motion by Quigley second by Cary to submit the Head Start duration grant application in the amount of \$106,618 and \$20,172 for start-up costs. Motion approved by voice vote.
- e. **Head Start Childcare Reimbursement:** Motion by Larkin second by Strause to approve increases to the Head Start childcare reimbursement rate used when parents travel as representatives of the Head Start program. Motion approved by voice vote.
- f. **United Way of the Great River Region 2019 Application:** Motion by Strause second by Larkin to approve the United Way of the Great River Region grant application in the amount of \$10,000 for funds to be used for emergency rent, utilities, deposits, and temporary emergency shelter. Motion approved by voice vote.
- g. **Employee Dental/Vision Coverage:** Motion by Quigley second by Hodges to terminate the Employee Benefits System self-funded dental/vision plan at the end of the year, December 31, 2018. Motion approved by voice vote. Next month, after reviewing proposals, the board will consider new dental and vision plans.
- h. **Seating of New Board Member:** Motion by Welander and second by Hodges to seat new board member Selena Lawson, representing Lee County, as a representative of the low income. Selena Lawson is also on the Head Start Policy Council. Motion approved by voice vote.

7. Information:

a. Executive Director Report, Sheri Wilson

- i. During the past month Sheri facilitated the agency in-service, coordinated new employee orientation, attended a regional disaster management meeting, and participated with Dennis Ostrander in a Des Moines County food pantry meeting where pantry leaders were interested in meeting again. Sheri was part of the community Living Well needs assessment, met with area school leaders regarding Head Start location possibilities, attended a Head Start health advisory meeting, and is going through applications for the Head Start Director position.
- ii. Looking forward, Sheri will be working on compiling the needs assessment data the staff reported at the agency in-service, will continue with the hiring process for the Head Start Director, will be looking into assistance with the strategic planning process, and will continue to study health, dental and vision plans to bring to the board.

Community Action of Southeast Iowa Board Minutes November 20, 2018

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of October 19, 2018 through November 12, 2018.
- c. **Head Start IM ACF-ACF-IM-18-01 Fatherhood Engagement:** Presentation of Information Memorandum (IM) regarding the importance of father engagement with Head Start families.
- d. **Head Start Twelve Month 2017 – 2018 Federal Financial Report (FFR):** This was the 12 month report for time period September 1, 2017 through August 31, 2018. This report includes expenditures and reported in-kind donations.
- e. **Annual Board Evaluation:** Board members were provided an annual evaluation and self-evaluation to complete and return. Results will be compiled and presented to the board for discussion.

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 (CAP)
- f. Program Updates

9. **Next Meeting Date:** The next board meeting will be **Tuesday, December 18, 2018 at 1:15pm** at the agency's central office in the boardroom.

10. **Adjournment:** The meeting adjourned at 2:39 p.m. by a motion made by Welander and second by Quigley. Motion approved by voice vote.

Respectfully submitted by:

Rachel Nunnikhoven, Planning Director

Barbara Welander, Secretary