

Board of Directors Minutes

December 18, 2018



1. **Call to order:** Board President Rhonda Reif called the meeting of the Board of Directors of Community Action of Southeast Iowa to order at 1:19 p.m. on December 18, 2018 at the central office in Burlington, Iowa.
2. **Training** was provided by Finance Director, Sandra Gerst, on fiscal operations and budget preparation. She went over indirect costs, internal controls, how to read reports given to the board, and answered the board’s questions.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Linda Boshart	Rick Larkin	Brad Quigley
Jerry Strause	Marc Lindeen	Selena Lawson	
Patty Abernathy			

Members absent: Jim Cary, Barbara Welander, Dan Hodges, and Angie McClain.

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

4. **Consideration of the Agenda:** Motion by Quigley, second by Strause to approve the agenda. Item 6.i. Head Start Waiver Request for Matching Funds was added. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Larkin, second by Abernathy to approve the minutes of the November 20, 2018 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Disclosure Relating to the Agency Nepotism Policy:** Agency relationships were disclosed to the board. The board was provided a list of agency employees and asked to notify the agency if they are related to a staff member.
 - b. **Weatherization Water Heater Bids:** Motion by Strause, second by Lawson to award the bid to Ferguson Enterprises for 40 water heaters, at a cost of \$720.95 a piece and a total cost of \$28,838. Motion approved by voice vote.
 - c. **Fiscal Year 2019 Administration Budget:** Motion by Lindeen, second by Quigley to approve FY 2019 Administration Budget totaling \$699,100. Motion approved by voice vote.

Community Action of Southeast Iowa Board Minutes December 18, 2018

The administration budget covers nine full time staff positions, fringe benefits, technical support, a partial EOE Officer position, and related operational costs. Administrative expenditures are funded by the indirect rate that is charged to the programs at a provisional rate of 14.16%.

- d. **Fiscal Year 2019 Agency Budget:** Motion by Larkin, second by Lawson to approve the FY 2019 Agency budget totaling \$13,969,280. Motion approved by voice vote. The board was provided a consolidated agency budget based on current contracts that are subject to amendments throughout the year. Motion approved by voice vote.
- e. **Dental and Vision Insurance:** Motion by Lindeen, second by Larkin to approve the proposed Delta Dental and Vision plans. Motion approved by voice vote. The Delta Dental plan provides coverage up to \$2,000 and will cost employees \$10.83 a month for single coverage. The Vision plan will cost employees \$2.16 a month for single coverage. The programs will cover the balance of the cost for single coverage of both plans. Family coverage will be available but employees must pay the balance of the cost. Open Enrollment will be in February with the new plans starting on March 1, 2019.
- f. **Head Start School Readiness Goals for 2019 – 2020 School Year:** Motion by Boshart, second by Lawson to approve the FY 2020 School Readiness Goals. Motion approved by voice vote. Goals are reviewed and revised annually based upon child assessment results, local community practices, Classroom Assessment Scoring System (CLASS), classroom visit reports, and program goals.
- g. **Agency Personnel Policy Additions:** Motion by Strause, second by Larkin to approve the additions presented to Personnel Policy #502 Work Schedules and #321 Staff Development, effective 12/18/18. Motion approved by voice vote. The additions were needed to provide documentation for National Association for the Education of Young Children (NAEYC) accreditation,
- h. **Agency Bank Proposals:** Motion by Abernathy, second by Boshart to approve Great Western Bank to continue as the agency bank. Motion approved by voice vote. Bids for banking services were sent out to six area banks, four were returned. Two banks had very similar proposals and Great Western Bank was chosen due to minimal differences and the cost to change banks.
- i. **Head Start Waiver Request for Matching Funds:** Motion by Quigley, second by Strause to approve a waiver request for matching funds of \$58,552 for the Head Start Duration Application. Motion approved by voice vote.

7. Information:

- a. **Executive Director Report, Sheri Wilson:** Sheri has reviewed personnel policies, conducted a quarterly management meeting with the directors, participated in the exit

Community Action of Southeast Iowa Board Minutes December 18, 2018

interview for the weatherization audit, attended the ICAA director's meeting, has been filling in while the Human Resources Manager is on leave, is now sitting on the Milestones Area Agency on Aging's board, has started interviews for the Head Start Director position, studied the agency's vision and dental insurance for employees, contacted Great River Medical Center in regards to funding for the Medication Assistance Program, and has made contacts regarding the upcoming strategic planning process. Looking forward, Sheri plans to get the personnel committee together and continue communication with the Burlington School District regarding Head Start and the James Madison School building.

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of November 13, 2018 through December 12, 2018.
- c. **Weatherization Home Inspection Report:** The majority of work met all guidelines and standards. Required corrective action must be completed by February 8, 2019 and a response sent to the Iowa Division of Community Action Agencies.
- d. **Fiscal Year 2018 Energy Assistance (LiHEAP) Programmatic Monitoring Review:** The review was conducted by the Iowa Department of Human Rights and there were no findings to report.
- e. **Community Services Block Grant (CSBG) Fiscal Year 2018 Report:** Planning Director Rachel Nunnikhoven, who compiled the FY 2018 CSBG Report, reviewed and discussed the outcomes with the board.
- f. **Head Start ACF-PI-HS-18-06 Cost of Living Adjustment (COLA):** There will be a 1.77% cost of living adjustment for existing grantees. We are waiting for further instruction from the Head Start Regional Office as to the process to apply for the funds.
- g. **Head Start and Early Head Start Fiscal Year 2018 Program Information Report (PIR):** Marcia Munford reviewed the report and answered the board's questions. She noted staff has done great work and the state has asked them to share some of their practices.
- h. **Head Start Policy Council 2018 – 2019 Officers and Committee Members:** The list was provided to the board so they are aware of its members.

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

Community Action of Southeast Iowa Board Minutes December 18, 2018

9. Next Meeting Date: Tuesday, **January 15, 2019** at **1:15 p.m.** in the central office board room.

10. Adjournment: Motion by Strause, second by Quigley. The meeting adjourned at 2:49 p.m.

Respectfully submitted by:

Rachel Nunnikhoven, Planning Director

Barbara Welander, Secretary