

# Board of Directors Minutes

## September 17, 2019



1. **Call to order:** Board President Rhonda Reif called the meeting to order at 1:19 p.m. at the central office in Burlington, Iowa.
2. **Training:** Planning Director Rachel Albrecht led the group through a strategic planning session. The board was provided an overview of the strategic planning process and how it fits in the ROMA (Results Oriented Management & Accountability) process. Client, community and agency needs data was presented to the board. They were each asked to identify agency needs from their perspective, then share with the group. There was group discussion and clarification regarding area needs, outcomes, strategies, and barriers. Discussion extended the training longer than expected and was put on hold at 2:06 p.m. Training resumed at the end of the agenda.
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	Marc Lindeen		Cyndi Mears
Ron Ellerhoff	Barbara Welander		

**Members absent:** Jerry Strause, Patty Abernathy, Rick Larkin, Dan Hodges, Angie McClain, Selena Lawson, Mallory Smith.

**Staff present:** Sandra Gerst, Sheri Wilson, Matthew LeClere, Lisa Nafziger, and Rachel Albrecht.

4. **Consideration of the Agenda:** Motion by Boshart, second by Quigley to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Ellerhoff, second by Quigley to approve the minutes of the July 16, 2019 board meeting. Motion approved by voice vote.
6. **Action Items:**
  - a. **Affirmative Action Plan Update:** Motion by Mears, second by Boshart to approve the updated agency Affirmative Action Plan. Motion approved by voice vote.
  - b. **Community Services Block Grant (CSBG) FY 2019 Budget Amendment:** Motion by Lindeen, second by Cary to approve the FY 2019 CSBG budget amendment. The agency was notified the 2019 allocation was increased by \$4,448. The proposed amendment includes a decrease in personnel and indirect costs with an increase in travel and training. Motion approved by voice vote.

**c. Head Start ERSEA (Eligibility-Recruitment-Selection-Enrollment-Attendance)**

**Policies:** Motion by Quigley, second by Boshart to approve the revised Head Start ERSEA policies. Motion approved by voice vote.

**d. Agency Mission and Vision:** Motion by Lindeen, second by Quigley to table the discussion of the agency mission and vision. Motion tabled by voice vote.

**e. Early Childhood Iowa (ECI) Head Start FY 2020 Transportation Budgets:** Motion by Boshart, second by Welander to approve the ECI Head Start FY 2020 Transportation Budgets; \$20,000 for transportation from Lee and Van Buren Children First and \$45,920 from Des Moines, Henry, Louisa and Washington Early Childhood Area. Funds will supplement Head Start funds for transportation. Motion approved by voice vote. Funding from Children First Lee County will supplement transportation in Fort Madison and Keokuk. Funding from Des Moines, Henry, Louisa, and Washington Early Childhood Area will supplement transportation in Burlington and Mt Pleasant.

**f. Personnel Policy #506 Breaks and Meal Periods Revision:** Motion by Quigley, second by Lindeen to approve the revision of Agency Personnel Policy #506 to clearly define break periods. Motion approved by voice vote.

**7. Information:**

**a. Executive Director Report, Sheri Wilson:**

Wilson reported on the annual Burlington/West Burlington Paint-A-Thon; the group painted 12 houses. Two Rivers, Diamond Vogel and Community Action are the sponsors, yet they had wide collaboration with many area volunteers and businesses. Wilson attended and presented at their luncheons with Weatherization Director Richert. Wilson and Planning Director Albrecht are working with the Burlington Chamber of Commerce on a 60 second promotional video. Wilson led a management meeting where strategic planning, breaks, vacation, and other items were discussed. Wilson met with Transitions DMC to work on coordinating housing services. Looking forward, Wilson plans to attend the New Executive Director Training in Kansas City October 9 - 11, is promoting Financial Fitness for our employees, and is seeking a new board member for Louisa County as two prospective ones have declined.

**b. Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of July 9, 2019 through September 8, 2019.

**c. Head Start Quarterly Federal Cash Transaction Report:** The quarterly transaction report was presented to the board for review. Cash on hand for the second quarter was -\$50,282.29. This is due to timing of disbursements and receipt of funds. We are not able to draw funds until expenditures have been made.

- d. **Internal Revenue Service (IRS) 990 Form FY 2017:** The 990 is the federal return for organizations exempt from income tax. This was submitted to the IRS on July 30, 2019 and was provided to the board for review.
- e. **FY 2020 Women Infants and Children (WIC) Contract Initial Award:** The initial FY 2020 award amount of \$598,924 was presented to the board for review.
- f. **FY 2020 Family Development and Self Sufficiency (FaDSS) Award:** The FaDSS program has been awarded \$344,012 for fiscal year 2020.
- g. **Department of Human Rights Financial Monitoring Letter:** There were no findings during the monitoring review for the period of June 31, 2018 through June 30, 2019.
- h. **Head Start CACFP Review Closure Letter:** The review conducted on April 17 – 18, 2019 has been closed with the acceptance of the corrective action responses submitted by Head Start Director Matthew LeClere and Health Services Coordinator Jennifer Rehm.
- i. **October Election of Board Officers:** Officers will be elected at the October 2019 board meeting. Current officers are: President Rhonda Reif, Vice President Linda Boshart, Treasurer Brad Quigley, Secretary Barbra Welander. Rhonda Reif expressed she is stepping down as president.
- j. **Strategic Planning Session:** A community strategic planning session will be held on October 22, 2019 from 9 am – noon at the Comfort Suites of Burlington. Board members are welcome to attend or invite an agency partner. RSVPs can be made to the central office.
- k. **Head Start Designation Renewal System (DRS):** The funding opportunity for the Head Start five-year grant has been announced. Head Start is busy preparing things for the grant writers at Heartland Grants Management. LeClere and his team will be working on the budget and plan to have things submitted well before the November 12<sup>th</sup> due date.

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

**10. Training:** The strategic planning session resumed at 2:55 p.m.

**11. Adjournment:** Motion by Quigley, second by Lindeen to adjourn. The meeting ended at 3:47 p.m.

Respectfully submitted by: