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# **Board of Directors Minutes**

**October 15, 2019**

1. **Training:** Finance Director Sandra Gerst provided financial training to the board. She included in her training a discussion of the Head Start 5 year competitive grant application budget preparation process and overview. She also explained how the administrative budget is prepared, the indirect cost rate, internal controls, the board’s role in controls, and the monthly financial dashboard.
2. **Call to order:** Board Treasurer Brad Quigley called the meeting to order at 1:48 p.m. at the central office in Burlington, Iowa.
3. **Seating of new board members:** Charlie Watson representing Des Moines County and Chrisdena Patterson representing Lee County were seated as new board members. The Head Start Policy Council elected them as representatives of the low-income. Patty Abernathy, Angie McClain and Selena Lawson have stepped off the board.
4. There was a **quorum present**. Members present were:

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| --- | --- | --- | --- |
| **Des Moines County** | **Henry County** | **Lee County** | **Louisa County** |
| Charlie Watson | Barbara Welander | Rick Larkin | Brad Quigley |
| Jim Cary |  | Chrisdena Patterson | Cyndi Mears |
| Jerry Strause |  |  |  |

**Members absent:** Rhonda Reif, Ron Ellerhoff, Marc Lindeen, Linda Boshart, and Dan Hodges.

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

1. **Consideration of the Agenda:** Motion by Cary, second by Strause to approve the agenda. Item 7.g was crossed off as it was a duplication of 8.e. Motion approved by voice vote.
2. **Consideration of the Minutes:** Motion by Larkin, second by Abernathy to approve the minutesof the September 17, 2019 board meeting. Motion approved by voice vote.
3. **Action Items:**
   1. **Reappointment of Board Members:** Motion by Larkin, second by Cary to approve the reappointment of current board members representing the low-income and community; Rhonda Reif, Jerry Strause, Linda Boshart, Barb Welander, and Dan Hodges. Motion approved by voice vote.
   2. **October Election of Officers:** Motion by Cary, second by Strause to approve the election of officers **for FY 2020 as follows:** Board President Barbara Welander, Vice President Linda Boshart, Secretary Cyndi Mears, Treasurer Brad Quigley. Motion approved by voice vote.
   3. **Community Services Block Grant (CSBG) Budget Amendment:** Motion by Strause, second by Larkin to approve the FY 2019 CSBG budget amendment and extension. Motion approved by voice vote. The amendment was requested to move $21,297 to co-funded programs to be used for LiHEAP administrative costs.
   4. **Agency 5500 Report and Audit of 403(b) Plan:** Motion by Strause, second by Larkin to approve the 5500 report and auditors opinion of the report. Motion approved by voice vote. The 5500 is required to document the funds invested in the agency’s Tax Sheltered Annuity with Mass Mutual.
   5. **Head Start Five Year Competitive Grant Application:** Motion by Larkin, second by Welander to approve the submission of the Head Start five year competitive grant application (DRS) and budget. Motion approved by voice vote.
   6. **Head Start Five Year Competitive Grant Start-Up Costs:** Motion by Larkin, second by Welander to approve the start-up cost grant application. Motion approved by voice vote. This will be considered separately from the 5 year grant application and justifies our needs to cover facility and automotive fleet replacement.
4. **Information:**
   1. **Executive Director Report, Sheri Wilson:**

Wilson attended an ICAA board meeting and Head Start meeting in Des Moines where prior Head Start Director Marcia Munford from Community Action of Southeast Iowa was recognized. Wilson gained insight and connections with national Community Action executive directors at the New Director’s Training Convention in Kansas City. She has lowered staff carryover of vacation to work within agency policies. Wilson provided a handout to the board on the agency mission and went over how this connects with ROMA principles. This provides the board time to review the necessary items to include in the mission and vision before a follow up session to discuss it. Wilson is preparing for the upcoming New Employee Orientation on November 15th and invited board members to participate if they would like.

* 1. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of September 9, 2019 through October 1, 2019.
  2. **Agency Indirect Cost Rate:** The Indirect Cost Rate is determined by the Department of Health and Human Services. The rate is 14.16% of wage and fringe and goes to the administrative cost pool to cover administrative costs.
  3. **Head Start and Early Head Start 2018-2019 Program Information Report (PIR):** This required documentation is sent to the Office of Head Start. It includes a variety of topics, such as child demographics, staff information, and health and family services provided to Head Start families. Wilson presented a slide show from Head Start Director Matthew LeClere going over the highlights in the PIR.
  4. **Temporary Disaster Manager Position:** This temporary position has been created to provide Disaster services, mainly FEMA services in Louisa County. This provision of FEMA services has been added to the disaster contract per notification from the Iowa Community Action Association (ICAA). In accordance with the Personnel Policies, the board is notified this temporary position may exceed 80 hours.

1. **Reports Provided to the Board for Review:**
   1. Credit Card Statements
   2. Statement of Financial Position
   3. Program Budgets
   4. Check Listing and Direct Deposits
   5. Advisory Committee Reports
   6. Program Updates
2. **Next Meeting Date:** Tuesday, **November 19, 2019** at **1:15 p.m.** in the central office board room.
3. **Adjournment:** Motion by Strause, second by Larkin to adjourn. The meeting ended at 2:42 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director Barbara Welander, Secretary