

Board of Directors Minutes

December 16, 2019



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:18 p.m. at the central office in Burlington, Iowa.
2. **Training:** Planning Director Albrecht presented on the CSBG report, annual report, and client demographics for fiscal year 2019. She walked the board through the reports and outcomes utilizing the National Performance Indicators.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Barbara Welander	Rick Larkin	
Jim Cary		Chrisdena Patterson	
Jerry Strause			

Excused members absent: Ron Ellerhoff, Linda Boshart, Marc Lindeen, Brad Quigley, and Cyndi Mears. **Other members absent:** Charlie Watson

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

4. **Consideration of the Agenda:** Motion by Cary, second by Strause to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Strause, second by Reif to approve the minutes of the November 19, 2019 board meeting. Motion approved by voice vote. Cary abstained from voting.
6. **Action Items:**
 - a. **Shared Visions Application and Budget:** Motion by Larkin, second by Cary to approve the submission of the Shared Visions FY 2021 – 2025 Competitive Grant with a proposed FY 2021 budget of \$442,043. The grant is for extended hours in six Head Start classrooms. Motion approved by voice vote.
 - b. **Administrative Budget FY 2020:** Motion by Strause, second by Cary to approve the FY 2020 agency administrative budget in the projected amount of \$730,474. Motion approved by voice vote. The administrative budget consists of funds collected using our indirect rate, which is a provisional rate of 14.16% of wage and fringe, charged to the programs. The administrative budget includes salary and fringe benefits for nine administrative positions and related operating costs.

- c. **Annual Agency Budget FY 2020:** Motion by Larkin, second by Strause to approve the fiscal year 2020 consolidated agency budget in the proposed amount of \$10,604,460. Motion approved by voice vote. The budget is based on current contracts that are subject to amendments throughout the year.
- d. **Agency Hiring Process:** Motion by Cary, second by Larkin to approve the Human Resource Procedures Section I – Hiring Procedures with proposed revisions as presented. Motion approved by voice vote.
- e. **Board Committee Members:** Motion by Strause, second by Cary to approve the committees and its members. Board members present volunteered for committees as follows and absent members are listed by their prior year commitment. Motion approved by voice vote. Wilson will follow up with absent members to determine their willingness to serve on board committees for fiscal year 2020.

Finance	Personnel	By-laws	Building
Barb Welander	Barb Welander	Barb Welander	Barb Welander
Brad Quigley	Brad Quigley	Jim Cary	Brad Quigley
Jim Cary	Linda Boshart	Jerry Strause	Rick Larkin
	Marc Lindeen	Rhonda Reif	Jim Cary
	Chrisdena Patterson		Rhonda Reif
			Jerry Strause

7. Information:

a. Executive Director Report, Sheri Wilson:

This past month Wilson had a meeting with Mercer, the agency's health insurance provider. It is estimated that 2020 premiums of the current plans will rise only one percent. Wilson attended an ICAA board meeting in Des Moines where the disaster contracts were discussed. A mentor has been identified for Wilson; she is the Community Action executive director in Waterloo, Iowa. Wilson conducted a management meeting with program directors. She reported that the disaster monitoring visit conducted this month went well.

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of November 5, 2019 through December 10, 2019.
- c. **Community Services Block Grant FY 2019 Report:** The report was submitted to the Iowa Department of Human Rights and provided to the board.
- d. **Agency By-laws Review:** The bi-laws were provided for review.
- e. **Enhance Henry County Foundation Grant:** Head Start applied for \$25,000 for the playground at Tolson and received \$5,000. They will adjust their plans based on funding.

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, **January 21, 2019** at **1:15 p.m.** in the central office board room.

10. Adjournment: Motion by Strause, second by Larkin to adjourn. The meeting ended at 2:19 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary