

Board of Directors Minutes

December 15, 2020



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:15 p.m. via Zoom.
2. **Training:** Planning Director Rachel Albrecht provided training. She covered the agency Annual Report for fiscal year 2020, the fiscal year 2020 CSBG Report, and the agency fiscal year 2020 Client Satisfaction Survey. These included client demographics, client responses, qualitative, and quantitative data.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Quintwan Simmons	Linda Boshart	Rick Larkin	Cyndi Mears
Rhonda Reif	Marc Lindeen		Randy Griffin
Jerry Strause	Barbara Welander		
Jim Cary			

Excused members absent: Ron Ellerhoff, Michelle Shelton and Angie McLain.

Staff present: Sheri Wilson, Sandra Gerst, Matthew LeClere, Sarah Droege, and Rachel Albrecht.

4. **Consideration of the Agenda:** Motion by Strause, second by Griffin to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by Larkin to approve the minutes of the November 17, 2020 board meeting with the correction of 6.a. Community Services Block Grant FY20 Extension to the date of March 31, 2021. Motion approved by voice vote. The draft minutes had the date December 31, 2020.
6. **Action Items:**
 - a. **Administrative Budget FY 2021:** Motion by Strause, second by Griffin to approve the Administrative Budget for FY 2021. Motion approved by voice vote. The projected expenses total \$760,694.
 - b. **Agency Budget FY 2021:** Motion by Larkin, second by Boshart to approve the Agency Budget for FY 2021. Motion approved by voice vote. It was noted that there would be amendments to individual contracts throughout the year.
 - c. **Head Start Vehicle Purchase:** Motion by Strause, second by Griffin to approve the purchase of four 2020 Dodge Grand Caravans SE, for a total of \$91,567 from Deery Brothers using Head Start start-up funds. Motion approved by voice vote. The price includes the trade-in of four Head Start vans.

7. Information:

a. Executive Director Report, Sheri Wilson:

Wilson participated in the Iowa Community Action Association (ICAA) calls with legislators and the ICAA board meeting, had a FaDSS monitoring virtual exit interview, conducted a management meeting with leadership staff, and attended a webinar on COVID leave. The Early Childhood Director is retiring and Wilson is overseeing the transition of the programs. The agency health insurance renewal is being reviewed by Wilson and management staff. The proposal will be presented at the next board meeting.

b. Weatherization Bids Awarded: Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of November 5, 2020 – December 5, 2020.

c. Weatherization Monitoring Report: For program year 2020, the Weatherization Administrative Programmatic review, conducted by the Iowa Department of Human Rights, indicated that there were no programmatic findings.

d. Community Services Block Grant FY 2020 Final Report: The CSBG FY2020 Final Report was included in the board packet for review. The planning director reviewed this with the board during the training period.

e. Client Satisfaction Report: Included in the board packet were client statements and an overview of the report. An analysis of the data was discussed during training.

f. Agency FY 2020 Annual Report: The Annual report booklet was included in the board packet. The planning director went over the full report that is on the website with the board during the training period.

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. Program Updates

9. Next Meeting Date: Tuesday, January 19, 2021 at 1:15 p.m. in the central office boardroom and the meeting will be available via Zoom.

10. Adjournment: The meeting ended at 2:15 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary