

Board of Directors Minutes

January 19, 2021



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:15 p.m. via Zoom.
2. 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
Jerry Strause	Marc Lindeen	Michelle Shelton	
	Barbara Welander	Angie McClain	

Members absent: Jim Cary, Rhonda Reif, Ron Ellerhoff, and Randy Griffin.

Guests: Bill Bauer of Meriwether, Wilson and Company and Mercer Representatives Angela Villhauer and Diane Northway.

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

Notes: Michelle Shelton was present, but is currently a non-voting member.

3. **Seating of New Board Member:** This was postponed as Shane McCampbell was unable to make the meeting. Jim Cary will no longer be on the board as McCampbell plans to take his place as an elected representative from the Des Moines County board of supervisors.
4. **Consideration of the Agenda:** Motion by Strause, second by Larkin to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Larkin, second by Strause to approve the minutes of the December 15, 2020 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Community Action FY 2020 Agency Audit:** Bill Bauer of Meriwether, Wilson and Company presented the audit to the board via Zoom. We are in compliance with all expectations and there were no audit findings. Motion by Lindeen, second by Larkin to approve the fiscal year 2020 agency audit. Motion approved by voice vote.
 - b. **Employee Health Insurance:** Motion by Mears, second by Lindeen to approve employee health insurance with Wellmark for the coming year, which begins on March 1, 2021. There will continue to be three employee choices for health insurance plans with a single employee cost of \$32.50, \$48.66, or \$89.43 per month. Spouse, children or family coverage will be available for an additional employee cost. The programs will pay the balance of \$744.33 per employee per month. Motion

approved by voice vote. Our insurance broker representative from Mercer, Angela Villhauer, was present via Zoom to explain the plans and answer the board's questions.

- c. **Employee Dental and Vision Insurance:** Motion by Boshart, second by Larkin to approve the employee dental and vision insurance with Delta Dental and Delta Dental Vision for the coming year, which begins on March 1, 2021. Single employees who choose to participate will pay \$10.81 per month for Delta Dental and \$2.16 a month for Delta Dental Vision coverage. Family coverage will be available for an additional cost to the employee. Motion approved by voice vote. Our insurance broker representative from Mercer, Angela Villhauer, was present via Zoom to explain the plans and answer the board's questions.
- d. **Resolution for New Finance Director:** Motion by Larkin, second by McClain to approve new Finance Director Sarah Droege to communicate with Great Western Bank concerning agency accounts and business. Motion approved by voice vote.
- e. **Architect Bid for Mount Pleasant Building:** Motion by Lindeen, second by McClain to approve the bid from Poepping, Stone, Bach & Associates, Inc, for \$52,000. This is to "certify the facility is, or will be upon completion, structurally sound and safe for use as a Head Start facility and that the facility complies, or will comply upon completion, with local building codes, applicable child care licensing" and other requirements. Motion approved by voice vote. The agency will next seek approval from the Head Start Regional Office for the work to be completed by Poepping, Stone, Bach & Associates.
- f. **Head Start Car Purchase:** Motion by McClain, second by Larkin to approve the purchase of a 2021 Nissan Altima from Deery Brothers West Burlington for \$28,286. Motion approved by voice vote.
- g. **Head Start Computers:** Motion by Mears, second by McClain to approve the purchase of 18 computer systems, HP ProDesk 400 desktop computers with 24" Phillips monitors from J & S Electronic Business System's in Burlington for \$24,585.10. Motion approved by voice vote.
- h. **Head Start Copiers:** Motion by Boshart, second by Larkin to approve the purchase of five Konica Minolta copy machines for Head Start for \$26,109.60 from J & S Electronic Business System's in Burlington. Motion approved by voice vote.
- i. **Head Start FY22 Selection Criteria:** Motion by McClain, second by Lindeen to approve the updated Head Start selection criteria for the 2021-2022 school year. Before coming to the board it has been reviewed by staff and approved by the Head Start Policy Council. Motion approved by voice vote.
- j. **Christmas Holiday 2021:** Motion by Strause, second by Boshart to approve December 23 & 24, 2021 for the agency to be closed in observance of the agency holidays of Christmas Eve and Christmas Day. Motion approved by voice vote.
- k. **Board Treasurer Election:** Motion by Larkin, second by Lindeen to table selecting a board treasurer. Motion approved by voice vote.

7. Information:

a. Executive Director Report, Sheri Wilson:

Wilson has overseen the retirement of Early Child Care Director Cheryl Flaatten and the transition of her programs. Wilson had an Emergency Shelter Grant (ESG) monitoring exit interview in person, attended the ICAA board meeting virtually, met with Mercer to discuss health, dental and vision insurance, and completed her 15 hours of continuing legal education (CLE).

b. Weatherization Bids Awarded: Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of December 6, 2020 – January 6, 2021.

c. Family and Development & Self Sufficiency (FaDSS) Monitoring Report: The report was provided to the board and mentioned program strengths, three standards out of compliance, and opportunities for enhancement. FaDSS will provide an outlined response addressing the standards found to be out of compliance by March 1, 2021.

d. Disclosure Relating to the Agency Nepotism Policy: Familial relationships were disclosed among staff and board members. Board members were asked to review the employee list provided and notify the agency if they are related to a current staff member. No additional relationships were disclosed at the meeting than what was included in the board packet report.

e. Head Start Report to the Public FY20: Head Start Director Matthew LeClere reviewed the report with the board.

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, **February 16, 2021** at **1:15 p.m.** in the central office board room. If pandemic concerns are ongoing, the meeting may be again via Zoom.

10. Adjournment: Motion by Larkin, second by Mears to adjourn. The meeting ended at 2:56 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary