

Board of Directors Minutes

February 16, 2021



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:16 p.m. via Zoom.
2. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Linda Boshart	Rick Larkin	Cyndi Mears
Shane McCampbell	Marc Lindeen		Randy Griffin
	Barbara Welander		

Members absent: Ron Ellerhoff, Jerry Strause, Quintwan Simmons, Angie McLain

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

3. **Training:** Weatherization Director Jim Blackwell provided training on the weatherization program, contractor requirements, an update on how and what they have been doing throughout the pandemic, and the water heater proposal.
4. **Seating New Board Member:** Motion by Boshart, second by Larkin to approve the seating of Shane McCampbell as a new board member. Motion approved by voice vote. McCampbell is a county supervisor for Des Moines County and fills the role of an elected official on the Community Action board.
5. **Consideration of the Agenda:** Motion by Lindeen, second by Griffin to approve the agenda with the addition of 7.h. Selecting a Treasurer. Motion approved by voice vote.
6. **Consideration of the Minutes:** Motion by Griffin, second by McCampbell to approve the minutes of the January 19, 2021 board meeting. Motion approved by voice vote.
7. **Action Items:**
 - a. **F & M Bank Resolution:** Motion by Lindeen, second by Griffin to approve the new Finance Director, Sarah Droege, to communicate with F & M Bank concerning agency business. Motion approved by voice vote.
 - b. **Weatherization Water Heater Bids:** Motion by McCampbell, second by Griffin to approve the water heater bid from Ferguson for \$31,998.00 for forty natural gas water heaters. Motion approved by voice vote.
 - c. **Fort Madison Building Architect:** Motion by Larkin, second by Lindeen to accept the Head Start building architect bid from SVPA at \$110,000.00 for the Fort Madison building. Motion approved by voice vote. Responses and comparisons were included from three firms for new and

existing construction regarding four classrooms, one gross motor room, one industrial kitchen, one meeting room, and open space for office cubicles. The Building Committee recommended SVPA.

- d. **2021 Head Start Self-Assessment:** Motion by Boshart, second by McCampbell to approve the 2021 Head Start Self-Assessment. Motion approved by voice vote.
- e. **Head Start Calendar:** Motion by Lindeen, second by Griffin to approve the Head Start 2021-2022 Calendar. Motion approved by voice vote.
- f. **FY 20 CSBG Budget Amendment:** Motion by Griffin, second by Larkin to approve the FY 20 CSBG Budget Amendment. Motion approved by voice vote. Salary, fringe benefits, indirect, telephone, and supplies are being increased while travel, space costs, and co-funding programs are being decreased. Co-funding LIHEAP was anticipated, but not needed.
- g. **Moving Evaluation of the Executive Director:** Motion by McCampbell, second by Larkin to move the evaluation of the executive director to a later date this year near the time of wage approval in June or July. Motion approved by voice vote.
- h. **Selecting a Treasurer:** Motion by McCampbell, second by Mears to approve Randy Griffin as board treasurer. Griffin agreed to the position. Motion approved by voice vote. Griffin is a Louisa County Supervisor with experience in financial matters.

8. Information:

a. Executive Director Report, Sheri Wilson:

Wilson has

- Met with J & S as they oversee the agency's email and server switch over.
- Been communicating regarding receiving additional Emergency Solutions Grant (ESG) funds to help those who are homeless or near homelessness in our area.
- Coordinated the finance director change over as Sandy Gerst retires and Sarah Droege steps into her new role.
- Attended an ICAA Zoom board meeting where they are negotiating with the Iowa Finance Authority for Community Action Agencies to check applications for an Iowa rental and utility assistance program.
- Coordinated the open enrollment for agency employees of health, dental and vision coverage.
- Participated in several CSBG Standard committee meetings hosted by the National Community Action Partnership.
- Conducted a management staff meeting.
- Attended a webinar on the current political climate and how it may affect Community Action Agencies. This was hosted by the National Community action Foundation (NCAF).

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of January 7, 2021 – February 6, 2021.
- c. **Executive Director Evaluation Form:** An evaluation template was provided if the board chooses to utilize this in their evaluation of the director later this year.

- d. **Child & Adult Care Food Program (CACFP) Monitoring Report:** The only finding and requirement regarded moving the Zoom subscription from the “Training” category to the “Other” category.
- e. **Emergency Solutions Grant (ESG) Monitoring Report:** The monitoring letter reports, “the items reviewed were found to be in compliance with the Emergency Solutions Grant Program regulations.”
- f. **Head Start Final 2019-20 Federal Financial Report for Head Start Grant and COVID Grant:** The report for the 12-month reporting period of September 1, 2019 through August 31, 2020 was submitted January 26, 2021.
- g. **Head Start Quarterly Federal Cash Transaction Report 4th Quarter 2020:** This report was submitted January 15, 2021. At the end of the 4th quarter 2020 cash on hand for the Head Start/Early Head Start Program was \$-78,374.89.

9. 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

10. Next Meeting Date: Tuesday, **March 16, 2021** at **1:15 p.m.** in the central office boardroom. The meeting will be via Zoom.

11. Adjournment: The meeting ended at 2:19 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary