

Board of Directors Minutes

March 16, 2021



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:17 p.m. via Zoom.

2. There was a **quorum present**. Members present were:

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

Members absent: Ron Ellerhoff, Jerry Strause, Quintwan Simmons, Angie McLain, and Randy Griffin.

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

3. **Seating New Board Member:** Motion by Lindeen, second by Larkin to approve the seating of Terri Roberts as a new Lee County board member. Motion approved by voice vote. Roberts lives in Keokuk, and was elected by the Head Start Policy Council.
4. **Training:** Center Director Lisa Nafziger provided training on agency Rent and Utility Assistance programs. She overviewed the Emergency Solutions Grant (ESG), Tenant Based Rental Assistance (TBRA) program, Regular Rental Assistance with local funds, and the role Family Development Specialists play in the process of assisting clients. Nafziger updated the board on the new program through the Iowa Finance Authority (IFA) regarding rent, utility and mortgage assistance. Community Action Agencies have yet to sign a contract, however were awarded the contract for checking applications for the rent and utility portion. This is a similar program to what our agency did for IFA last summer and fall with the state rent assistance program. This time it will include utilities and a longer time frame.
5. **Consideration of the Agenda:** Motion by Boshart, second by Mears to approve the agenda with the addition of 7.f. Edward Jones Resolution for Executive Director. Motion approved by voice vote.
6. **Consideration of the Minutes:** Motion by Larkin, second by McCampbell to approve the minutes of the February 16, 2021 board meeting. Motion approved by voice vote.
7. **Action Items:**
- WIC 2021 Budget Amendment 1:** Motion by Lindeen, second by Larkin to approve the WIC 2021 Budget Amendment. Motion approved by voice vote. We have received an additional \$37,855 in funding for the current fiscal year. Funds will be used to offset projected costs for increased staffing and supplies costs, such as postage during the pandemic.
 - Head Start Parent Handbook:** Motion by McCampbell, second by Boshart to approve the Head Start 2021-2022 Parent Handbook. Motion approved by voice vote. Changes were noted in red in response to updating procedures, policy shifts, and new safety concerns.

- c. **Board Committee Members:** Motion by McCampbell, second by Larkin to approve the listed members for each committee:

Finance Committee	Personnel Committee	By-laws Committee	Building Committee
Shane McCampbell	Linda Boshart	Jerry Strause	Linda Boshart
Randy Griffin	Marc Lindeen	Rhonda Reif	Rick Larkin
Barbara Welander	Barbara Welander	Barbara Welander	Barbara Welander
			Jerry Strause
			Marc Lindeen

Motion approved by voice vote. Wilson will speak with Roberts and Simmons to place them on committees where Head Start representatives are needed.

- d. **Credit Card Authorization:** Motion by Mears, second by McCampbell to approve Finance Director Sarah Droege to be an Authorized Business Officer on our agency credit cards to discuss agency credit card issues. Motion approved by voice vote.
- e. **CSBG FY 2021 Budget Amendment:** Motion by Lindeen, second by Boshart to approve the CSBG FY 2021 Budget Amendment. We received notification of the final FY 2021 budget of \$310,636; an increase of \$2,254 from the current funding level. Salary, fringe benefits, and indirect are being increased. Motion approved by voice vote.
- f. **Edward Jones Resolution for Executive Director:** Motion by McCampbell, second by Boshart to approve for Executive Director Sheri Wilson to act on behalf of the agency with Edward Jones. Motion approved by voice vote. A donation was left to the agency through Edward Jones. After the donation is transferred, the account will be closed.

8. Information:

a. Executive Director Report, Sheri Wilson:

- Attended the Iowa Community Action Association (ICAA) board meeting virtually on March 4, 2021.
- Participated in the virtual interview for the ICAA Executive Director.
- Attended the virtual Milestones Area Agency on Aging board meeting.
- Oversaw the agency email switchover.
- Continued to serve on the virtual national CSBG Working Group to study CSBG standards.
- Met with the Building Committee via Zoom to hear a presentation from the Fort Madison Building Project Architect firm SVPA.
- Attended a CAPLAW webinar on the use of federal COVID funds.
- Continues to oversee the transition to opening our locations.

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of February 7, 2021 – March 2, 2021.

- c. **WIC Review:** The Review of the Audit Report by the Iowa Department of Public Health was provided. "No findings were associated with WIC funding from the Iowa Department of Public Health. No further actions are required."
- d. **CACFP FY 20 Carryover Funds:** Iowa Department of Education has determined a carryover amount of CACFP funds from FY 20. We will be requesting to carryover funds to pay administrative expenses of \$5,965.06 in FY 2021.
- e. **Head Start Funding Increase ACF-PI-HS-21-01 2021:** This Program Instruction (PI) provides information about the FY 2021 COLA, quality improvement funding for Migrant and Seasonal grantees, and supplemental funds available to support grantees continued response to COVID-19.
- f. **Head Start Funding Guidance Letter:** We are in the process of completing the application for year two of the five year Head Start project. The application is due June 1, 2021.

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, **April 20, 2021** at **1:15 p.m.** in the central office board room. If pandemic concerns are ongoing, the meeting may be again via Zoom.

11. Adjournment: The meeting ended at 2:26 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary