

# Board of Directors Minutes

April 19, 2021



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:20 p.m. via Zoom. Welander rearranged the agenda due to some members mentioning they may have to leave early.
2. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Shane McCampbell	Linda Boshart	Terri Roberts	Cyndi Mears
	Marc Lindeen		Randy Griffin
	Barbara Welander		

**Excused members absent:** Ron Ellerhoff, Rhonda Reif, Jerry Strause, Quintwan Simmons, Angie McLain, Rick Larkin.

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

## 6. Action Items:

- a. **Wage Increase for Fiscal Year 2022 (Oct 1, 2021 – Sept 30, 2022):** Motion by Lindeen, second by McCampbell to approve a wage increase of 2.5% for current employees making over \$13 an hour, an increase of .50 an hour for employees making less than \$13 an hour. There will be a 1.22% increase to the starting base for those above \$13 per hour and \$0.50 per hour added to the starting base for those below \$13 per hour. Motion approved by voice vote.
- b. **Head Start Cost of Living Adjustment (COLA) Application:** Motion by McCampbell, second by Lindeen to approve the COLA Application for Head Start. Motion approved by voice vote. The wage increase described and approved above in 6.a. aligns with the Head Start COLA requirements of a minimum increase of 1.22%. Regular Head Start funds will cover the additional \$53,278 the wage increase will cost the program above the Head Start COLA allocation of \$45,141.
- c. **Head Start Coronavirus Response Grant Budget:** Motion by Lindeen, second by McCampbell to approve the Head Start Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) grant budget in the amount of \$100,524. Motion approved by voice vote. Funding is intended to address and prepare for a pandemic response. The one time funding allocation of \$100,524 will be used for extending the employment of five teacher float positions for an additional two years and supplement the wages of the IT Specialist.
- d. **Head Start Food Agreement with Burlington Community School District:** Motion by Boshart, second by McCampbell to approve for Head Start to provide CACFP approved meals for the Burlington Community School District at Corse school. Motion approved by voice vote. No federal Head Start funds will be used to provide this service.

4. **Consideration of the Agenda:** Motion by McCampbell, second by Mears to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Boshart, second by Roberts to approve the minutes of the March 16, 2021 board meeting. Motion approved by voice vote.
3. **Training:** Planning Director Rachel Albrecht reviewed the Results Orientated Management and Accountability (ROMA) Cycle, evaluation processes, outputs and outcomes, went over the agency six month National Performance Indicators (NPI's), and planning for the Community Services Block Grant (CSBG) application for fiscal year 2022.

7. **Information:**

a. **Executive Director Report, Sheri Wilson:**

Wilson virtually attended the ICAA board meeting, oversaw the Personnel Committee meetings, attended training on Board Roles and Responsibilities through Milestones Area Agency on Aging, was trained on a new program partnership between our agency and Amerigroup, worked with our Weatherization Director Jim Blackwell as he represents our agency in the Fort Madison Paint-a-thon, and oversaw the agency bi-annual training day on April 19<sup>th</sup>.

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of February 2, 2021 – March 2, 2021.
- c. **Community Services Block Grant (CSBG) FY21 National Performance Indicator's Six Month Report & Comparison:** Report sheets and a comparison of the past two years were provided and discussed during the training period.
- d. **FY 2022 CSBG Application Planning:** The board was provided an overview of the plan for the upcoming application due in June. This was discussed during the training period with opportunity for input by the board.
- e. **Community Action Month May Calendar:** This provides an overview of what the agency plans to highlight and promote throughout the month.
- f. **American Rescue Plan Act of 2021 Head Start:** This one time supplemental amount will be approximately \$365,000 for Head Start to be spent by September 30, 2022.
- g. **Head Start Center-Based Service Duration Requirement for 45% of Slots ACF-PI-HS-21-02 FY 2021:** Currently 60% of our classes are duration classrooms and operate within the guidelines set forth.

8. **Reports Provided to the Board for Review:**

- a. Statement of Financial Position
- b. Program Budgets
- c. Credit Card Statements

- d. Check Listing and Direct Deposits
- e. Program Updates

**9. Next Meeting Date:** Tuesday, **May 18, 2021** at **1:15 p.m.** via Zoom.

**10. Adjournment:** The meeting ended at 2:24 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary