

# Board of Directors Minutes

## May 18, 2021



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:19 p.m. via Zoom.

The agenda was rearranged to allow other board members to log onto Zoom as they were running late.

3. **Training:** Head Start Education Manager Dawn Cazin provided training to the board on the development of the Head Start grant and budget process. This includes the many staff involved, considerations of different approaches, information, policy council, and board involvement. Cazin then explained plans for the Head Start remote summer program for pre-kindergarten children to prepare for school in the fall.

### 8. Information:

a. **Executive Director Report, Sheri Wilson:** Wilson attended an Iowa Community Action Association (ICAA) board meeting, has been trained for overseeing the Rental Eviction Prevention and Utility Assistance Program through Iowa Finance Authority (IFA), and has been working with different groups as the agency prepares to have a new water assistance program run through the Low Income Home Energy Assistance Program (LIHEAP). Wilson continues to assist with agency staffing changes. She informed the board regarding an incident in Head Start and will provide more information when the investigation is completed.

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

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

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

**Staff present:** Sheri Wilson, Sarah Droege, and Rachel Albrecht.

**Visitor:** Samantha Crawford who is interning with the agency at central office.

4. **Consideration of the Agenda:** Motion by McCampbell, second by Larkin to approve the agenda. Motion approved by voice vote.

5. **Consideration of the Minutes:** Motion by McCampbell, second by Larkin to approve the minutes of the April 20, 2021 board meeting. Motion approved by voice vote.

### 6. Action Items:

a. **Head Start FY 2022 Grant Application:** Motion by McCampbell, second by Lindeen to approve the Head Start FY 2022 Grant application. Motion approved by voice vote. The

operational budgets includes \$2,606,437 for Head Start, \$40,233 for Head Start Training, \$1,138,848 for Early Head Start, and \$18,019 for Early Head Start Training.

- b. Community Services Block Grant (CSBG) FY 2022 Application & Assurances:** Motion by Larkin, second by Lindeen to approve the Community Services Block Grant Application and Assurances. Motion approved by voice vote. Included in the application was the application narrative, National Performance Indicators (NPI's) planned to report, budget, and assurances.
- c. Family Development & Self Sufficiency (FaDSS) FY 2021 Amendment and Extension:** Motion by Roberts, second by Larkin to approve the FaDSS FY 2021 budget amendment and extension. Motion approved by voice vote. The budget amendment has been revised to reflect projected expenditures. Supply funds are increased by \$15,696 and third party payments are increased by \$5,000. An unfilled staff position has resulted in an excess of \$19,188 which is reflected in the salary adjustment. The extension will take the budget through September 30, 2021.
- d. Head Start 2021-22 Training & Technical Assistance Plan:** Motion by McCampbell, second by Larkin to approve the Head Start 2021 – 2022 Training Plan. Motion approved by voice vote. The plan identifies training opportunities, sources, and potential costs related to the program's goals.
- e. Head Start 2021-22 Community Assessment Summary:** Motion by McCampbell, second by Larkin to approve the Head Start 2021 – 22 Community Assessment Summary. Motion approved by voice vote. A comprehensive community assessment is done at least once over a five-year grant period. The summary is then updated yearly by staff to reflect changes in the community.

**7. Executive Session: Executive Director Evaluation & Wage Determination:**

- a.** Motion by Lindeen, second by McCampbell to enter executive session. All staff left Zoom.
- b.** Motion by Lindeen, second by McCampbell to leave executive session. Staff rejoined Zoom.
- c. Evaluation of Executive Director:** Motion by Lindeen, second by Larkin to approve the evaluation of Executive Director Sheri Wilson developed in executive session. Motion approved by voice vote. Board President Barbra Welander scheduled with Wilson to review the evaluation.
- d. Wage Determination of Executive Director:** Motion by McCampbell, second by Larkin to approve the wage of Executive Director Sheri Wilson, as determined in executive session. Motion approved by voice vote.

**8. Information:**

- b. Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of April 1, 2021 – April 30, 2021.
- c. Head Start & COVID Six Month 2020-2021 Federal Financial Report:** The reports cover September 1, 2020 through February 28, 2021. The allowable administrative cost limit is 15%. In this reporting period, they were 8.02% and 5.25%. The reports were submitted on April 30, 2021.
- d. Head Start Quarterly Federal Cash Transaction Report:** Cash on hand at the end of the first quarter was - \$305,464.80.
- e. Updated COVID-10 Fiscal and Administrative Flexibilities ACF-IM-HS-21-01:** Included was a brief summary of how the list of current flexibilities in this Information Memorandum (IM) affects our agency.
- f. FY 2020 Child & Adult Care Food Program (CACFP) Audit Report:** No reportable findings regarding CACFP were noted in the audit report.
- g. Community Action Month:** Join us in celebrating, learning, and growing.
- h. Head Start Summer Programming:** This will be conducted virtually with weekly learning packets, activities, and video interaction with the teachers. Funding comes from the American Rescue Plan Act (ARPA), which is one-time supplemental funding.
- i. American Rescue Plan Funding Increase for Head Start Programs ACF-PI-HS-21-03 FY 2021:** This Program Instruction (PI) spells out the application requirements to claim awarded funds. We plan to use this for part of our Head Start Summer Programming.

**9. 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

**10. Next Meeting Date:** Tuesday, June 15, 2021 at 1:15 p.m. in person at the central office or on Zoom.

**11. Adjournment:** Motion by McCampbell, second by Larkin to adjourn. The meeting ended at 2:56 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary