

Board of Directors Minutes

July 20, 2021



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:17 p.m. in the central office board room.
2. There was a **quorum present**. Members present were:

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

Members absent: Ron Ellerhoff, Jerry Strause, Quintwan Simmons, Rick Larkin, Terri Roberts, and Angie McLain.

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

3. **Training:** Planning Director Rachel Albrecht provided training on the agency Equal Employment Opportunity (EEO) and Affirmative Action Plan. She reviewed the reasons we have a plan, the board's responsibilities, introduced new data in the plan, compared it to local data, and answered board member's questions.
4. **Consideration of the Agenda:** Motion by Mears, second by Lindeen to approve the updated agenda which included 6.e. Agency Retirement Plan 5500 Report and Audit. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by McCampbell to approve the minutes of the June 15, 2021 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Agency Equal Employment Opportunity Affirmative Action Plan Update:** Motion by Griffin, second by McCampbell to approve the 2021 Equal Employment Opportunity Affirmative Action Plan. Motion approved by voice vote.
 - b. **FY 20 IRS 990 Form:** Motion by McCampbell, second by Griffin to approve the Fiscal Year 2020 IRS 990. Motion approved by voice vote. This reports the basic financial information of the agency for the fiscal year ending September 30, 2019. It provides information to the IRS that verifies our organization continues to be a 501(c)3 and is exempt from federal taxes based on the activities we perform.
 - c. **WIC (Women, Infants and Children) FY22 Budget:** Motion by Lindeen, second by Mears to approve the Fiscal Year 2022 Supplemental Nutritional Program for Women, Infants and Children budget in the amount of \$714,032. Motion approved by voice vote.
 - d. **Mount Pleasant Building Head Start 1303:** Motion by Griffin, second by Boshart to approve submission of the 1303 document for the Head Start building in Mount Pleasant. This document addresses the criteria for the construction and renovation of the property. Motion approved by voice vote.

- e. **Agency Retirement Plan 5500 Report and Audit:** Motion by Mears, second by McCampbell to approve the Agency Retirement Plan 5500 Report and Audit. This is a disclosure tool and source of information to protect the rights and benefits of participants and beneficiaries. This was prepared by Empower (formerly Mass Mutual) who administrates the 403(b) plan offered by the agency. Our agency auditors, Meriwether, Wilson and Company, PLC conducted the audit of the report. Motion approved by voice vote.

7. Information:

- a. **Executive Director Report, Sheri Wilson:** Wilson continues to communicate with funders and await decisions on Water Assistance and Weatherization funds. FaDSS has received an additional \$55,432 in the coming year for families emergency costs. Wilson virtually attended Community Action Program Legal Services' (CAPLAW) annual conference, Iowa Community Action Association's (ICAA) board retreat, and a Results Oriented Management and Accountability (ROMA) refresher training course. She conducted an in person staff training on ROMA with Planning Director Albrecht. Wilson is working with the fiscal department on having agency software set up that staff can enter their exact work times in their timesheets, Wilson presented for the Paint-a-Thon luncheon, met with representatives about a grant from DuPont, and shared upcoming vacation plans.
- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of June 2, 2021 – July 1, 2021.
- c. **Head Start Monitoring Review Report:** This reviewed the recent deficiency and our agency's response to the situation.
- d. **August Board Meeting:** There will be no board meeting in August.

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, **September 21, 2021** at **1:15 p.m.** in the central office board room or via Zoom.

- 10. **Adjournment:** Motion by Larkin, second by Griffin to adjourn. The meeting ended at 2:33 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary