

Board of Directors Minutes

September 21, 2021



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:15 p.m.
2. There was a **quorum present**. Some members were present in person and other were present via Zoom. Members present were:

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

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

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

3. **Training:** Paula Morgan, LIHEAP Coordinator, provided training on the agency Low Income Home Energy Assistance Program (LIHEAP) and the new water assistance program, which should be starting soon. She detailed agency funding sources, amounts, applications, furnace repairs, propane contracts and fills, partnerships with local companies, and crisis assistance for disconnection notices.
4. **Consideration of the Agenda:** Motion by Larkin, second by Mears to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by McCampbell to approve the minutes of the July 20, 2021 board meeting. Motion approved by voice vote. There was no August board meeting.
6. **Action Items:**
 - a. **Ratify August Vote for Head Start Security System:** Motion by Boshart, second by Larkin to ratify the approval of the August email vote for the Head Start Security System. Security equipment will be purchased from Crescent Electric for \$9,032.65 and will be installed by Bessine Electric for \$4,330. Motion approved by voice vote.
 - b. **Community Services Block Grant (CSBG) FY 2021 Budget Amendment & Carryover Request:** Motion by Mears, second by Lindeen to approve the CSBG FY 2021 Budget Amendment & Carryover Request. This includes an increase of \$3,379 from the Department of Human Rights that we will use to increase salary, fringe, and indirect. The extension will prolong the contract date from September 30, 2021 to March 31, 2022 allowing for the expenditure of funds. Motion approved by voice vote.
 - c. **Family Development and Self-Sufficiency (FaDSS) FY 2021 Budget Amendment:** Motion by Larkin, second by Boshart to approve the FaDSS FY 2021 Budget Amendment. This

amendment reflects accurate projected expenditures for the remaining funding period. The overall amended budget shows a decrease of \$7,222. Motion approved by voice vote.

- d. **Head Start Carry-Over Request for Start-Up Funds:** Motion by Boshart, second by Lindeen to approve the Head Start Carry-Over Request for Start-Up Funds in the amount of \$2,203,562 for the building projects in Mount Pleasant and Fort Madison. Motion approved by voice vote.
- e. **Head Start Non-Federal Waiver of Start-Up Funds:** Motion by Larkin, second by Mears to approve the Head Start Non-Federal Waiver of Start-Up Funds in the amount of \$550,891 for the non-federal match requirement of the start-up portion of the Head Start grant. Motion approved by voice vote.

7. Information:

a. Executive Director Report, Sheri Wilson:

Wilson went to the Paint-A-Thon luncheon in August, attended an Iowa Community Action Association and Milestones board meeting, has been working with WIC staff as the WIC director is on medical leave, and attended a CAPLAW training. She is participating on an ICAA Disaster Committee, has been reviewing job descriptions for the CSBG standards, took some vacation time, and is waiting for clarifications on the federal vaccine mandate.

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of July 2, 2021 – September 1, 2021.
- c. **Head Start Quarterly Federal Cash Transaction Report:** Cash on hand at the end of the second quarter 2021 was \$-248,113.84.
- d. **Small Grants Received April – August 2021:** The agency received seven small grants to support our mission.
- e. **Bylaws Review Discussion:** The board discussed going to a 12 member board while retaining its tripartite and membership requirements. Potential changes will be mailed out to the board for consideration at the October board meeting.
- f. **Officer Elections will be held at the October meeting.**
- g. **Base Rate Increase:** We are raising the wages and creating two pay levels for Family Development Specialists based on if they have a two or four year college degree. We hope this will help in attracting those with backgrounds in social work.
- h. **ACF-IM-HS-21-03 Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees:** We will have a Focus Area Review the week of October 11, 2021.

- i. **ACF-IM-HS-21-04 Terminology Changes:** This informs Head Start of terminology changes as the Department of Health and Human services seeks to become more consistent across all departments.
- j. **Agency In-Service Monday October 25th:** Board members are invited to attend the day of training and recognition to be held at the Pzazz Conference Center.

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, **October 19, 2021** at **1:15 p.m.** in the central office board room or via Zoom.

10. Adjournment: Welander adjourned the meeting at 2:39 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary