

# Board of Directors Minutes

## October 19, 2021



1. **Call to order:** Board Vice President Linda Boshart called the meeting to order at 1:15 p.m.
2. **Training:** Planning Director Rachel Albrecht presented training on Results Oriented Management and Accountability (ROMA), mission statements, including the agency's mission. She reviewed the ROMA cycle, elements of a good mission statement, and board responsibility listed in the CSBG Standards to review the agency's mission and ensure programs and services align with the mission of the agency.
3. **Board Resignations:** Quintwan Simmons and Terri Roberts. This leaves 11 current board members.
4. 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			Randy Griffin

**Members absent:** Barbara Welander, Ron Ellerhoff, Angie McLain, Jerry Strause, and Marc Lindeen.

**Staff present:** Sarah Droege, Matthew LeClere, and Rachel Albrecht.

5. **Consideration of the Agenda:** Motion by Larkin, second by McCampbell to approve the updated agenda with the addition of 7.aa. Seat New Board Member. Motion approved by voice vote.
6. **Consideration of the Minutes:** Motion by McCampbell, second by Griffin to approve the minutes of the September 21, 2021 board meeting. Motion approved by voice vote.
7. **Action Items:**
  - a. **Agency Bylaws Amendment:** Motion by Mears, second by McCampbell to approve the Agency Bylaws as amended. Article V, Section B: the number of board members was changed to 12. Article V, Section F: the removal clause was simplified. Article VI, Section A.1, the use of virtual board meetings was clarified. Motion approved by a roll call vote with all present approving the motion.
  - aa. **Seat New Board Member:** Motion by Griffin, second by Larkin to approve Treasa Swailes. Swailes lives in Henry County and is the Head Start Policy Council President. Motion approved by voice vote.
  - b. **Personnel Policy #303 Vacation:** Motion by McCampbell, second by Larkin to approve the update to Personnel Policy #303 to allow the executive director to approve the use of vacation time when sick leave is exhausted during a pandemic or emergency. Motion approved by voice vote.
  - c. **Parents as Teachers (PAT) FY22 Budget Amendment:** Motion by McCampbell, second by Griffin to approve PAT FY22 Budget Amendment. Yearly wages and benefits were increased to

reflect agency raises, indirect was increased with a newly awarded indirect cost rate. Motion approved by voice vote. Mears abstained from the vote.

- d. **Agency Mission Statement Review:** Motion by Mears, second by Swailes to approve the agency mission statement. The board affirmed the agency mission continues to address poverty and agency programs and services are aligned with the mission statement. Motion approved by voice vote.
- e. **Selection Procedures for Low-Income Representatives:** Motion by McCampbell, second by Larkin to approve the Selection Procedures for Low-Income Representatives to the Board as amended. This allows for center ballots, online voting, and certification statements. Motion approved by voice vote.
- f. **Election of Board Officers:** Motion by Larkin, second by McCampbell to approve Barb Welander as Board President, Linda Boshart as Vice President, Cyndi Mears as Secretary, and Randy Griffin as Treasurer. Motion approved by voice vote.

## 8. Information:

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

Wilson participated in the Iowa Community Action Association (ICAA) board meeting which finalized payments to participating Community Action Agencies for the Iowa Finance Authority (IFA) rent program. Wilson has signed the contract for the new water program, LIHWAP, Low-Income Household Water Assistance Program, sat on the ICAA Disaster Committee to make suggestions for the future of the program, and worked with WIC staff as their participation grew and the program at our agency received a bonus.

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of September 2, 2021 – October 1, 2021.
- c. **Head Start & Early Head Start FY 2021 Program Information Report (PIR):** The report covers a variety of topics including child demographics, staff information, health and family services provided.
- d. **Head Start Information Memorandum (IM) ACF-IM-HS-21-05 “Supporting the Wellness of All Staff in the Head Start Workforce”:** This IM clarifies use of Head Start grant funding for staff wellness efforts.
- e. **Agency In-Service October 25, 2021:** The board is invited to attend.

## 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, **November 16, 2021** at **1:15 p.m.** in the central office board room or via Zoom.

**11. Adjournment:** Motion by Griffin, second by McCampbell to adjourn. The meeting ended at 2:06 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary