

Board of Directors Minutes

November 16, 2021



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:15 p.m. via Zoom.
2. **Training:** Finance Director Sarah Droege presented training to the board on Board Financial Roles and Responsibilities. She reviewed the financial reports the board receives monthly, how the reports are prepared, gave a detailed explanation of the reports, and elaborated on the fiscal security procedures.
3. 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	Marc Lindeen		Randy Griffin
	Barbara Welander		
	Treasa Swailes		

Members absent: Ron Ellerhoff, Jerry Strause, and Angie McLain.

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

4. **Consideration of the Agenda:** Motion by Griffin, second by Boshart to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Larkin, second by Swailes to approve the minutes of the October 19, 2021 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Reappointment of Board Members:** Motion by Griffin, second by McCampbell to approve community representative board members: Rhonda Reif, Linda Boshart, Barbara Welander, Cyndi Mears. Motion approved by voice vote. Ron Ellerhoff has passed away. Jerry Strause and Angie McLain were not reappointed.
 - b. **Board Committee Appointments:** Motion by Lindeen, second by Swailes to approve the following committee participants:

<u>Building Committee</u>	<u>Finance Committee</u>	<u>Personnel Committee</u>	<u>Bylaws Committee</u>
Barb Welander	Barb Welander	Barb Welander	Barb Welander
Treasa Swailes	Randy Griffin	Marc Lindeen	Rhonda Reif
Rick Larkin	Shane McCampbell	Linda Boshart	
Marc Lindeen	Cyndi Mears	Treasa Swailes	
Linda Boshart			

Motion approved by voice vote.

- c. **COVID-19 Vaccination Policy:** Motion by Lindeen, second by Mears to approve COVID-19 Vaccination Policy. This will comply with the federal mandate regarding OSHA COVID-19 Emergency Temporary Standard on Vaccination and Testing. Motion approved by voice vote. McCampbell abstained.
- d. **Head Start Non-Federal Waiver Request for Expended Start-Up Funds:** This waiver and action item are no longer needed after the auditor's examination.

7. Information:

a. Executive Director Report, Sheri Wilson:

Wilson attended the Iowa Community Action Association (ICAA) board meeting and has overseen the start of the water program the agency has implemented. The ICAA Disaster Committee she sits on has submitted suggested changes for the Iowa Disaster Program. Wilson has responded to COVID-19 impacts at the agency regarding staffing and policies. Wilson and Finance Director Droege were heavily involved in the agency audit in November. The results will be presented to the board later.

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of October 2, 2021 – November 1, 2021.
- c. **Weatherization Administrative Review:** For program year 2021 there were no programmatic findings. A copy of the official letter was included in the board packet. The board commended Weatherization Director Jim Blackwell and Auditor Marc Lutz for the smooth operation of the program with no findings.
- d. **Head Start FY 2021 Federal Financial Report:** The Federal Financial Report (FFR) for the 12-month period of September 1, 2020 – August 31, 2021 was included in the board packet.
- e. **Head Start Quarterly Federal Cash Transaction Report:** The Federal Cash Transaction Report for the third quarter 2021 was included in the board packet. Cash on hand for the Head Start/Early Head Start Program at the end of the third quarter 2021 was \$-402,554.95.
- f. **Head Start Community Assessment Plan:** The committee will be meeting and planning January – March 2022 and a summary will be prepared and presented when complete.

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

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

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary