

Board of Directors Minutes

December 21, 2021



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:21 p.m.
2. **Training:** Planning Director Rachel Albrecht provided training on the Fiscal Year 2021 Client Satisfaction Survey, analyzation of the survey, and agency client demographics. She reviewed the CSBG Report with the board and answered questions. Executive Director Sheri Wilson and Finance Director Sarah Droege explained and reviewed the Year End 2021 CSBG Expenditures and projected agency budgets.
3. There was a **quorum present**. Members present in person or via Zoom were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Treasa Swailes		Cyndi Mears
	Barbara Welander		Randy Griffin

Members absent: Shane McCampbell, Linda Boshart, Marc Lindeen, and Rick Larkin

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

4. **Seating New Board Member:** Samantha Brecount from Lee County won the election for Representative of the Low Income for Lee County held in November. Motion by Griffin, second by Swailes to seat Samantha Brecount as a board member. Motion approved by voice vote. Brecount was in attendance at the meeting.
5. **Consideration of the Agenda:** Motion by Mears, second by Swailes to approve the agenda. Motion approved by voice vote.
6. **Consideration of the Minutes:** Motion by Griffin, second by Swailes to approve the minutes of the November 16, 2021 board meeting. Motion approved by voice vote.
7. **Action Items:**
 - a. **Administrative Budget FY 2022:** Motion by Mears, second by Swailes to approve the Administrative Budget FY 2022 projected to be \$738,949. Motion approved by voice vote. The Administrative Budget is funded by the indirect rate charged to agency programs.
 - b. **Annual Agency Budget FY 2022:** Motion by Griffin, second by Swailes to approve the Annual Agency Budget FY 2022 projection for \$14,658,122.55. Motion approved by voice vote.
8. **Information:**
 - a. **Executive Director Report, Sheri Wilson:**

Wilson attended an Iowa Community Action Association (ICAA) board meeting, collaborated with the management team for annual new employee orientation, sent out holiday thank you cards to

donors, attended a meeting with Mercer regarding the agency's health insurance plans for the coming year, started implementation of the COVID-19 Vaccination Policy, and has been working towards completing her Continuing Legal Education (CLE) training.

The agency has received a grant from Great Western for \$10,000 for a vehicle for CSBG activities, received a donation of \$5,000 from the Iowa Fertilizer plant for food in Lee County, and \$675 in Hy-Vee gift cards for families.

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of November 2, 2021 – December 1, 2021.
- c. **CSBG Standards Approved:** The Iowa Department of Human Rights, Department of Community Action Agencies (DCAA) has accepted our self-assessment and recorded us as meeting all 58 CSBG organizational standards.
- d. **FY 2021 Client Satisfaction:** Included in the board packet were client statements from the survey. The planning director reviewed this with the board, provided analyzation of the survey responses, client demographics, and more information during the training period.
- e. **Community Services Block Grant FY 2021 Annual Report:** The CSBG report was included in the board packet for review. The planning director reviewed this with the board and answered questions during the training period.
- f. **Head Start 12 month Federal Financial Report (COVID Fund):** This report covers September 1, 2020 through August 31, 2021.
- g. **Head Start Interim Final Rule on Vaccinations:** All individuals two years of age and older must be masked. All Head Start staff, contractors who have contact with children and families, and volunteers working with children and families, must be vaccinated by January 31, 2022. Exemptions may be granted for medical conditions and religious beliefs. If granted an exemption, they must undergo testing at least weekly. Full text of the Head Start interim final rule available here: <https://www.govinfo.gov/content/pkg/FR-2021-11-30/pdf/2021-25869.pdf>
- h. **Head Start Monitoring Report:** This review took place virtually between October 12-15, 2021. We received no citations of "Deficiency" and only two notes of "Areas of Concern" regarding personnel qualifications. In both areas relating to personnel qualifications, staff are on track to receive certifications to maintain compliance.
- i. **Head Start Start-up Carryover Request Update:** In September, the board approved a carryover request for \$2,203,562. The request was returned to us for modification to only request carry-over for the Mt Pleasant project in the amount of \$1,059,102. The remaining portion does not need to be requested until we submit the 1303 report for the Ft Madison project.

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, **January 18, 2022** at **1:15 p.m.** in the central office board room or via Zoom.

11. Adjournment: The meeting ended at 2:52 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary