

# Board of Directors Minutes

## January 18, 2022



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:15 p.m.
2. 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
	Marc Lindeen		Randy Griffin
	Barbara Welander		

**Members absent:** Rhonda Reif, Treasa Swailes, and Samantha Brecount.

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

**Others present:** Bill Bauer, Angela Villhauer, and Diane Northway.

3. **Consideration of the Agenda:** Motion by Mears, second by Griffin to approve the agenda with 7.a. Statement of Financial Position and 7.d. Check Listing & Direct Deposits not included. Motion approved by voice vote.
4. **Consideration of the Minutes:** Motion by Griffin, second by Larkin to approve the minutes of the December 21, 2021 board meeting. Motion approved by voice vote.
5. **Action Items:**
  - a. **Community Action FY 2021 Agency Audit:** Motion by Lindeen, second by McCampbell to table the motion for the FY 2021 Agency Audit. A draft audit was presented by Bill Bauer of Meriwether, Wilson and Company. They are still waiting on a clarification from Head Start so the audit is still in draft form. Motion approved by voice vote.
  - b. **Employee Health Insurance:** Motion by Mears, second by Larkin to approve the presented three employee health insurance plans with Wellmark for the coming year, which begins on March 1, 2022. There will continue to be three employee choices for health insurance plans with a single employee cost of \$32.50, \$53.02, or \$92.38 per month. Spouse, children or family coverage will be available for an additional employee cost. The programs will pay the balance of \$779.15 per employee per month. Motion approved by voice vote. Insurance broker representatives from Mercer, Angela Villhauer and Diane Northway, were present via Zoom to explain the plans and answer the board's questions.
  - c. **Employee Dental & Vision Insurance:** Motion by Lindeen, second by McCampbell to approve the employee dental and vision insurance with Delta Dental and Delta Dental Vision for the coming year, which begins on March 1, 2022. Single employees who choose to participate will pay \$10.83 per month for Delta Dental and \$2.16 a month for Delta Dental Vision coverage. Family coverage will be available for an additional cost to the employee. The programs will pay the balance of \$23.83 per employee per month for dental and vision combined. Motion approved by voice vote.

Insurance broker representatives from Mercer, Angela Villhauer and Diane Northway, were present via Zoom to explain the plans and answer the board's questions.

- d. **Weatherization FY 2022 Signatories & Contracts:** Motion by McCampbell, second by Mears to approve the Executive Director to sign contracts and amendments and to authorize the Fiscal Director to submit funding and expenditure reports for the Iowa Department of Human Rights, Division of Community Action Agencies three contracts of the Heating Assistance Program, Alliant Energy, and Mid-America Electric Company contracts. Motion approved by voice vote.
- e. **Head Start Selection Criteria:** Motion by Griffin, second by Mears to approve the Head Start Selection Criteria for the 2022-2023 program year. Motion approved by voice vote. There were no changes to the current criteria.
- f. **Center Van Purchase:** Motion by McCampbell, second by Griffin to approve the use of \$20,000-30,000 to purchase a van for the centers. \$10,000 will come from the grant from Great Western Bank with the remaining from non-grant funds. Motion approved by voice vote.

## 6. Information:

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

Wilson participated in the Iowa Community Action Association (ICAA) board meeting, worked with Mercer regarding insurance and open enrollment for employee health, dental, and vision insurance, has stayed up to date regarding COVID policies, laws, and court cases affecting our agency, updated the agency COVID policy, and completed her 15 hours of Continuing Legal Education (CLE) training for 2021.

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of December 2, 2021 – January 1, 2022.
- c. **Agency FY 2021 Annual Report:** The Planning Director reviewed the report with the board.
- d. **Disclosure Relating to the Agency Nepotism Policy:** Current familial relationships among staff and board members were disclosed. Included was a staff listing and the board was asked to notify Wilson of any familial relationships.
- e. **Local Support and Donations:** A donor summary for calendar year 2021 was included with small area grants received from September 2021-January 2022.
- f. **Conflict of Interest Statement:** All board members were asked to sign and turn in the included Conflict of Interest Statement.

## 7. Reports Provided to the Board for Review:

- b. Program Budgets
- c. Credit Card Statements

e. Program Updates

**8. Next Meeting Date:** Tuesday, **February 15, 2022** at **1:15 p.m.** in the central office board room or via Zoom.

**9. Adjournment:** The meeting ended at 2:55 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary