

Board of Directors Minutes

February 15, 2022



1. **Call to order:** Board President Barbara Welandar called the meeting to order at 1:16 p.m.
2. There was a **quorum present**. Members present were:

| Des Moines County | Henry County | Lee County | Louisa County |
|-------------------|------------------|------------|---------------|
| Rhonda Reif | Linda Boshart | | Cyndi Mears |
| Shane McCampbell | Marc Lindeen | | Randy Griffin |
| | Barbara Welandar | | |
| | Treasa Swailes | | |

Members absent: Samantha Brecount and Rick Larkin

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

3. **Training:** Weatherization Director Jim Blackwell provided training on the Weatherization Technical Monitoring Report included in the board packet. He explained inspections, deadlines, findings, remedies applied, expectations, and reporting. All needed repairs will be completed and submitted before the March 22, 2022 deadline.
4. **Consideration of the Agenda:** Motion by Griffin, second by Swailes to approve the agenda with the addition of 6.d.i CSBG Supplemental Budget Amendment and 6.i. Central Office Copy Machine. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by McCampbell, second by Swailes to approve the minutes of the January 18, 2022 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Agency FY2021 Audit Approval:** Motion by McCampbell, second by Lindeen to approve the Agency FY2021 Audit. The audit was presented at the January board meeting and a satisfactory response was received and passed along from Head Start for a clear audit with no findings. Motion approved by voice vote.
 - b. **Acknowledge Head Start Vote for Non-Federal Carry Over Waiver:** Motion by McCampbell, second by Mears to acknowledge the approval of the Head Start Vote for Non-Federal Carry Over Waiver. This was approved by email vote of 8-0 on February 1, 2022. Motion approved by voice vote.
 - c. **Head Start Carry-Over Budget for Mount Pleasant Building:** Motion by Swailes, second by Griffin to approve Head Start Carry-Over Budget for the Mount Pleasant Building in the amount of \$1,059,102. Motion approved by voice vote.
 - d. **Retention Bonus and Hiring Incentive:** Motion by Lindeen, second by Boshart to approve the Retention Bonus and Hiring Incentive for all agency employees as presented in the updated board handout. There will be four incentive levels with payments spaced at least 3 months apart: full time

long term (\$1,500), part time long term (\$750), full time short term (\$1,000), part time short term (\$500). This incentive will measure employee status as of January 1, 2022 and remain in effect through August 31, 2022. Motion approved by voice vote.

I. CSBG Supplemental Budget Amendment: Motion by Griffin, second by Swailes to approve the CSBG Supplemental Budget Amendment. This amendment moves funds from personnel costs into co-funded programs allowing the agency to pay retention and hiring incentives for agency program employees. Motion approved by voice vote.

- e. Low-Income Energy Assistance Program (LIHEAP) FY22 Signatories & Contracts:** Motion by McCampbell, second by Swailes to approve the LIHEAP FY22 Signatories and Contracts. This allows that the board president can authorize the executive director to sign contract amendments and the fiscal director may submit funding and expenditure reports. Motion approved by voice vote.
- f. Family Development and Self-Sufficiency (FaDSS) Proposed FY23 Budget:** Motion by Lindeen, second by McCampbell to approve the FaDSS Proposed FY23 Budget in the amount of \$357,213. Motion approved by voice vote.
- g. Preschool Scholarships FY22 Contract Amendment:** Motion by McCampbell, second by Swailes to approve the Preschool Scholarships FY22 Contract Amendment. There were decreases among staff salaries, benefits, office supplies, scholarship payments, and indirect for administration. There are increases among operational costs. These adjustments were made to reflect more accurate costs and the decrease in enrollment. Motion approved by voice vote. Mears abstained.
- h. Parents as Teachers (PAT) FY22 Contract Amendment:** Motion by McCampbell, second by Griffin to approve the PAT FY22 Contract Amendment. There were decreases in travel and office supplies and increases for salaries, benefits, equipment, operations, professional development, incentives, and indirect administration to more accurately reflect costs. Motion approved by voice vote. Mears abstained.
- i. Central Office Copy Machine:** Motion by Griffin, second by Mears to approve the purchase of a Sharp MX-MX-M7570 copy machine from Access for \$10,066 with a quarterly service agreement for Central Office. Motion approved by voice vote.

7. Information:

a. Executive Director Report, Sheri Wilson:

Wilson attended a board training with Milestones Area Agency on Aging, attended the Iowa Community Action Association (ICAA) board meeting, an ICAA Disaster Committee meeting, met with the two local Early Childhood Iowa Directors to discuss the possibility of a new program, and coordinated with Great Western Bank in their donation and our purchase of a van. Wilson has worked with Human Resources with the many staff vacancies and absences, worked through possible retention and bonus scenarios, and coordinated with other agencies regarding a new housing grant.

- b. Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of January 2, 2022 – February 1, 2022.

- c. **Head Start Final 2020-21 Federal Financial Report:** This final report covers the period of September 1, 2020 through August 31, 2021. It was submitted on February 7, 2022.
- d. **Head Start Quarterly Federal Cash Transaction Report:** This report is for the fourth quarter of 2021 showing cash on hand as of December 31, 2021 was \$-146,672.96 due to the timing of disbursements and receipt of funds from Health and Human Services.
- e. **ACF-IM-HS-22-01 Head Start Transportation Services and Vehicles During COVID-19 Pandemic:** This Information Memorandum (IM) highlights safety procedures programs should consider as they transport children with Head Start vehicles.
- f. **ACF-PI-HS-22-01 Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies:** This Program Instruction (PI) describes the process the Office of Head Start has established for making determinations in the absence of normally required data, such as during a federally declared emergency.
- g. **Board Resources & On-line Training:** Training and links were provided and are listed on the agency website for board members to learn about poverty, boards, Community Action agencies, board responsibilities, and other topics.
- h. **Weatherization Technical Monitoring Review:** Eight homes were inspected December 13-15, 2021 by the Iowa Division of Community Action Agencies Weatherization Bureau. "The majority of the work completed met all guidelines and standards." The few corrective measures are to be completed and reported by March 22, 2022.
- i. **Agency In-Service April 25, 2022:** Board members are invited to attend the staff training day.

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

10. Adjournment: The meeting ended at 2:23 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary