

# Board of Directors Minutes

March 15, 2022



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:18 p.m.
2. **Training:** Lisa Nafziger and Sheri Wilson provided training on agency housing problems. They discussed funding sources, applications currently out, regulations in different funding sources, and client qualifications for the programs.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Linda Boshart	Samantha Brecount	Cyndi Mears
Shane McCampbell	Marc Lindeen		Randy Griffin
	Barbara Welander		
	Treasa Swailes		

**Members absent:** Rick Larkin

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

**Seating of new board member Brent Ruther:** Motion by Lindeen, second by McCampbell to approve the seating of new board member Brent Ruther. Ruther is a resident of Des Moines County and practices Law at Aspelmeier, Fisch, Power Engberg & Helling. He fulfills Head Start's requirement of having an attorney on our board. Motion approved by voice vote. Brent was present at the board meeting today.

4. **Consideration of the Agenda:** Motion by Mears, second by Swailes to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by McCampbell, second by Swailes to approve the minutes of the February 15, 2022 board meeting. Motion approved by voice vote.
6. **Action Items:**
  - a. **Burlington Head Start Playground Fencing Bid:** Motion by McCampbell, second by Ruther to approve the Burlington Head Start Playground Fencing Bid from Pierce Fence in Ottumwa, Iowa for \$6,800. Fencing will extend the existing fence 53 feet to the south, connect to another fence on the south border, and include a walking gate and equipment gate. Motion approved by voice vote.
  - b. **Burlington Early Head Start (EHS) Playground Bid:** Motion by Mears, second by Boshart to approve the Burlington Early Head Start Playground Bid from K & E Landscapes in Salem, Iowa for \$57,825.45. They will remove and reinstall the exiting shade structure, large and small play climbers from Madison (old Burlington EHS location) to Corse EHS, lay a concrete base, supply and install interlocking tiles for a fall surface for the play area. Motion approved by voice vote.

- c. **Keokuk Early Head Start Playground Bid:** Motion by McCampbell, second by Swailes to approve the Keokuk Early Head Start Playground Bid to K & E Landscapes in Salem, Iowa for \$40,172. They will remove current surfacing, replace the surfaces with new concrete and padding, grade for appropriate drainage, dismantle the shade structure and playground climber from Madison and reinstall at Keokuk EHS. Motion approved by voice vote.
- d. **Head Start Family 2022-23 Handbook:** Motion by Swailes, second by Boshart to approve the Head Start Family 2022-23 Handbook as corrected in the board packet with the re-addition of 5-2-1-0 grant paragraph. Motion approved by voice vote.
- e. **WIC (Women, Infants and Children) FY 2023 Grant and Budget:** Motion by McCampbell, second by Swailes to approve the WIC FY 2023 grant and budget for \$706,813. This includes funding for a new Breast Feeding Peer Counseling program and incorporating Washington County into our service area. Motion approved by voice vote.
- f. **Head Start & Early Head Start 2022-23 Calendar:** Motion by Lindeen, second by Mears to approve the Head Start & Early Head Start 2022-23 Calendar. Motion approved by voice vote. Efforts were made to line up as closely as possible with local school district breaks to make it easier on families.

## 7. Information:

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

Wilson participated in a Zoom meeting in support of the CSBG Modernization Act, met with Selective Insurance regarding the agency and locations, conducted a management meeting, attended the Iowa Community Action Association (ICAA) board meeting and ICAA committee on donor issues. Wilson met with a Lee County committee regarding local American Rescue Plan Act (ARPA) funding for housing in Lee County. She is waiting on hearing about a Southeastern Iowa housing grant with the Iowa Finance Authority (IFA) in which we supported Muscatine Center for Social Action's application for our area as we plan to coordinate services if the grant is approved.

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of February 2, 2022 – March 1, 2022.
- c. **Head Start & Early Head Start 2020-2021 Report to the Public:** This report showcases our program to the communities we serve.
- d. **Head Start FY23 Funding Guidance Letter:** This is a notice of our continuation grant application due on June 1, 2022 as year three of the five-year project. The total funding amount is \$3,803,537 for 264 funded child enrollment in Head Start and 70 funded child enrollment in Early Head Start.
- e. **Documenting Services to Enrolled Pregnant Women ACF-IM-HS-22-02:** This offers best practices for programs in tracking services delivered to enrolled pregnant women.

- f. **Annual Board Evaluation:** This is to be completed by each board member and turned in to Wilson regarding member's views on the board in the area of policies, roles, responsibilities, planning, general involvement, and self-appraisal. An analysis of responses will be presented to the board at a later time.
- g. **Agency In-Service Invitation and ICAA Conference Save the Date:** Board members are invited to attend trainings on April 25<sup>th</sup> in Burlington and July 20-21<sup>st</sup> in Des Moines.

**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, **April 19, 2022** at **1:15 p.m.** in the central office board room or via Zoom.

**10. Adjournment:** Motion by Larkin, second by Griffin to adjourn. The meeting ended at 2:33 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary