

# Board of Directors Minutes

## April 19, 2022



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:15 p.m.
2. **Training:** Community Services Block Grant Report and Planning by Planning Director Rachel Albrecht. Albrecht went over the CSBG 2023 application requirements, gave a general overview of the CSBG program at the agency, reviewed the National Performance Indicators (NPI's), and discussed programs and planning for the coming year giving the board opportunity for input.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Linda Boshart	Rick Larkin	Cyndi Mears
Shane McCampbell	Marc Lindeen	Samantha Brecount	
Brent Ruther	Barbara Welander		

**Members absent:** Treasa Swailes and Randy Griffin

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

4. **Consideration of the Agenda:** Motion by Boshart, second by McCampbell to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by Ruther to approve the minutes of the March 15, 2022 board meeting. Motion approved by voice vote.
6. **Action Items:**
  - a. **WIC FY 2022 Additional Funds Budget:** Motion by Mears, second by Lindeen to approve the WIC FY 2022 Additional Funds Budget with an increase of \$54,574 in operational adjustment funds. Motion approved by voice vote.
  - b. **Family Development and Self-Sufficiency (FaDSS) FY 22 Budget:** Motion by Lindeen, second by McCampbell to approve the FaDSS FY 22 Budget Amendment and Extension. This rearranges funds to correctly reflect projected expenditures and will extend the budget through September 30, 2022. Motion approved by voice vote.
  - c. **FY 2022 Agency Risk Assessment:** Motion by Ruther, second by Mears to approve the FY 2022 Agency Risk Assessment. The assessment highlights areas of risk and our agency's plans and polices to address them. Motion approved by voice vote.
  - d. **Head Start COVID (CRSSA and ARP) Spending Plan:** Motion by McCampbell, second by Ruther to approve the Head Start COVID Spending Plan; CRRSA in the amount of \$100,524 and

ARP in the amount of \$399,631. This will be spent between personnel and fringe benefits and equipment and supplies associated with in-person services. Motion approved by voice vote.

- e. **Preschool Scholarship Program FY 23 Application Budget:** Motion by Boshart, second by McCampbell to approve the Preschool Scholarship Program FY 23 Application Budget in the amount of \$75,821. Motion approved by voice vote. Mears abstained.
- f. **Parents as Teachers (PAT) FY 23 Grant Renewal Budget:** Motion by Boshart, second by Ruther to approve the PAT FY 23 Grant Renewal Budget in the amount of \$83,842. Motion approved by voice vote. Mears abstained.
- g. **Head Start Playground Bid for Corse:** Motion by Lindeen, second by Ruther to approve the Head Start Playground Bid for Corse in the amount of \$53,366.08 to K & E Landscapes. They will install a large climbing structure, shade structure, cement pad, and interlocking tile to cover the fall zone. Motion approved by voice vote.
- h. **Early Head Start Children First Grant Budget:** Motion by McCampbell, second by Boshart to approve the Early Head Start Children First Grant Budget in the amount of \$15,138 to offset the cost involved with outfitting an Early Head Start classroom in Keokuk. Motion approved by voice vote.
- i. **Personnel Policies #303 Vacation and #305 Holidays:** Motion by Ruther, second by Mears to approve the changes to Personnel Policies #303 Vacation and #305 Holidays. Changes refer to the amount of vacation an employee can retain and will be paid out when they transfer positions within the agency; and the executive director's authorization to approve additional days in special circumstances. The change to #305 Holidays references a birthday day off will only be granted to employees who have completed their initial probationary period. Motion approved by voice vote.

## 7. Information:

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

Wilson participated in the Iowa Community Action Association (ICAA) board meeting and database system update meeting, met with a Lee County committee concerning co-location in Fort Madison, visited Washington County Public Health to discuss WIC services, attended meetings of the Milestones Area Agency on Aging Wage Committee, conversed with DHLW Early Childhood Area regarding contract amendments for PAT and Preschool Scholarships, and worked with Access Systems regarding technology services.

- b. **Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of March 2, 2022 – April 1, 2022.
- c. **Fencing Bid for Burlington Head Start Playground at Corse:** Bids were approved at last month's board meeting; however, due to an oversight, the due date had not expired and a lower quote came in from Breuer Chain Link & Vinyl Fencing in Sperry, Iowa for \$2,827.20 who has now been awarded the bid.

- d. **Community Services Block Grant (CSBG) NPI FY2022 6 Month:** The individual and family NPI's were provided to the board. There are no Community NPI's to report.
- e. **CSBG National Performance Indicators (NPI) FY2022 Comparison Graph:** This provided the board with a year-to-year comparison of NPI's from 2019, 2020, 2021, and the first six months of 2022.
- f. **CSBG FY 2023 Application:** Planning information was provided to the board, discussed during the training session, and input sought from the board.
- g. **Cyber Security and IT Contract:** The agency has previously used J & S Electronics to provide IT support. J & S has sold to Access Systems and presented a proposal for continued services. Information on services available from other local providers has been requested and will be presented to the board.
- h. **Community Action Month:** The calendar and handout detail activities and agency focus for the month of May.
- i. **Invitations to Agency Events: In-Service & ROMA Training:** Board members are invited to participate in the agency in-service/training day, ROMA Training, and the ICAA conference.
- j. **Board Self-Evaluation Discussion:** The board was reminded to send in their responses to Wilson as there were only a few who provided feedback last month.

**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, **May 17, 2022** at **1:15 p.m.** in the central office board room or via Zoom.

**10. Adjournment:** The meeting ended at 2:53 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary