

Board of Directors Minutes

May 16, 2022



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:19 p.m.
2. **Training:** Head Start Director Matthew LeClere provided training on the Head Start Grant Application, their Change of Scope request, reasons behind the request, and eligible waitlist numbers at their Head Start locations.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Shane McCampbell	Treasa Swailes		Cyndi Mears
	Marc Lindeen		Randy Griffin
	Barbara Welander		

Members absent: Rhonda Reif, Brent Ruther, Linda Boshart, Rick Larkin, and Samantha Brecount.

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

4. **Consideration of the Agenda:** Motion by Swailes, second by Griffin to approve today's agenda with the addition of 6.h. Personnel Policies #301 Employee Benefits. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by McCampbell, second by Lindeen to approve the minutes of the April 19, 2022 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Wage & Base Increase FY 2023:** Motion by Lindeen, second by McCampbell to approve the Wage & Base Increase for Fiscal Year 2023 (starting October 1, 2022). The lowest base rate will be \$12 an hour, the raise for positions with bases under \$12 an hour is the raise in base rate and addition for years of service (the amount over the current base), a 2.3% increase to the base rate for positions with bases above \$13 an hour, a 5% wage increase for positions with starting bases above \$13 an hour. Motion approved by voice vote.
 - b. **Community Services Block Grant FY 2023 Application:** Motion by McCampbell, second by Mears to approve the Community Services Block Grant FY 2023 Application. Motion approved by voice vote. The budget, narrative, CSBG Assurances, and National Performance Indicators (NPI's) planned to report were included for the board.
 - c. **Head Start COLA & Quality Improvement:** Motion by Swailes, second by Griffin to approve the Head Start Cost of Living Adjustment (COLA) & Quality Improvement allocation for salary and fringe budget lines for the FY23 budget year totaling \$104,698. Motion approved by voice vote.

- d. **Head Start FY 23 Grant & Budget:** Motion by Lindeen, second by McCampbell to approve the Head Start FY 2023 Grant & Budget in the amount of \$3,908,235 for Head Start and Early Head Start to be submitted to the Office of Head Start. Motion approved by voice vote.
- e. **Head Start FY 23 Change of Scope Submission & Budget:** Motion by McCampbell, second by Swailes to approve the Head Start FY 23 Change of Scope & Budget Submission to the Office of Head Start. The proposed change is an alternative option which would convert Head Start slots into Early Head Start slots and close four Head Start classrooms starting with the Head Start Fiscal Year 2023 (September 1, 2022). Motion approved by voice vote. The Office of Head Start will determine if they approve the regular Head Start FY 23 Grant & Budget or the Change of Scope option.
- f. **Head Start FY 23 Training & Technical Assistance Plan:** Motion by Swailes, second by Mears to approve the Head Start Training & Technical Assistance Plan. Motion approved by voice vote. This plan identifies training objective, resources, and potential costs related to the program's overall goals.
- g. **Head Start FY 22 Community Assessment:** Motion by McCampbell, second by Swailes to approve the Head Start FY 22 Community Assessment. Motion approved by voice vote. This fulfills the grant requirement of a community assessment and is used to guide Head Start in determining its philosophy, program objectives, and the design of its service delivery systems.
- h. **Personnel Policies #301 Employee Benefits:** Motion by Mears, second by Swailes to approve the change to Personnel Policy #301 Employee Benefits. This strikes out "for a full work day" and requires staff to use eligible benefits for time off. Motion approved by voice vote.

7. Reports:

- a. **Executive Director Report, Sheri Wilson:**

Wilson participated in the Iowa Community Action Association board meeting, NIFCAP system update meetings, met with representative Miller-Meeks regarding the CSBG Modernization Act, attended a meeting with the Food Bank of Iowa, conducted the agency wide Training Day, attended the Milestones Area Agency on Aging board meeting, was interviewed by two newspapers for Community Action Month, reviewed potential changes to our housing assistance programs regarding the potential housing grant through the Muscatine Center for Social Action, submitted a request for funds to DuPont, completed several training modules for Child & Adult Care Food Program (CACFP), and is planning some upcoming vacation.
- b. Statement of Financial Position
- c. Budgets
- d. Credit Card Statements
- e. Check Listing and Direct Deposits

8. Executive Session: Motion by Lindeen, second by McCampbell to enter executive session. All staff left the room.

- a. Executive Director Evaluation:** Motion by Mears, second by Swailes to approve the evaluation of Executive Director Sheri Wilson discussed in executive session. Motion approved by voice vote. Welander will schedule a time to review the evaluation with Wilson.
- b. Executive Director Wage:** Motion by Lindeen, second by Swailes to approve the Executive Director's Wage as discussed in executive session. Motion approved by voice vote.

Motion by Lindeen, second by McCampbell to exit executive session. Staff re-entered the room.

9. Information:

- a. Weatherization Bids Awarded:** Bids were provided for furnaces, water heaters, boilers, and gutters awarded for the period of April 2, 2022 – May 1, 2022.
- b. Head Start Six-Month FY22 Federal Financial Report:** This covers the six months of September 1, 2021 through February 28, 2022.
- c. Head Start COLA & Quality Improvement Funding Guidance:** Cost of Living Adjustment (COLA) funds must be used to permanently increase the Head Start pay scale by no less than 2.28% for the FY 2022 budget period.
- d. ACF-IM-HS-22-03 Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program (SNAP):** The definition of "Public Assistance" in qualifying for Head Start services will now include SNAP for categorical eligibility.
- e. Program Updates:** Updates were provided by directors on their programs. Directors present provided additional updates on their programs.

10. Next Meeting Date: Tuesday, June 21, 2022 at 1:15 p.m. in the central office board room or via Zoom.

11. Adjournment: The meeting ended at 2:56 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary