Board of Directors Minutes
June 21, 2022

Community
Action
OF SOUTHEAST IOWA

1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:15 p.m.

2. **Training:** LIHEAP Processing Specialist Kelly Neff, Executive Director Sheri Wilson and Center Director Lisa Nafziger provided training on agency utility assistance programs. Neff went through the application process, Wilson and Nafziger presented data that compared last year to this year's statistics, an overview of the programs, and funding for utility assistance.

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	Randy Griffin
	Barbara Welander		

Members absent: Brent Ruther and Treasa Swailes.
Staff present: Sheri Wilson, Sarah Droege, Matthew LeClere, Lisa Nafziger, and Rachel Albrecht.

4. **Consideration of the Agenda:** Motion by Mears, second by Larkin to approve today's agenda. Motion approved by voice vote.

5. **Consideration of the Minutes:** Motion by Lindeen, second by Griffin to approve the minutes of the May 17, 2022 board meeting. Motion approved by voice vote.

6. **Action Items:**

   a. **DHLW Early Childhood Area FY 23 Scholarship Budget Amendment:** Motion by Boshart, second by Brecount to approve the DHLW Early Childhood Area FY 23 Scholarship Budget Amendment. Our FY 23 application budget had been for $75,821 and DHLW approved $50,000. Motion approved by voice vote. Mears abstained. DHLW noted if all funds are expended for preschool scholarships we can request additional funds if any are available.

   b. **Community Services Block Grant (CSBG) FY 22 Contract Amendment #3:** Motion by Griffin, second by McCampbell to approve the CSBG FY 22 Contract Amendment #3 with the increase of $4,429. The amount was added to consumable supplies to cover increased cybersecurity costs and to indirect cost to cover an increase in our indirect rate. Motion approved by voice vote.

   c. **2022 Agency Community Assessment:** Motion by Boshart, second by Mears to approve the 2022 Agency Community Assessment. Motion approved by voice vote. This is completed every three years in accordance with CSBG Standards.

d. **Weatherization Water Heater Bids:** Motion by Lindeen, second by Larkin to approve the Water Heater Bids for Weatherization to Ferguson of Burlington in the amount of $22,376.82 for 20 Lowboy power vent water heaters. Motion approved by voice vote.

e. **Information Technology (IT) and Cyber Security Contract Bids:** Motion by Lindeen, second by Boshart to approve the IT and Cyber Security contract to Drake Hardware and Software of Burlington. Motion approved by voice vote.

7. **Reports:**

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

   Wilson and Weatherization Director Jim Blackwell met with the Burlington Paint-a-Thon Committee in preparation for the event and our agency handling applications. Wilson participated in a Zoom concerning housing funds through Muscatine Center for Social Action and the Iowa Finance Authority (IFA). Wilson filled in while the Human Resource Manager was on leave, presented agency Results Oriented Management and Accountability (ROMA) Training with Planning Director Rachel Albrecht and Jenny Kreiter from Community Action of Eastern Iowa. Wilson led a management meeting, has been brainstorming for a new grant opportunity at the state level, and has followed up with General Relief regarding services we will provide in Des Moines County.

   b. Statement of Financial Position
   c. Budgets
   d. Credit Card Statements
   e. Check Listing and Direct Deposits

8. **Information:**

   a. **Weatherization Bids Awarded:** For the period of May 2, 2022 – June 1, 2022.
   b. **Program Updates**
   c. **Parents as Teachers Program**
   d. **Energy Assistance Update**
   e. **No July Board Meeting**

9. **Next Meeting Date:** Tuesday, **August 16, 2022** at **1:15 p.m.** in the central office board room or via Zoom.

10. **Adjournment:** The meeting ended at 2:43 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director   Cyndi Mears, Secretary