

Board of Directors Minutes

August 16, 2022



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:17 p.m.
2. **Training:** Finance Director Sarah Droege presented training on the audit and request for proposal (RFP) process. She detailed the most recent proposal process, how companies were chosen, requirements, contacts, and submissions for the current year.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Barbara Welander	Rick Larkin	Cyndi Mears
Shane McCampbell	Marc Lindeen		Randy Griffin
Brent Ruther			

Members absent: Linda Boshart, Treasa Swailes, Samantha Brecount.

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

4. **Consideration of the Agenda:** Motion by Larkin, second by Mears to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by McCampbell, second by Griffin to approve the minutes of the June 21, 2022 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Ratify Approval of Internal Revenue Service (IRS) 990 Form FY 2021:** Motion by Lindeen, second by McCampbell to approve and ratify the email approval of the IRS 990 form for fiscal year 2021. Motion approved by voice vote.
 - b. **Ratify Approval Bid for Burlington Head Start Playground Equipment:** Motion by McCampbell, second by Larkin to approve and ratify the email approval of the bid for Burlington Head Start Playground Equipment to Pikes Peak Playground Structure in the amount of \$24,367 from Creative Recreational Systems. Motion approved by voice vote.
 - c. **Agency Audit Bid Proposals:** Motion by Lindeen, second by McCampbell to approve the bid be awarded to Meriwether, Wilson & Co for \$39,500 for fiscal year 2022 with the option to renew for four additional years. Motion approved by voice vote. Bid requests were sent to sixteen auditors. Meriwether, Wilson & Co was the only company who submitted a bid. Details of the process and information was included in the today's training.
 - d. **Community Services Block Grant (CSBG) Supplemental Budget Amendment:** Motion by McCampbell, second by Larkin to approve the CSBG Supplemental Budget Amendment. This will shift category costs within the budget to more accurately reflect the year to date and projected expenditures. Motion approved by voice vote.

- e. **2020-2025 Strategic Plan Update:** Motion by Mears, second by Griffin to approve the updates to the 2020-2025 Strategic Plan. The needs and goals remain the same. The board was provided an updated form with results, accomplishments, and completions over the past year. Motion approved by voice vote.
- f. **Weatherization Truck Bids:** Motion by Griffin, second by Larkin to approve the bid from Deery Brothers Burlington for two 2023 Chevrolet Silverado 1500 pickups with the trade in of two vehicles for a total cost of \$78,630 for the Weatherization Program. Motion approved by voice vote.
- g. **Head Start Start-up Carry Over Request:** Motion by Lindeen, second by Griffin to approve the Head Start Start-up Carry Over Request. This approves to carry over the start-up funds for the Mt Pleasant Building grant in the amount of \$1,058,352. Motion approved by voice vote.

7. Reports:

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

Wilson participated in a Zoom regarding housing funds with Muscatine Center for Social Action (MCSA), completed her annual training for Results Oriented Management & Accountability (ROMA), attended the ICAA Board meetings virtually, attended the ICAA Conference virtually, and utilized sick leave.

- 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 June 1, 2022. – August 1, 2022
- b. **2021 – 2023 Head Start Federal Financial Report Covid #2**
- c. **2021 – 2023 Head Start Federal Financial Report Covid #3**
- d. **Training and Recognition Day Invitation:** October 3, 2022
- e. **Head Start Information Memo Competitive Bonuses for the Head Start Workforce**
- f. **Program Updates**

9. Next Meeting Date: Tuesday, September 20, 2022 at 1:15 p.m. in the central office board room or via Zoom.

10. Adjournment: The meeting ended at 2:09 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary