

# Board of Directors Minutes

## September 20, 2022



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:17 p.m.
2. **Training:** Executive Director Wilson provided training on board responsibilities and oversight. This included CSBG Standards relating to board oversight, the agency board governance document all members review at board member orientation, a reminder of the conflict of interest form, ethics, board powers according to Iowa law, financial management and oversight; the Head Start board requirements, liability, officer insurance carried, policy reviews and approvals, and their duty of care, loyalty and obedience.
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
Brent Ruther	Barbara Welander		
	Treasa Swailes		

**Members absent:** None.

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

4. **Consideration of the Agenda:** Motion by McCampbell, second by Griffin 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 August 16, 2022 board meeting. Motion approved by voice vote.
6. **Action Items:**
  - a. **Community Services Block Grant (CSBG) FY 22 Budget Amendment:** Motion by Lindeen, second by Mears to approve CSBG FY 22 Budget Amendment. The final adjusted FY 2022 CSBG Budget is \$318,489; an increase of \$3,424 which will be added to Wage, Fringe and In-Direct. Motion approved by voice vote.
  - b. **Family Development and Self-Sufficiency (FaDSS) FY 2022 Budget Amendment:** Motion by Larkin, second by Swailes to approve the FaDSS FY 2022 Budget Amendment. The total budget is decreased by \$15,835 due to the program having difficulty keeping four Family Development Specialist positions filled. Motion approved by voice vote.
  - c. **Employee Annual Wage Increase Start Date:** Motion by Mears, second by McCampbell to approve the Employee Annual Wage Increase start date to begin on the full pay period that begins closest to and includes October 1<sup>st</sup> each year. Motion approved by voice vote. The wage

increase was approved by the board at the July 2022 meeting. The wage increase start date this year will be September 24, 2022.

- d. **Child & Adult Care Food Program (CACFP) Home Providers FY 2023 Budget:** Motion by McCampbell, second by Griffin to approve the CACFP Home Providers FY 2023 Budget in the amount of \$113,379. Motion approved by voice vote.
- e. **Keokuk Land Purchase:** Motion by Lindeen, second by McCampbell for Wilson to make an offer to purchase the plot of land our Tallarico Center is built on in Keokuk, Iowa from the Keokuk School District for the amount of the transfer and recording fees. Motion approved by voice vote.

**7. Reports:**

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

Wilson has been working with the Keokuk school regarding the land purchase, met with management and Drake Hardware and Software in transferring agency IT services, worked on management staff reviews, attended the Iowa Community Action Conference, was gone for several days on leave, and has met with a potential board member to represent the community.

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

**8. Executive Session: Management Staff Review**

- a. Motion by McCampbell, second by Ruther to enter executive session at 2:05pm. Motion approved by voice vote.
- b. Wilson went over a management staff review. This was informative, no motions were made.
- c. Motion by Lindeen, second by Ruther to exit executive session at 2:30pm. Motion approved by voice vote.

**9. Information:**

- a. **Weatherization Bids Awarded:** For the period of August 2, 2022 – September 1, 2022
- b. **Officer Elections in October**
- c. **Training and Recognition Day October 3, 2022**
- d. **Program Updates**

**10. Next Meeting Date:** Tuesday, October 18, 2022 at 1:15 p.m. in the central office board room or via Zoom.

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

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary