

Board of Directors Minutes

October 18, 2022



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:15 p.m.
2. **Training:** Head Start Director Matthew LeClere presented training on the Head Start and Early Head Start Performance Information Report (PIR). LeClere overviewed data from the report, expanded on report categories and numbers, summarized the programs, answered questions from the board members, and mentioned areas of data reporting for improvements.
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
Brent Ruther	Marc Lindeen	Samantha Brecount	Randy Griffin
	Barbara Welander		

Members absent: Treasa Swailes and Shane McCampbell

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

Others present: Antonio Flores and Nicole Pappalardo

4. **Consideration of the Agenda:** Motion by Larkin, second by Brecount to approve today’s agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Ruther, second by Larkin to approve the minutes of the September 21, 2022 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Seating Community Representative Board Members: Tony Flores and Nicole Pappalardo:** Motion by Lindeen, second by Mears to approve Antonio Flores and Nicole Pappalardo as Community Representatives on the board. Motion approved by voice vote. Flores is currently the CEO of Community Health Centers of Southeastern Iowa. Pappalardo is the president of the Head Start Policy Council.
 - b. **Reappointment of Board Members:** Motion by Larkin, second by Lindeen to reappoint community representatives and representatives of the low income, which include: Samantha Brecount, Cyndi Mears, Rhonda Reif, Linda Boshart, Barbara Welander, and Brent Ruther. Teresa Swailes has moved out of the area and is removed from the board. Motion approved by voice vote.
 - c. **Election of Board Officers:** Motion by Lindeen, second by Griffin to re-elect board officers as follows: President: Barbara Welander, Vice-President: Linda Boshart, Secretary: Cyndi Mears, Treasurer: Randy Griffin. Motion approved by voice vote.

- d. **Board Meeting Schedule FY 2023:** Motion by Mears, second by Brecount to have FY 2023 board meetings monthly with the exception of July and December. Motion approved by voice vote.
- e. **Division of Community Action Agencies (DCAA) FY 2023 Signatories:** Motion by Larkin, second by Ruther to approve the Board President to authorize Executive Director Wilson to execute amendments related to contracts between the agency and DCAA for the next 12 months. Motion approved by voice vote.

7. Executive Session: Land Purchase

- a. Motion by Larkin, second by Mears to enter executive session at 1:55 pm. Motion by Larkin, second by Griffin to leave executive session at 2:00 pm.
- b. **Land Purchase:** Motion by Lindeen, second by Boshart to authorize Executive Director Wilson to purchase the land plot the Head Start Building is on (Block 64, Kilbourne's Addition to the city of Keokuk, Lee County, Iowa except for the .08 acre already owned by the agency) from the Keokuk School District for \$10,000. Motion approved by voice vote.

8. Reports:

- a. **Executive Director Report, Sheri Wilson:**
Wilson attended the virtual ICAA Board meeting and the retreat in-person in Des Moines, continued discussions with the Keokuk School District regarding land, met with Poepping, Stone, Bach, and Associates discussing the Mount Pleasant Head Start Building project, oversaw an all staff training day, provided staff with their wage update letter, and met with our insurance agent regarding the upcoming coverages for the new fiscal year.
- b. Statement of Financial Position
- c. Budgets
- d. Credit Card Statements
- e. Check Listing and Direct Deposits

9. Information:

- a. **Weatherization Bids Awarded:** For the period of September 2, 2022. – October 1, 2022
- b. **Head Start and Early Head Start FY 2022 Program Information Report (PIR)**
- c. **ACF-IM-HS-22-06 “Strategies to Stabilize the Head Start Workforce”**
- d. **ACF-IM-HS-22-07 “Reporting Child Health and Safety Incidents**
- e. **Program Updates**

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

11. Adjournment: The meeting ended at 2:35 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary