

# Board of Directors Minutes

## November 15, 2022



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:16 p.m.
2. **Training:** Planning Director Rachel Albrecht presented training on Client Satisfaction results from the agency's fiscal year 2022 Client Satisfaction Survey and the agency's client demographics from fiscal year 2022. Covered in the training were: top needs identified by clients, Head Start exit survey information, client suggestions, and qualitative responses.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Linda Boshart		Cyndi Mears
Shane McCampbell	Marc Lindeen		
Brent Ruther	Barbara Welander		
Nicole Pappalardo			
Antonio Flores			

**Members absent:** Randy Griffin, Samantha Brecount, and Rick Larkin

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

**Guest:** Brad Quigley

4. **Consideration of the Agenda:** Motion by McCampbell, second by Flores to approve today's agenda with the addition of 6.f. CSBG Contract Budget Amendment Request. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by McCampbell to approve the minutes of the October 18, 2022 board meeting. Motion approved by voice vote.
6. **Action Items:**
  - a. **Board Committee Assignments:** Motion by Lindeen, second by Mears to approve the following members on board committees. Motion approved by voice vote.

Building Committee	Finance Committee	Personnel Committee	Bylaws Committee
Barb Welander	Barb Welander	Barb Welander	Barb Welander
Linda Boshart	Randy Griffin	Marc Lindeen	Rhonda Reif
Rick Larkin	Shane McCampbell	Linda Boshart	Brent Ruther
Marc Lindeen	Cyndi Mears	Nicole Pappalardo	
	Nicole Pappalardo	Antonio Flores	

- b. **Mt Pleasant Building Bid for Demolition and Disposal:** Motion by McCampbell, second by Ruther to approve Jean C. Wiley & Sons Inc. for the bid for demolition and disposal to prepare for construction at the Mt Pleasant building in the amount of \$6,729. Motion approved by voice vote.
- c. **Head Start Carryover Request for Start Up Funds:** Motion by Mears, second by Pappalardo to approve the proposed carry of Start-up funds for the Head Start Fort Madison project in the amount of \$1,144,460. Motion approved by voice vote.
- d. **Agency 2021 Retirement Plan 5500 Report and Audit:** Motion by McCampbell, second by Flores to approve the Agency 2021 Retirement Plan 5500 Report and Audit. Motion approved by voice vote.
- e. **Head Start Non-Federal Waiver Request for Start-Up Funds Carried Over:** Motion by Pappalardo, second by McCampbell to approve the Head Start Non-Federal Waiver Request for Start-Up Funds non-federal match requirement in the amount of \$286,115. Motion approved by voice vote.
- f. **CSBG Contract Budget Amendment Request:** Motion by Lindeen, second by Ruther to approve the CSBG Contract Budget Amendment Request. To more accurately reflect actual expenditures: salary, utilities, postage, and in-direct were decreased. Fringe, travel, space costs, and Other costs were increased. Motion approved by voice vote.

## 7. Reports:

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

Wilson attended the virtual ICAA board Networking Development meeting, submitted the purchase agreement to the Keokuk School District regarding the Tallarico Center land parcel, attended the Milestones Area Agency on Aging Board meeting, went to a round table discussion with the Food Bank of Iowa, and connected with the auditors the week they were at the agency.

- b. Mt Pleasant Building Update
- c. Statement of Financial Position
- d. Budgets
- e. Credit Card Statements
- f. Check Listing and Direct Deposits

## 8. Information:

- a. Weatherization Bids Awarded: For the period of October 2, 2022. – November 1, 2022
- b. Weatherization Administrative Monitoring Report
- c. Client Satisfaction and Demographics
- d. Head Start Twelve Month 2021-2022 Federal Financial Report
- e. ACF-IM-HS-22-08 “FY2023 Monitoring Process for Head Start and Early Head Start Recipients”
- f. Program Updates

**9. Next Meeting Date:** Tuesday, **January 17, 2023** at **1:15 p.m.** in the central office board room or via Zoom. No December 2022 meeting.

**10. Adjournment:** The meeting ended at 2:34 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director

Cyndi Mears, Secretary

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