

Board of Directors Minutes

March 21, 2023



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:17 p.m.
2. **Training:** For training, Head Start Director Matthew LeClere focused on four areas within Head Start: the Full Enrollment Initiative by the Office of Head Start, our Change of Scope approved and submitted, current classroom enrollment, and his management restructuring of positions. The program's adjustments in these areas will set up the program for future success.

3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Barbara Welander	Tom Schulz	Cyndi Mears
Antonio Flores	Linda Boshart		Brad Quigley
Shane McCampbell	Marc Lindeen		
Nicole Pappalardo			

Members absent: Brent Ruther and Anastasia Noon.

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

4. **Seating New Board Members:** Motion by Lindeen, second by Flores to seat Tom Schulz on the board. Schulz is an elected official appointed to the board from the Lee County Board of Supervisors. Motion approved by voice vote.
5. **Consideration of the Agenda:** Motion by McCampbell, second by Flores to approve today's agenda as amended to include 7.h. WIC (Women, Infants and Children) FY 2022 Additional Funds Budget. Motion approved by voice vote.
6. **Consideration of the Minutes:** Motion by Flores, second by Pappalardo to approve the minutes of the February 21, 2023 board meeting. Motion approved by voice vote. Schultz abstained.
7. **Action Items:**
 - a. **DHLW Early Childhood Iowa (ECI) Preschool Scholarship FY24 Application:** Motion by Quigley, second by Pappalardo to approve the DHLW Early Childhood Iowa (ECI) Preschool Scholarship FY24 Application. A budget of \$66,504 is based on serving 42 children with scholarships. Motion approved by voice vote. Mears abstained.
 - b. **Head Start COVID-19 Mitigation Policy:** Motion by McCampbell, second by Pappalardo to approve the Head Start COVID-19 Mitigation Policy. Our Head Start team developed this policy based on medical journals, available science, consultation with our program nurses, our local health department, and staff. This policy is in accordance with Head Start Program Instruction ACF-PI-HS-23-01. Motion approved by voice vote.

- c. **Head Start COVID #3: Low Cost Extension:** Motion by Schulz, second by McCampbell to approve the Head Start COVID #3: Low Cost Extension. A request for this extension would allow the program to spend down funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). Head Start has plans to expend the \$126,999 for: a truck, trailer, playground equipment, televisions, handheld devices, security doors, and kitchen appliances. Motion approved by voice vote.
- d. **WIC FY 2024 Grant Budget:** Motion by Mears, second by Pappalardo to approve the WIC FY 2024 Grant Budget in the amount of \$714,001, with the additions of the Breastfeeding Peer Counseling Program in the amount of \$40,800 and Breast Pumps in the amount of \$35,700. This covers our new Collaborative Service Area 13, which includes Des Moines, Henry, Lee Louisa, Muscatine, and Washington Counties. Motion approved by voice vote.
- e. **Mt Pleasant Building Contractor Bids:** Motion by Lindeen, second by Schulz to approve working with J.C. Wiley & Sons, Inc on the Mt Pleasant Building. Bids came in higher than expected and HS will be working on evaluating what elements may be adjusted. They will work with J.C. Wiley & Sons, Inc moving forward. Motion approved by voice vote.
- f. **Board Committee Assignments:** Members volunteered for the below committees:

Building Committee	Finance Committee	Personnel Committee	Bylaws Committee
Barb Welander	Barb Welander	Barb Welander	Barb Welander
Linda Boshart	Cyndi Mears	Marc Lindeen	Rhonda Reif
Marc Lindeen	Shane McCampbell	Linda Boshart	Brent Ruther
Tom Schulz	Nicole Pappalardo	Nicole Pappalardo	
Brad Quigley	Brad Quigley	Antonio Flores	

Motion by McCampbell, second by Pappalardo to approve Brad Quigley as Board Treasurer. Motion approved by voice vote.

- a. **Head Start 2023-24 Family Handbook:** Motion by Boshart, second by Pappalardo to approve the Head Start 2023-24 Family Handbook. This book is updated yearly to reflect policy shifts, new safety concerns, and program elements, Motion approved by voice vote.
- b. **WIC (Women, Infants and Children) FY 2022 Additional Funds Budget:** Motion by Boshart, second by Pappalardo to approve the WIC FY 2022 Additional Funds Budget with the additional \$76,555 operational adjustment. Motion approved by voice vote.

8. Reports:

a. Executive Director Report, Sheri Wilson:

Wilson attended an Iowa Community Action Association (ICAA) Director's meeting in person, several NIFCAP database meetings by Zoom, orientated two new board members, had calls with and was present for the Head Start bid opening, cleaned out the bank lockbox, renewed our line of credit with the bank, worked on reorganization of Head Start management staff,

attended a Weatherization Zoom exit interview, and participated in a Milestones Area Agency on Aging board meeting.

- 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 February 1, 2023 – March 1, 2023
- b. **CSBG Application Planning FY2024:** Albrecht led a discussion on CSBG funding, purposes, programing, and upcoming application.
- c. **Head Start DRDP Assessment Information**
- d. **Head Start Funding Guidance Letter**
- e. **Head Start Cost of Living & Quality Improvement Funding Increase**
- f. **Agency Line of Credit Renewed**
- g. **Program Updates**

10. Next Meeting Date: Tuesday, **April 18, 2023** at **1:15 p.m.** in the central office board room or via Zoom.

11. Adjournment: The meeting ended at 2:53 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary