

# Board of Directors Minutes

## February 21, 2023



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:21 p.m.
2. **Training:** Weatherization Director Jim Blackwell gave an overview of the Weatherization Program, shared pertinent information and data from the Weatherization SLICE Report (Report on the Impacts and Costs of the Iowa Low-Income Weatherization Program for Calendar Year 2021), reviewed selection criteria for the program, how the priority list works, and answered board questions.
3. **Seating New Board Members:** Motion by Mears, second by Flores to seat Brad Quigley and Anastasia Noon on the board. Quigley is an elected official appointed to the board from Louisa County. He is a Louisa County Supervisor. Noon was the winner of the agency held public election for a representative of the low income living in Lee County. Motion approved by voice vote.
4. There was a **quorum present**. Members present were:

| Des Moines County                         | Henry County     | Lee County     | Louisa County |
|---|------------------|----------------|---------------|
| Brent Ruther                              | Barbara Welander | Anastasia Noon | Cyndi Mears   |
| Antonio Flores                            |                  |                | Brad Quigley  |
| Rhonda Reif joined after Action Item 7.c. |                  |                |               |

**Members absent:** Shane McCampbell, Nicole Pappalardo, Marc Lindeen, and Linda Boshart.

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

5. **Consideration of the Agenda:** Motion by Flores, second by Mears to approve today's agenda. Motion approved by voice vote.
6. **Consideration of the Minutes:** Motion by Flores, second by Ruther to approve the minutes of the January 17, 2023 board meeting. Motion approved by voice vote.
7. **Action Items:**
  - a. **Family Development and Self Sufficiency (FaDSS) FY23 Budget Amendment and Extension:** Motion by Mears, second by Quigley to approve the FaDSS Budget Amendment and Extension. Funds for Supplies and third party payments were increased reflect projected expenditures. The budget extension will allow us to spend funds through September 30, 2023. Motion approved by voice vote.
  - b. **Head Start 2023-24 Selection Criteria:** Motion by Flores, second by Noon to approve the Head Start 2023-24 Selection Criteria as presented. Motion approved by voice vote.
  - c. **Head Start 2023-24 Calendar:** Motion by Flores, second by Noon to approve the Head Start 2023-24 Calendar. Motion approved by voice vote.

- d. **Mt Pleasant Building Process:** The board unanimously agreed they would like monthly updates on the Mt Pleasant building, progress, and bills.
- e. **Head Start Air Purifiers:** Motion by Noon, second by Flores to approve the purchase of 22 Head Start Air and Surface Purification Systems and six wands from WellAir for \$88,870. Motion approved by voice vote.

**8. Reports:**

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

Wilson attended the virtual Iowa Community Action Association (ICAA) board meeting, several local legislative forums, a Results Orientated Management and Accountability (ROMA) Zoom, an in person award ceremony in Keokuk for the United Way of the Great River Region grant awardees, and the Milestones Area Agency on Aging Board meeting. Wilson met with the Burlington Mayor and City Manager concerning homelessness and met with the Des Moines County Supervisors to discuss the agency's contract regarding General Relief. Wilson oversaw the closure on the Keokuk land purchase and stayed apprised of progression regarding the building renovations in Mt Pleasant.

- 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 January 1, 2023 – February 1, 2023
- b. **Head Start Final 2021-2022 Federal Financial Report**
- c. **ACF-PI-HS-23-01 Supplementary Information on Establishing an Evidenced-based COVID-19 Mitigation Policy**
- d. **Agency Annual Report**
- e. **Agency In-Service April 24 at Pzazz**
- f. **Iowa Community Action Association (ICAA) Conference July 26-27 in Des Moines**
- g. **Program Updates**

**10. Next Meeting Date:** Tuesday, **March 21, 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