

Board of Directors Minutes

May 16, 2023



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 the Community Services Block Grant (CSBG). Albrecht went over the 2024 CSBG Application Plan, some CSBG history, budget explanations, assurances, six-month National Performance Indicators (NPIs), and 2024 planned to report NPIs.
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	Anastasia Noon	Brad Quigley
Shane McCampbell	Marc Lindeen		
Nicole Pappalardo			

Members absent: Brent Ruther

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

4. **Consideration of the Agenda:** Motion by Quigley, seconded by Noon to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, seconded by Pappalardo to approve the minutes of the April 18, 2023 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Wage & Base Increase FY 2024:** Motion by Noon, seconded by Pappalardo to approve the Wage and Base Increase for FY 2024 recommended by the Personnel Committee. This will be an annual employee raise of at least 5.6% for all employees and a raise of up to 15% for employees making less than \$14 an hour. For starting base wages over \$15 an hour; they will go up by at least 3%, those under \$13 an hour will rise by 15%, and starting base rates between \$13-\$15 will rise between 3-10%. Motion approved by voice vote.
 - b. **Head Start Cost of Living Adjustment (COLA) & Quality Improvement (QI):** Motion by Mears, seconded by Quigley to approve putting all the COLA and QI funds (\$319,832) into annual salary increase of at least 5.6%, raising starting base rates, and covering the increased cost of health and vision insurance. Motion approved by voice vote.

- c. **Head Start FY 23 Grant Application & Budget:** Motion by Noon, seconded by Quigley to approve the submission of the Head Start 1-year Federal 2023-2024 Continuation Grant Application and Budget totaling \$4,228,067 of federal funds. Motion approved by voice vote.
- d. **CSBG FY23 Budget Amendment \$308,635:** Motion by Mears, seconded by Flores to approve the CSBG FY23 Budget amendment. This reflects the final amount award notification from the Iowa Division of Community Action Agencies in the amount of \$308,635. Motion approved by voice vote.
- e. **Community Services Block Grant (CSBG) FY 2024 Application:** Motion by Lindeen, seconded by Pappalardo to approve the CSBG FY 24 Application. This was reviewed during the training session and included the narrative, budget for \$302,203, NPIs, and assurances. Motion approved by voice vote.
- f. **Emergency Food & Shelter Program (EFSP) FY 2023 Application:** Motion by Noon, seconded by Quigley to approve the EFSP FY 2023 Phase 40 Application in the amount of \$10,000 for food in Des Moines County. Motion approved by voice vote.
- g. **Mt Pleasant Project 1303 Budget Revision Ratification:** Motion by Pappalardo, seconded by Noon to ratify the e-mail approval of the Mt Pleasant Project 1303 Budget Revision for Head Start. This includes moving \$400,000 from the Ft Madison project to complete the Mt Pleasant project and using funds originally in Head Start's fiscal year 2022 budget. Motion approved by voice vote.
- h. **2003-24 Head Start & Early Head Start Training & Technical Assistance Plan:** Motion by Noon, seconded by Pappalardo to approve the 2023-24 Head Start & Early Head Start Training & Technical Assistance Plan. Motion approved by voice vote.
- i. **Head Start Food Service Bids:** Motion by Quigley, seconded by Noon to approve the Head Start Food Service Bid go to Performance Food Service (PFS). Motion approved by voice vote. Head Start has food deliveries up to twice a week and received bids from three vendors.

7. Reports:

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

Wilson attended the Iowa Community Action Association (ICAA) Director's meeting, Burlington/West Burlington United Way Directors meeting, Milestones monitoring of the Senior Home Repair Program, Louisa County disaster meeting, and a Burlington City Council work meeting. She sat in on interviews, received food pantry donations, had a call with the architects regarding the Mt Pleasant building project, toured Muscatine Social Action, and worked on wage information.
- b. **Statement of Financial Position**
- c. **Budgets**

- d. **Credit Card Statements**
- e. **Check Listing and Direct Deposits**

8. Executive Session: Executive Director Evaluation & Wage

- a. Motion by Lindeen, seconded by Quigley to enter executive session at 2:20 p.m.
- b. Motion by Mears, seconded by Lindeen to exit executive session at 2:49 p.m.
- c. Motion by Quigley, seconded by Pappalardo to approve the Executive Director Evaluation and Wage as discussed in the executive session. Motion approved by voice vote. Welander will present the evaluation to Wilson.

9. Information:

- a. **Weatherization Bids Awarded:** For the period of April 1, 2023 – May 1, 2023.
- b. **Head Start Six Month Federal Financial Report:** For the period of September 1, 2022 through February 28, 2023.
- c. **CSBG 6 Month National Performance Indicators**
- d. **Program Updates** were provided by the Program Directors.

10. Next Meeting Date: Tuesday, June 20, 2023 at 1:15 p.m. in the central office board room or via Zoom.

11. Adjournment: The meeting ended at 3:05 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary