

Board of Directors Minutes

June 20, 2023



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:14 p.m.
2. **Training:** WIC Director Christine O'Brien presented training on the Supplemental Nutritional Program for Women, Infants and Children (WIC), qualifications for the program, health assessments completed at participant visits, allowable foods, benefits of being on WIC, outreach initiatives, Farmer's Market benefits, their recent monitoring report, and responded to board member questions. She noted the other programs she supervises which include the Preschool Scholarship Program that is facing a budget cut due to their funding coming from Early Childhood Iowa (ECI) and Child Adult Care Food Program (CACFP), which currently has 62 homes participating.
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			
Brent Ruther			

Members absent: Anastasia Noon

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

4. **Consideration of the Agenda:** Motion by McCampbell, seconded by Mears to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Flores, seconded by Pappalardo to approve the minutes of the May 16, 2023 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Fiscal Policies Revision:** Motion by Lindeen, seconded by Boshart to approve the Fiscal Policies Revision. Motion approved by voice vote. The majority of changes were cleaning up wording, repeated information, or providing more details on procedures.
 - b. **Head Start Door Electronic Access at Tallarico Center:** Motion by Flores, seconded by Pappalardo to approve the bid for the Head Start Doors for Electronic Access at the Tallarico Center to go to Dave Bessine Electric for \$23,031.86. The new

door handle access will integrate with the existing electronic doors and key cards. Motion approved by voice vote.

- c. **Strategic Plan Update 2020-2025:** Motion by Boshart, seconded by Pappalardo to approve the Strategic Plan Update 2020-2025. Logic model updates were provided to the board since the last update. Areas of completion and progress were noted. Motion approved by voice vote.
- d. **Family Development & Self-Sufficiency (FaDSS) FY23 Amendment:** Motion by Boshart, seconded by Lindeen to approve the FaDSS FY23 Budget Amendment. This reflects current expenditures and increases the supplies, other, and third party payments while travel was decreased. The total budget amount remains the same at \$357,213. Motion approved by voice vote.
- e. **Family Development & Self Sufficiency (FaDSS) FY24 Budget:** Motion by Lindeen, seconded by Ruther to approve the FaDSS FY24 Budget in the amount of \$357,213 for July 1, 2023 – June 30, 2024. Motion approved by voice vote.
- f. **Agency 2021 IRS 990:** Motion by Ruther, seconded by Flores to approve the Agency 2021 IRS 990. Motion approved by voice vote.

7. Reports:

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

Wilson attended the following: the Iowa Community Action Association (ICAA) Director's meeting, the General Relief Retreat in Des Moines, the Food Bank of Iowa gathering in Ottumwa, the WIC Monitoring Exit Interview, and a meeting with Poepping, Stone, Bach, and Associates with the Mt Pleasant building project new architect. Wilson participated in presenting Results Oriented Management and Accountability (ROMA) Training for the agency, signed several contracts, and has some upcoming time off scheduled.
- b. **Statement of Financial Position**
- c. **Budgets**
- d. **Credit Card Statements**
- e. **Check Listing and Direct Deposits**

8. Information:

- a. **Weatherization Bids Awarded:** For the period of May 1, 2023 – June 1, 2023.
- b. **Program Updates**
- c. **Head Start Under Enrollment Notification**
- d. **Head Start Community Assessment Summary**
- e. **Head Start Self-Assessment Summary**
- f. **Head Start School Bus Disposal**

- g. **Head Start Information Memo: ACF-IM-HS-23-02 American Indian and Alaska Native (AIAN) Head Start Eligibility Through Tribal TANF**
- h. **WIC Monitoring Review**

9. Next Meeting Date: Tuesday, **August 15, 2023** at **1:15 p.m.** in the central office board room or via Zoom. **No July Meeting.**

10. Adjournment: Motion to adjourn by Quigley, seconded by Ruther. Motion approved by voice vote. The meeting ended at 2:56 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary