

Board of Directors Minutes

August 15, 2023



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:15 p.m.
2. **Training:** Linda Wastyn of Wastyn & Associates provided training on board and staff roles, legal obligations of board members, elements of effective board functions, effective board member responsibilities, the importance of the board’s involvement in strategic planning, and running effective board meetings.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Brent Ruther	Barbara Welander	Tom Schulz	Cyndi Mears
Antonio Flores	Linda Boshart		Brad Quigley
Shane McCampbell	Marc Lindeen		

Members absent: Anastasia Noon, Nicole Pappalardo, Rhonda Reif

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

4. **Consideration of the Agenda:** Motion by Quigley, seconded by Schultz, to approve the agenda with the addition of 6.c. Water Heater Bids. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, seconded by Quigley, to approve the minutes of the June 20, 2023 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Mount Pleasant Building Contractor, Ratification Vote:** Motion by Schultz, seconded by Quigley, to approve and ratify the email approval of the board signing the bid from Jean C., Wiley & Sons, Inc for \$1,546,229 for the Head Start building in Mount Pleasant. Motion approved by voice vote.
 - b. **Head Start Playground Bid for Mount Pleasant:** Motion by Quigley, seconded by Lindeen, to approve the bid for the Head Start playground go to Playground Boss in the amount of \$52,924. Motion approved by voice vote.
 - c. **Water Heater Bids:** Motion by Schultz, seconded by Ruther, to approve the water heater bids go to Holt Supply in the amount of \$17,317.02 for 15 water heaters for the weatherization program. Motion approved by voice vote.

7. Reports:

- a. Statement of Financial Position**
- b. Budgets**
- c. Credit Card Statements**
- d. Check Listing and Direct Deposits**

8. Information:

- a. Weatherization Bids Awarded:** For the period of July 1, 2023 – August 1, 2023.
- b. Head Start Federal Financial Report COVID #2**
- c. Head Start Federal Financial Report COVID #3**
- d. Audit Resolution of Contracts**
- e. Audit Resolution of Contract LIHEAP-20-14**
- f. Program Updates**

9. Next Meeting Date: Tuesday, **September 19, 2023**, at **1:15 p.m.** in the central office board room or via Zoom.

10. Adjournment: Motion to adjourn by Quigley, seconded by Schultz. Motion approved by voice vote. The meeting ended at 3:01 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary