

Board of Directors Minutes

September 19, 2023



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:22 p.m.
2. **Training:** Center Director Lisa Nafziger presented training on the agency’s Disaster Programs. Four disasters have been declared for our counties this summer, some applications are still being processed. Nafziger went through the processes of the program, qualifications for applicants, and answered questions from board members.
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
Nicole Pappalardo	Linda Boshart		Brad Quigley
Shane McCampbell	Marc Lindeen		

Members absent: Anastasia Noon, Brent Ruther, and Antonio Flores.

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

4. **Consideration of the Agenda:** Motion by Quigley, seconded by Schultz, to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, seconded by McCampbell, to approve the minutes of the August 15, 2023 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Division of Community Action Agencies FY 2024 Signatories:** Motion by Schultz, seconded by Pappalardo, to approve the Division of Community Action Agencies (DCAA) FY 2024 Signatories to authorize the Executive Director to execute amendments related to contracts between the agency and the Iowa Department of Health and Human Services DCAA for the next 12 months. Motion approved by voice vote.
 - b. **Personnel Policy #505 Smoking:** Motion by Mears, seconded by Quigley, to approve the revised and presented Personnel Policy #505 Smoking. Motion approved by voice vote. The policy will also be updated to be the same in the Employee Health and Safety Handbook. The update includes language for Head Start expectations regarding vaping and clothing that smells of smoke.

- c. **Personnel Policy #381 Employee Loan Fund:** Motion by Schultz, seconded by Quigley, to approve the revised and presented Personnel Policy #381 Employee Loan Fund. This will raise the maximum employee loan amount to \$1,500. Motion approved by voice vote.

7. Reports:

- a. **Executive Director's Report**

Wilson attended an Iowa Community Action Association (ICAA) directors meeting, provided input on the software changes at the state level that would affect our agency, attended a Zoom with the state WIC office, and met with the architect and contractor for the Mount Pleasant Head Start building project. The agency plans to contract with Southeast Iowa Regional Planning Commission to monitor Davis Bacon requirements for the building project. Wilson was off on medical leave July 26-August 16, 2023.

- 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 August 1, 2023 – September 1, 2023.
- b. **Agency Training Day is October 2 at Pzazz**
- c. **Family Development and Self-Sufficiency Program (FaDSS) Annual Report**
- d. **Program Updates**

9. Adjournment: The meeting ended at 2:46 p.m.

Next Meeting Date: Tuesday, **October 17, 2023**, at **1:15 p.m.** in the central office board room or via Zoom.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary