

Board of Directors Minutes

October 17, 2023



1. **Call to order:** Board Treasurer Brad Quigley called the meeting to order at 1:16 p.m.
2. **Training:** Head Start Director Matthew LeClere presented on the Head Start Program Information Report (PIR). He reviewed notable changes from last year, expanded on important data, made connections with program goals, and responded to board member's inquiries.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Linda Boshart		Cyndi Mears
Nicole Pappalardo			Brad Quigley
Shane McCampbell			
Brent Ruther			
Antonio Flores.			

Members absent: Barbara Welander, Marc Lindeen, Tom Schulz, and Anastasia Noon.

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

4. **Consideration of the Agenda:** Motion by Mears, seconded by Pappalardo, 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 September 19, 2023 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Reappointment of Board Members:** Motion by Flores, seconded by Ruther, to approve the Reappointment of Board Members who are community representatives and representatives of the low income: Cyndi Mears, Rhonda Reif, Linda Boshart, Barb Welander, Nicole Pappalardo, Brent Ruther, Anastasia Noon, and Antonio Flores. Motion approved by voice vote.
 - b. **Election of Board Officers:** Motion by Ruther, seconded by Pappalardo, to approve the Election of Board Officers as follows: President Barb Welander, Secretary Cyndi Mears, Vice-President Linda Boshart, and Treasurer Brad Quigley. Motion approved by voice vote.
 - c. **Board Meeting Schedule FY 2024:** Motion by Ruther, seconded by Mears, to approve the Board Meeting Schedule for FY 2024. The board plans to meet monthly except for December and July. Meetings will be held on the third Tuesday of the month at 1:15 p.m. at

Community Action of Southeast Iowa's Central Office in Burlington or via Zoom. Motion approved by voice vote.

- d. **Agency 2022 Retirement Pan 403 (b) 5500 and Audit:** Motion by Flores, seconded by Pappalardo, to approve the Agency 2022 Retirement Pan 403 (b) 5500 and Audit. Motion approved by voice vote.
- e. **Regional Planning Contract:** Motion by Ruther, seconded by Mears, to approve the Contract with Southeast Iowa Regional Planning for the Mt Pleasant Building. They will provide administrative Davis-Bacon services for the Mt Pleasant building for a maximum amount of \$10,000. Motion approved by voice vote.

7. Reports:

a. Executive Director's Report

Agency staff have met with the architect, contractor, and Regional Planning concerning the Mt Pleasant building. Wilson has interviewed and filled in for the Human Resources Director, attended Results Oriented Management and Accountability (ROMA) training to maintain her certification, attended a Weatherization call with state staff, and is evaluating a diaper grant for the Family Development and Self Sufficiency Program (FaDSS).

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 Sept 1, 2023 – Oct 1, 2023.
- b. **By-Laws:** A copy of the by-laws was provided in the board packet
- c. **Head Start and Early Head Start Program Information Report (PIR)**
- d. **CACFP Home Sponsor Review Report**
- e. **Mount Pleasant Building Update**
- f. **New Employee Orientation:** Board members are invited to attend. It is October 27th starting at 9:00 a.m. at Pzazz.
- g. **Program Updates**

9. Next Meeting Date: Tuesday, **November 21, 2023**, at **1:15 p.m.** in the central office board room or via Zoom.

10. Adjournment: The meeting ended at 2:23 p.m.

Respectfully submitted by:

Rachel Albrecht, Planning Director



Cyndi Mears, Secretary