

Board of Directors Minutes

November 21, 2023



1. **Call to order:** Board Treasurer Brad Quigley called the meeting to order at 1:17 p.m.
2. **Training:** Planning Director Rachel Albrecht presented training on Client Satisfaction results from the agency’s fiscal year 2023 Client Satisfaction Survey and the agency’s client demographics from fiscal year 2023. Albrecht covered top needs identified by clients, the Head Start exit survey, client suggestions, qualitative responses, and answered board member questions.
3. There was a **quorum present**. Members present were:

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

Members absent: Tom Schulz, Anastasia Noon, and Nicole Pappalardo.

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

4. **Consideration of the Agenda:** Motion by McCampbell, seconded by Flores, to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Flores, seconded by Ruther, to approve the minutes of the October 17, 2023 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Conflict of Interest:** Motion by McCampbell, seconded by Welander, to approve the updated Conflict of Interest form. Motion approved by voice vote.
 - b. **CSBG FY 23 Amendment and Extension:** Motion by Lindeen, seconded by McCampbell, to approve the CSBG FY 23 Amendment and Extension. This will extend the time period for expenditures to March 30, 2024. The budget was adjusted to more accurately reflect actual expenditures. Motion approved by voice vote.
 - c. **Agency Banking Bids:** Motion by Lindeen, seconded by Ruther, to approve that agency banking remains with First Interstate Bank. Nine banks were sent a request for a proposal and four responded with bids. These were reviewed by the Board Finance Committee and discussed at today’s meeting. Motion approved by voice vote.

- d. **Head Start Change of Services:** Motion by McCampbell, seconded by Welander, to approve the Head Start Change of Services. This will change one Keokuk classroom from a part day class to a duration (full day) classroom and move 15 Head Start classroom slots to Burlington from Keokuk, which will also be a duration classroom. Motion approved by voice vote.
- e. **Early Head Start Playground:** Motion by Ruther, seconded by Mears, to approve the Early Head Start Playground bid go to Constructive Playthings for \$22,435 for the Mount Pleasant new Early Head Start location. Motion approved by voice vote.
- f. **Annual Agency Budget FY 2024:** Motion by Lindeen, seconded by Flores, to approve the Annual Agency Budget FY 2024 in the amount of \$16,186,442. Motion approved by voice vote.
- g. **Agency Administrative Budget FY 2024:** Motion by McCampbell, seconded by Flores, to approve the Agency Administrative Budget FY 2024 in the amount of \$819,189. This is gathered through indirect charged to the programs at our allowable rate, covers nine staff positions, and administrative costs. Motion approved by voice vote.

7. Reports:

a. Executive Director's Report

Wilson participated in the following meetings: Iowa Community Action Association (ICAA) Director's meeting, Weatherization monitoring exit, Hometown listening session with Health and Human Services (HHS), United Way of Burlington Director's meeting, Assured Partners regarding health insurance, Muscatine Center for Social Action and Iowa Finance Authority regarding housing funds, Food Insecurity meeting with the Renewable Energy and Conservation Committee, and a Mount Pleasant Head Start Building project meeting. Wilson hosted an agency management meeting, presented at New Employee Orientation, has overseen the Diaper Grant getting started with FaDSS, and met with WIC on their potential future location change in Mount Pleasant.

b. Mt Pleasant Building Update

c. Statement of Financial Position

d. Budgets

e. Credit Card Statements

f. Check Listing and Direct Deposits

8. Information:

- a. **Weatherization Bids Awarded:** For the period of Oct 1, 2023 – November 1, 2023.
- b. **Disclosure Relating to the Agency Nepotism Policy:** 12 people and their relationships were listed in this informational report.

- c. **Head Start Twelve Month 2022-2023 Federal Financial Report**
- d. **Client Satisfaction Report**
- e. **Program Updates**

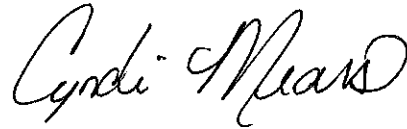
9. Next Meeting Date: Tuesday, January 16, 2024, at 1:15 p.m. in the central office board room or via Zoom. There is no December meeting.

10. Adjournment: Motion by McCampbell, seconded by Flores to adjourn. The meeting ended at 2:30 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary