

Board of Directors Minutes

January 16, 2024



1. **Call to order:** Board Treasurer Brad Quigley called the meeting to order at 1:17 p.m.
2. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Nicole Pappalardo	Linda Boshart		Cyndi Mears
Antonio Flores	Barbara Welander		Brad Quigley
Shane McCampbell			

Staff present: Sheri Wilson, Matthew LeClere, Sarah Droege, Rachel Albrecht, and Lisa Nafziger.
Guests present: Bill Bauer of Meriwether, Wilson & Company, and Angela Villhauer of Mercer.
Members absent: Tom Schulz, Anastasia Noon, Brent Ruther, Marc Lindeen, and Rhonda Reif.

3. **Consideration of the Agenda:** Motion by McCampbell, seconded by Mears, to approve the agenda. Motion approved by voice vote.
4. **Consideration of the Minutes:** Motion by McCampbell, seconded by Mears, to approve the minutes of the November 21, 2023 board meeting. Motion approved by voice vote.
5. **Board membership:** Anastasia Noon has reported to Wilson she would like to resign from the board due to other obligations at this time which have impacted her attendance. Motion by Mears, second by McCampbell to accept Noon’s resignation. Motion approved by voice vote.
6. **Action Items:**
 - a. **Community Action FY 2023 Agency Audit:** Motion by McCampbell, seconded by Mears, to approve the Community Action FY 2023 Agency Audit. Bill Bauer of Meriwether, Wilson & Company presented the audit to the board and answered questions. There were no findings or compliance issues. Motion approved by voice vote.
 - b. **Employee Health Insurance Renewal:** Motion by Mears, seconded by Welander, to approve the Employee Health Insurance Renewal with Mercer continuing to offer the three current plans with Wellmark and agency programs paying \$871.75 a month toward the premium cost for employees on the agency policy. Motion approved by voice vote.
 - c. **Employee Dental & Vision Insurance Renewal:** Motion by McCampbell, seconded by Boshart, to approve the Employee Dental & Vision Insurance Renewal with Mercer. The current plans will be kept through Delta Dental and Vision with costs remaining the same. The agency will continue to pay \$19.81 a month for Dental and \$4.14 a month for Vision coverage for each employee on the plan. Motion approved by voice vote.

d. **Ratify Head Start Votes from December Mailing:** Motion by McCampbell, seconded by Welander, to ratify the Head Start Votes from the December Mailing. These included three action items which were approved by e-mail votes:

1. **Head Start Budget Revision for Start-Up Funds for the Mt Pleasant Building Project:** The revision moved funds in the "Other" category (\$80,000) to the "Construction" line (\$1,554,102) for a total "Construction" total of \$1,634,102. This does not change the budget total.
2. **Head Start Mount Pleasant Building Project Carryover:** The total project budget for the Mount Pleasant Building Project is \$1,634,102. Unobligated funds of \$55,327.66 were approved to be included in a Carry Over Request.
3. **Head Start Fort Madison Building Carryover:** approved to be submitted for \$744,460.

Motion to ratify the Head Start Votes from the December Mailing approved by voice vote.

e. **Head Start Request for Waiver for Lead Teacher Qualifications:** Motion by McCampbell, seconded by Pappalardo, to approve the Head Start Request for Waiver for Lead Teacher Qualifications. Motion approved by voice vote. This waiver request is for one current teacher in Burlington for the current school year who is temporarily filling in as a Lead Teacher in a newly opened classroom. The employee is currently enrolled in college coursework and set to graduate in May 2024.

f. **Mount Pleasant Head Start Building Name:** Motion by Boshart, seconded by McCampbell, to name the new Mount Pleasant Head Start building Glenwood Head Start. Motion approved by voice vote.

7. Reports:

a. Executive Director's Report

Wilson attended the Iowa Community Action Association (ICAA) Director's meeting, met with the architect and contractor for the Mount Pleasant building project, attended three demonstrations on possible software options for the agency, took Continuing Legal Education classes, and worked on her Results Orientated Management & Accountability (ROMA) recertification.

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 December 1, 2023 – December 31, 2023.
- b. **Head Start 45-Day Notice CLASS Review**
- c. **Head Start Liquidation Extension for Mount Pleasant Building Project**
- d. **Program Updates**

9. Next Meeting Date: Tuesday, February 20, 2024, at 1:15 p.m. in the central office board room or via Zoom.

10. Adjournment: The meeting ended at 2:28 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary