

Board of Directors Minutes

February 20, 2024



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:17 p.m.
2. **Training:** Weatherization Director Jim Blackwell provided an overview of the Weatherization Program, went over the program’s contractor requirements by the state and federal government, discussed funding, staffing of the program, and answered board member questions.
3. There was a **quorum present**. Members present were:

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

Staff Present: Sheri Wilson, Sarah Droege, Rachel Albrecht, and Lisa Nafziger.

Members Absent: Brent Ruther and Rhonda Reif.

4. **Consideration of the Agenda:** Motion by Quigley, seconded by Flores, to approve the agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Flores, seconded by Boshart, to approve the minutes of the January 16, 2024 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **DHLW Early Childhood Area FY24 Scholarship Budget Amendment:** Motion by McCampbell, seconded by Pappalardo, to approve the DHLW (Des Moines, Henry, Louisa, Washington) Early Childhood Area FY24 Scholarship Budget Amendment. The budget was amended to more accurately reflect costs. There was no change to the amount going into scholarships and operational costs were able to absorb the adjustments. Motion approved by voice vote. Mears abstained from voting.
 - b. **Head Start Family Handbook 2024-2025:** Motion by Mears, seconded by Boshart, to approve the Head Start Family Handbook 2024-2025. Changes were made in response to updating procedures, policy shifts, and new safety concerns. Motion approved by voice vote.
 - c. **Head Start Selection Criteria 2024-2025:** Motion by Boshart, seconded by Pappalardo, to approve the Head Start Selection Criteria 2024-2025. “Similar professional support programs” and “Informal Supports; Family/Friends” categories were clarified. Motion approved by voice vote.

- d. **Head Start Calendar 2024-2025:** Motion by Mears, seconded by Flores, to approve the Head Start Calendar 2024-2025. The calendar is designed to exceed the minimum requirement for Head Start program days and includes five additional days in the event we close unexpectedly over the year. 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 several Zoom meetings regarding the upcoming agency database changes, met with State Representative Matt Rinker, oversaw open enrollment for health, dental and vision coverage for employees with the new Human Resources Director, joined FaDSS in a Diversity, Equity & Inclusion (DEI) assessment, completed her Results Oriented Management and Accountability (ROMA) recertification, and is working with the Planning Director on the election for the open board position.

b. Statement of Financial Position

c. Budgets

d. Credit Card Statements

e. Check Listing and Direct Deposits

f. Mt Pleasant Building Update

8. Information:

- a. **Weatherization Bids Awarded:** For January 1, 2024 – February 1, 2024.
- b. **CSBG FY 2023 Reports**
- c. **Agency 2023 Annual Report with Head Start Report to the Public**
- d. **Head Start DRDP Assessment Information**
- e. **Program Updates**

9. Next Meeting Date: Tuesday, **March 19, 2024**, at **1:15 p.m.** in the central office board room or via Zoom.

10. Adjournment: The meeting ended at 2:30 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary