

Board of Directors Minutes

March 19, 2024



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:16 p.m.
2. **Training:** Finance Director Sarah Gutting and Executive Director Sheri Wilson provided training on the agency in-direct rate, allocation plan, single audit requirements, cost restrictions, the administration budget, 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	Tom Schulz	Cyndi Mears
Brent Ruther	Barbara Welander		Brad Quigley
Shane McCampbell	Marc Lindeen		
Antonio Flores (late)			

Staff Present: Sheri Wilson, Sarah Gutting, Rachel Albrecht, Matthew LeClere, and Lisa Nafziger.
Members Absent: Nicole Pappalardo.
Others Present: Brittany Kolzow.

4. **Seating New Board Member:** Motion by Quigley, second by McCampbell to seat Brittany Kolzow on the board. Motion approved by voice vote. Kolzow is on the Head Start Policy Council and was the winner of the agency public election for a representative of the low-income living in Lee County.
5. **Consideration of the Agenda:** Motion by Mears, second by Schulz, to approve today's agenda. Motion approved by voice vote.
6. **Consideration of the Minutes:** Motion by Lindeen, second by McCampbell, to approve the minutes of the February 20, 2024 board meeting. Motion approved by voice vote.
7. **Action Items:**
 - a. **WIC Fiscal Year (FY) 25 Grant Budget:** Motion by McCampbell, second by Boshart, to approve the WIC FY25 Grant Budget. The proposed budget is \$785,618 including \$40,548 for Breastfeeding Peer Counselors and \$35,480 for breast pumps. The budget does not include Operational Adjustment funds that are planned to be distributed mid-year. Motion approved by voice vote.
 - b. **Community Services Block Grant (CSBG) FY 23 Budget Amendment & Extension:** Motion by Boshart, second by Ruther, to approve the CSBG FY 23 Budget Amendment & Extension. This adjusts the budget to more accurately reflect actual costs and allows for expenditures through June 30, 2024. Motion approved by voice vote.

- c. **Family Development & Self Sufficiency (FaDSS) FY 24 Budget Amendment & Extension:** Motion by McCampbell, second by Lindeen, to approve the FaDSS FY 24 Budget Amendment & Extension. Costs were adjusted to more accurately reflect staffing, program needs, and third-party payments. The extension allows funds to be spent until September 30, 2024. Motion approved by voice vote.
- d. **COVID Mitigation Policy Update:** Motion by McCampbell, second by Ruther, to approve the COVID Mitigation Policy Update which complies with the January 2023 Administration for Children and Families (ACF) published Final Rule, Mitigating the Spread of COVID-19 in Head Start. The current update is modified to reflect recent Centers for Disease Control (CDC) guidance. Motion approved by voice vote.

8. 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, met with Community Action Directors regarding a client tracking system and the retention of data for potential audits, is considering the Preschool Scholarship program for fiscal year 2025, engaged a new attorney for the agency, and oversaw a management team meeting.

b. Statement of Financial Position

c. Budgets

d. Credit Card Statements

e. Check Listing and Direct Deposits

f. Mt Pleasant Building Update

9. Information:

a. Weatherization Bids Awarded: For February 1, 2024 – March 1, 2024.

b. Agency \$200,000 Line of Credit

c. Head Start Funding Guidance Letter

d. Head Start Final Federal Financial Report 2022-2023

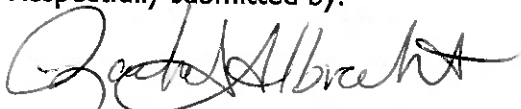
e. Spring All Staff Training Day, Monday, April 29, 2024, at Catfish Bend Event Center (Pzazz)

f. Program Updates

10. Next Meeting Date: Tuesday, April 16, 2024, at 1:15 p.m. in the central office board room or via Zoom.

11. Adjournment: The meeting ended at 2:35 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary