

# Board of Directors Minutes

## April 16, 2024



1. **Call to order:** Board Treasurer, Brad Quigley called the meeting to order at 1:16 p.m.
2. **Training:** Planning Director Rachel Albrecht overviewed the Community Services Block Grant (CSBG), the 2025 application, funding, supporting programs, and top area needs through various assessments. Board members provided their input on CSBG services, funding, locations, strengths, and weaknesses.

3. There was a **quorum present**. Members present were:

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

**Staff Present:** Sheri Wilson, Rachel Albrecht, Matthew LeClere, and Lisa Nafziger.

**Members Absent:** Nicole Pappalardo, Antonio Flores, and Tom Schulz.

4. **Consideration of the Agenda:** Motion by Mears, second by McCampbell, to approve today's agenda with the addition of 6.e. WIC (Women, Infants and Children) FY 2024 Additional Funds Budget. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by McCampbell, second by Welander, to approve the minutes of the March 19, 2024 board meeting. Motion approved by voice vote.
6. **Action Items:**
  - a. **Ratify E-Mail Vote to Submit DHLW Early Childhood Area FY 2025 Preschool Scholarship Application:** Motion by McCampbell, second by Kolzow, to approve the ratification of the E-Mail Vote submitting the DHLW Early Childhood Area FY 2025 Preschool Scholarship Application. The application and budget for \$45,685 is based on serving 30 children with scholarships. Motion approved by voice vote. Mears abstained.
  - b. **Head Start & Early Head Start FY 2025 Grant Budget:** Motion by Boshart, second by Ruther, to approve the Head Start & Early Head Start FY 2025 Grant Budget in the amount of \$4,228,077. Motion approved by voice vote.
  - c. **Agency Risk Assessment 2024:** Motion by Mears, second by Welander, to approve the 2024 Agency Risk Assessment. This provides a guide listing areas of risk for the agency to address. Motion approved by voice vote.
  - d. **Weatherization Water Heater Bids:** Motion by Welander, second by Ruther, to approve the Weatherization Water Heater Bid go to Holt Supply in the amount of \$18,009.45 for 15 lowboy power vent water heaters. Motion approved by voice vote.

- e. **WIC (Women, Infants and Children) FY 2024 Additional Funds Budget:** Motion by Ruther, second by Mears to approve the WIC (Women, Infants and Children) FY 2024 Additional Funds Budget. WIC is eligible for \$88,751 operational adjustment funds. This is planned to be used for salary and fringe, indirect, and the other costs category. Motion approved by voice vote.

**7. Reports:**

**a. Executive Director's Report**

Wilson attended the Iowa Community Action Association (ICAA) Director's meeting, completed and submitted the DHLW Early Childhood Area FY 2025 Preschool Scholarship Application, continued work on the Personnel Policies that the agency's new employment attorney has reviewed, participated in a Family Development and Self Sufficiency (FaDSS) Program Diversity, Equity, and Inclusion Assessment, reviewed the WIC grant, covered for the WIC Director's vacation, attended a progress meeting and walk through of the new Glenwood Head Start, and took a vacation.

**b. Statement of Financial Position**

**c. Budgets**

**d. Credit Card Statements**

**e. Check Listing and Direct Deposits**

**f. Mount Pleasant Glenwood Head Start Building Update**

**8. Information:**

- a. Weatherization Bids Awarded: March 1, 2024 – April 1, 2024
- b. Community Services Block Grant (CSBG) Application Planning
- c. WIC Financial Monitoring Review 2024
- d. Community Action Month: May 2024
- e. Spring All Staff Training Day, Monday, April 29, 2024 at the Pzazz
- f. ROMA Training at Burlington Central Office Tuesday, June 4th, 8:45a.m. - 4:30 p.m.
- g. Iowa Community Action Association (ICAA) Conference July 24-25th In Des Moines
- h. Program Updates

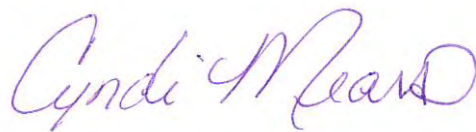
- 9. Next Meeting Date:** Tuesday, **May 21, 2024**, at **1:15 p.m.** in the central office board room or via Zoom.

- 10. Adjournment:** Motion by Mears, second by Kolzow to adjourn the meeting. Motion approved by voice vote. The meeting ended at 2:25 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary