

Board of Directors Minutes

May 21, 2024



1. **Call to order:** Board Secretary, Cyndi Mears called the meeting to order at 1:15 p.m.
2. **Training:** Head Start Director Matthew LeClere presented training on the Head Start grant process. He highlighted their three focus areas of improvement, went over their spring 2024 CLASS evaluation, Desired Results Development Profile (DRDP) program process towards goals, overviewed the Head Start program, and responded to board member questions.

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

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Marc Lindeen	Brittany Kolzow	Cyndi Mears
Nicole Pappalardo	Barbara Welander		Brad Quigley
Shane McCampbell			
Antonio Flores			

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

Members Absent: Brent Ruther, Linda Boshart, and Tom Schulz.

4. **Consideration of the Agenda:** Motion by McCampbell, second by Pappalardo, to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by McCampbell, second by Kolzow, to approve the minutes of the April 16, 2024 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Community Services Block Grant FY 2025 Application and Assurances:** Motion by Lindeen, second by Pappalardo, to approve the Community Services Block Grant FY 2025 Application and Assurances. The application narrative, NPI's planned to report, assurances, and the budget breakdown for \$302,203 were included in the board packet. Motion approved by voice vote.
 - b. **Personnel Policies Revision:** Motion by McCampbell, second by Pappalardo, to approve the Personnel Policies Revisions as presented. These have been reviewed by our attorney Melissa Schilling, management, and the board Personnel Committee. Several policies have been revised, a few have been added, replaced, or consolidated. Motion approved by voice vote.
 - c. **Employee Annual Wage & Starting Base Increases for Fiscal Year 2025:** Motion by Pappalardo, second by Quigley, to approve an Employee Annual Wage & Starting Base Increases for Fiscal Year 2025 of 2.35% and raise the Teacher II base to \$15.00 an hour. The increases will begin with the pay period starting on September 21, 2024. Motion approved by voice vote.

- d. **Head Start Cost of Living Adjustment:** Motion by Lindeen, second by Flores, to approve allocating the Head Start Cost of Living Adjustment (COLA) of \$97,991 into an annual salary increase of at least 2.35% for all Head Start employees. Motion approved by voice vote.
- e. **Head Start/Early Head Start 2024-2025 Federal Grant Application:** Motion by McCampbell, second by Pappalardo to approve the Head Start/Early Head Start 2024-2025 Federal Grant Application. This is the one-year continuation grant application (year 5) of the current five-year grant project in the amount of \$4,326,068 plus \$1,081,517 non-federal match, based on serving 274 children in 12 Head Start Classrooms and 86 children in 8 Early Head Start Classrooms. Motion approved by voice vote.
- f. **Head Start & Early Head Start 2024-2025 Training & Technical Assistance Plan:** Motion by McCampbell, second by Flores, to approve the Head Start & Early Head Start 2024-2025 Training & Technical Assistance Plan. This identifies training objectives, resources, and potential costs as related to the program's overall goals. Motion approved by voice vote.
- g. **Head Start Non-Federal Waiver Request for Mount Pleasant and Fort Madison:** Motion by Pappalardo, second by McCampbell, to approve the Head Start Non-Federal Waiver Request for the Mount Pleasant building project for \$13,832 and Fort Madison project for \$186,115. Motion approved by voice vote.
- h. **Family Development & Self-Sufficiency (FaDSS) FY 2024 Budget Amendment:** Motion by McCampbell, second by Pappalardo, to approve the Family Development & Self-Sufficiency (FaDSS) FY 2024 Budget Amendment, which decreases the budget by \$14,238 for a total of \$342,975. This reflects decreased salaries, fringe, indirect, telephone, and postage expenses. There are increases in travel, space, supplies/printing, other, and third-party payments. Motion approved by voice vote.
- i. **Family Development & Self-Sufficiency (FaDSS) FY 2025 Budget:** Motion by Lindeen, second by Quigley, to approve the Family Development & Self-Sufficiency (FaDSS) FY 2025 Budget in the amount of \$357,213. 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 our Worker's Comp Loss Control consultant, attended a Food Bank of Iowa meeting, participated in the agency all staff training day, participated in the Head Start FA2 Review at the Central Office, presented on Community Action at the Burlington Library, and updated the agency Personnel Policies.

b. Statement of Financial Position

c. Budgets

d. Credit Card Statements

e. Check Listing and Direct Deposits

f. Mount Pleasant building, Glenwood Head Start Update

8. Information:

- a. Executive Director Evaluation at June Board Meeting
- b. Weatherization Bids Awarded: April 1 – May 1, 2024
- c. ACF-PI-HS-24-02 Head Start Funding Increase
- d. Head Start Six Month 2023-2024 Federal Financial Report
- e. Head Start Results from CLASS Video Review Observation
- f. Program Updates

9. Next Meeting Date: Tuesday, June 18, 2024, at 1:15 p.m. in the central office board room or via Zoom.

10. Adjournment: Motion by McCampbell, second by Kolzow to adjourn the meeting. Motion approved by voice vote. The meeting ended at 2:29 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary