

# Board of Directors Minutes

## June 18, 2024



1. **Call to order:** Board President, Barbara Welander called the meeting to order at 1:18 p.m.
2. **Training:** Center Director Lisa Nafziger presented training on the agency housing programs. She explained titles, funding sources, rules, and components of the agency’s various housing programs. To access these programs people can contact our Family Development Specialists at one of our Community Action Centers.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Brent Ruther	Marc Lindeen	Brittany Kolzow	Cyndi Mears
Nicole Pappalardo	Barbara Welander		Brad Quigley
Shane McCampbell	Linda Boshart		
Antonio Flores			

**Staff Present:** Sheri Wilson, Sarah Gutting, Rachel Albrecht, Matthew LeClere, and Lisa Nafziger.  
**Members Absent:** Rhonda Reif and Tom Schulz

4. **Consideration of the Agenda:** Motion by Flores, second by McCampbell, to approve today’s agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by Kolzow, to approve the minutes of the May 21, 2024 board meeting. Motion approved by voice vote.
6. **Action Items:**
  - a. **Strategic Plan Update 2020-2025:** Motion by Mears, second by Boshart, to approve the Strategic Plan Update 2020-2025. Updates were included in the strategic plan logic models for areas of change. Motion approved by voice vote.
  - b. **Criminal Justice Information Policy:** Motion by Boshart, second by Flores, to approve the Criminal Justice Information Policy. This complies with Federal Bureau of Investigation requirements regarding National Criminal History Record Information. Motion approved by voice vote.

### 7. Reports:

#### a. Executive Director’s Report

Wilson attended the Iowa Community Action Association (ICAA) Director’s meeting, led a management meeting, has arranged for Nexus client tracking software to replace NIFCAP, worked with CACFP staff and program adjustments, recognized two long-term staff as they moved on, and presented at the agency one day ROMA training.

#### 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. Executive Session: Executive Director Evaluation & Wage**

- a. Motion by McCampbell, second by Mears to enter executive session at 2:15pm.
- b. Motion by Lindeen, second by McCampbell to leave executive session at 2:22pm.
- c. Motion by McCampbell, second by Mears to approve the Executive Director Evaluation and Wage. There will be a wage increase for the Executive Director of 2.35% for Fiscal Year 2025 starting with the pay period that begins on September 21, 2024. The Executive Director Evaluation was discussed and solidified in the executive session. Welander will schedule to review the evaluation with Wilson next week. Motion approved by voice vote.

**9. Information:**

- a. Weatherization Bids Awarded: May 1, 2024 – May 31, 2024
- b. Head Start Monitoring Report Focus Area 2 (FA-2)
- c. Head Start 2023-2024 Self-Assessment Summary
- d. Head Start Community Assessment Summary
- e. ACF-OHS-IM-24-01 Strategies & Recommendations for Supporting Mental Health
- f. ACT-OHS-IM-24-03 New Eligibility Provisions for American Indian & Alaska Native Program
- g. ACF-OHS-PI-24-04 New Eligibility Provisions for Migrant & Seasonal Head Start Programs
- h. Head Start PBIS (Positive Behavior Intervention Supports) Staff Training
- i. Program Updates

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

**11. Adjournment:** Motion by Ruther, second by Boshart to adjourn the meeting. Motion approved by voice vote. The meeting ended at 3 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary