

# Board of Directors Minutes

## August 20, 2024



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:19 p.m.
2. **Training:** Planning Director Rachel Albrecht presented training on the Equal Employment Opportunity (EEO) Affirmative Action/Diversity Plan in the board packet. She went over the policy, history, and board responsibilities according to the plan, agency data, local data, and federal EEO reports and answered board member questions.

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

Des Moines County	Henry County	Lee County	Louisa County
Brent Ruther	Linda Boshart	Brittany Kolzow	Brad Quigley
Rhonda Reif	Barbara Welander	Tom Schulz	
Shane McCampbell			

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

**Members Absent:** Nicole Pappalardo, Marc Lindeen, and Cyndi Mears.

Antonio Flores has resigned from his board position. He is no longer eligible to serve because he has moved out of state.

4. **Consideration of the Agenda:** Motion by Quigley, second by McCampbell, to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by McCampbell, second by Boshart, to approve the minutes of the June 18, 2024 board meeting. Motion approved by voice vote.
6. **Action Items:**
  - a. **Ratification of Email Votes:** Motion by McCampbell, second by Kolzow, to ratify the following email-approved votes:
    1. Child and Adult Care Food Program (CACFP) Application: Discontinuing the program. Eight voted to approve. Shultz abstained.
    2. Weatherization Insulation Machines: purchase two Accul 9700 from ACCUI Direct for \$7,606 per unit. Nine voted to approve.
    3. 2022 Internal Revenue Services Form 990 submission. Eleven voted to approve.
    4. Head Start Non-Federal Share Waiver Request not to exceed \$650,000 for the 2023-2024 grant cycle. Eleven voted to approve.

Motion approved by voice vote.
  - b. **Equal Employment Affirmative Action/Diversity Plan:** Motion by Quigley, second by Boshart, to approve the updated Equal Employment Affirmative Action/Diversity Plan. Motion approved by voice vote.

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- c. **Community Services Block Grant (CSBG) FY 2024 Budget Amendment:** Motion by Boshart, second by McCampbell, to approve the FY 2024 CSBG Budget Amendment. It reflects actual expenditures; fringe, travel, supplies, telephone, and other IT costs were increased while salary, space, telephone, training, indirect, and printing/postage decreased. Motion approved by voice vote.
- d. **HOME-ARP Application:** Motion by McCampbell, second by Kolzow, to approve submitting the HOME-ARP (American Rescue Plan) Application to the Iowa Finance Authority. This would provide funding for assisting individuals experiencing and at risk of homelessness in southeast Iowa. Motion approved by voice vote.
- e. **Head Start Bike Path at Glenwood:** Bids have not yet come in. They will be presented to the board for an email vote.
- f. **Head Start Shade at Glenwood:** Bids have not yet come in. They will be presented to the board for an email vote.

### 7. Reports:

#### a. Executive Director's Report

Wilson attended the Iowa Community Action Association (ICAA) Director's meeting, the ICAA Conference in Des Moines, and the agency's New Employee Orientation. She continues to help the agency prepare for database changes this fall and transition out of the Child and Adult Care Food Program.

### 8. Financial Reports

- a. Statement of Financial Position
- b. Budgets
- c. Credit Card Statements
- d. Check Listing and Direct Deposits
- e. Mount Pleasant Building Update

### 9. Information:

- a. Weatherization Bids Awarded: July 1, 2024 – July 31, 2024
- b. Agency Training Day & Recognition, October 7, 2024
- c. Head Start Final Federal Financial Reports: COVID #2
- d. Head Start Final Federal Financial Reports: COVID #3
- e. Program Updates

10. **Next Meeting Date:** Tuesday, **September 17, 2024**, at **1:15 p.m.** in the central office board room or via Zoom.

11. **Adjournment:** The meeting ended at 2:41 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary