

Board of Directors Minutes

September 17, 2024



1. **Call to order:** Board Treasurer Brad Quigley called the meeting to order at 1:16 p.m.
2. **Training:** Head Start Director Matthew LeClere went over the Head Start Corrective Action Plan relating to their Focus Area (FA-2) review onsite between May 6-10, 2024. LeClere explained the finding related to oral health determinations, the plans to remedy the situation, items already completed, and responded to the board’s questions.

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

Des Moines County	Henry County	Lee County	Louisa County
Nicole Pappalardo	Linda Boshart	Brittany Kolzow	Brad Quigley
Rhonda Reif	Marc Lindeen	Tom Schulz	Cyndi Mears
Shane McCampbell			

Staff Present: Sheri Wilson, Rachel Albrecht, Matthew LeClere, Sarah Gutting, and Lisa Nafziger.
Members Absent: Brent Ruther and Barbara Welander.

4. **Consideration of the Agenda:** Motion by Boshart, second by Pappalardo, 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 August 20, 2024 board meeting. Motion approved by voice vote.
6. **Action Items:**
 - a. **Ratify Vote Head Start Bike Path & Shade Structure in Mount Pleasant:** Motion by McCampbell, second by Lindeen, to ratify the e-mail vote approving the purchase from Constructive Playthings for a Head Start bike path and two shade structures at the Glenwood Head Start Building for \$38,250. Motion approved by voice vote.
 - b. **Weatherization Water Heater Bids:** Motion by Lindeen, second by Mears, to approve the bid for Weatherization Water Heaters to Holt Supply for 15 water heaters for \$18,009.45. Motion approved by voice vote.
 - c. **Iowa Department of Health & Human Services FY 2025 Signatories:** Motion by McCampbell, second by Pappalardo, to approve signatories for the Iowa Department of Health & Human Services for fiscal year 2025. This will authorize Board President Welander to authorize Executive Director Wilson to execute amendments related to their contracts. Motion approved by voice vote.
7. **Reports:**
 - a. **Executive Director’s Report**
 Wilson attended the Iowa Community Action Association (ICAA) Director’s meeting, has worked with setting up the new CSBG database NEXUS and the new state LIHEAP system,

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attended meetings regarding a Des Moines County Disaster Recovery Committee, and continued communications on closing out the CACFP program at our agency.

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**

Motion to accept the financial reports by McCampbell, second by Pappalardo. Motion approved by voice vote.

9. Information:

- a. Weatherization Bids Awarded: August 1, 2024 – September 1, 2024**
- b. Board Self-Evaluation**
- c. Weatherization Field Inspection Report**
- d. Training Day is on October 7th at the Pzazz, Burlington, Iowa**
- e. Head Start 2022-2023 Federal Financial Report**
- f. Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming ACF-OHS-PI-24-05**
- g. Program Updates**

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

11. Adjournment: The meeting ended at 2:34 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary