

# Board of Directors Minutes

## October 15, 2024



1. **Call to order:** Board President Barb Welander called the meeting to order at 1:22 p.m.
2. **Training:** Executive Director Sheri Wilson provided training on board structure and responsibilities. She reviewed the agency mission and vision, CSBG Standards, the board's involvement in the Standards, the ROMA Cycle, the board's powers, financial management, legal and fiscal oversight, insurance coverage, and policies relating to the board. Members were invited to comment on the Board Self-Evaluation.

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		Cyndi Mears
Shane McCampbell	Barbara Welander		
Brent Ruther			

**Staff Present:** Sheri Wilson, Rachel Albrecht, Sarah Leichty, Sarah Gutting, and Lisa Nafziger.

**Members Absent:** Tom Schulz

4. **Consideration of the Agenda:** Motion by Quigley, second by Lindeen, to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by McCampbell, to approve the minutes of the September 17, 2024, board meeting. Motion approved by voice vote.
6. **Action Items:**
  - a. **Reappointment of Board Members:** Motion by McCampbell, second by Kolzow, to approve the reappointment of all low-income and private sector community representatives currently on the board. Motion approved by voice vote.
  - b. **Election of Board Officers:** Motion by Boshart, second by Ruther, to approve Barb Welander as President, Linda Boshart as Vice President, Cyndi Mears as Secretary, and Shane McCampbell as Treasurer. Motion approved by voice vote.
  - c. **Board Meeting Schedule FY 2025:** Motion by McCampbell, second by Mears, to approve the Board Meeting Schedule FY 2025 with monthly meetings except for December and July. Motion approved by voice vote.
  - d. **Weatherization Insulation Machines:** Motion by Lindeen, second by Quigley to approve the purchase of two Accul 9700 insulation machines from ACCUI Direct for a total of \$13,990. Motion approved by voice vote.

- e. **Weatherization Cube Vans:** Motion by Mears, second by Ruther, to approve the purchase of two cube vans from Broadway Ford Truck for \$105,596. Motion approved by voice vote.

**7. Reports:**

**a. Executive Director's Report**

Wilson attended the Iowa Community Action Association (ICAA) Director's meeting, worked with the new database systems NEXUS and LEWIS, met with the agency's Worker's Compensation insurance carrier, participated in a walkthrough at Glenwood Head Start, and oversaw the agency's all-staff Training Day.

**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**

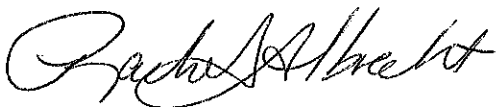
**9. Information:**

- a. Weatherization Bids Awarded: September 1, 2024 – October 1, 2024
- b. Head Start and Early Head Start Program Information Report (PIR) 2023 – 24
- c. Head Start Information Memo: Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs ACF-OHS-IM-24-03
- d. Program Updates

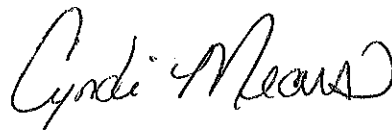
**10. Next Meeting Date:** Tuesday, **November 19, 2024**, at **1:15 p.m.** in the central office board room or via Zoom.

**11. Adjournment:** Motion by McCampbell, second by Quigley. The meeting ended at 2:40 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary