

# Board of Directors Minutes

## November 19, 2024



1. **Call to order:** Board President Barb Welander called the meeting to order at 1:18 p.m.
2. **Training:** Planning Director Rachel Albrecht provided training on agency programs, client demographics, the all-agency client satisfaction survey, and the Head Start exit survey. She requested board input for the upcoming Community Needs Assessment and Strategic Plan. Agency statistical data, client responses, and successes from the prior year were shared.

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

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

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

**Members Absent:** Cyndi Mears, Linda Boshart, and Marc Lindeen

**Others Present:** Carrie Sherwood and Kevin Hardin (Louisa County Supervisor)

**Seating of Board Member Carrie Sherwood:** Motion by McCampbell, second by Quigley, to approve seating Carrie Sherwood as a community representative board member. Motion approved by voice vote. Sherwood currently serves as vice president of the Head Start Policy Council.

4. **Consideration of the Agenda:** Motion by Quigley, second by McCampbell, to approve today's agenda with the addition of 6.h. FaDSS 2025 Budget Amendment. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by McCampbell, second by Ruther, to approve the minutes of the October 15, 2024, board meeting. Motion approved by voice vote.
6. **Action Items:**
  - a. **Ratify E-Mail Vote for Weatherization Cube Vans:** Motion by Quigley, second by Sherwood, to Ratify the Email Vote for Weatherization Cube Vans from Broadway Truck Center for \$106,596. Motion approved by voice vote.
  - b. **Annual Agency Budget FY 2025:** Motion by McCampbell, second by Sherwood, to approve the Annual Agency Budget for Fiscal Year 2025 for \$15,755,452.65. Motion approved by voice vote.
  - c. **Agency Administrative Budget FY 2025:** Motion by Sherwood, second by Ruther, to approve the Agency Administrative Budget for Fiscal Year 2025 in the amount of \$837,523. Motion approved by voice vote.

- d. **Agency 2023 Retirement Plan 403 (b) 5500:** Motion by Sherwood, second by McCampbell to approve the Agency 2023 Retirement Plan 403 (b) 5500 Annual Return/Report. Motion approved by voice vote.
- e. **DHLW Early Childhood Area Preschool Scholarship Budget Amendment:** Motion by Quigley, second by Sherwood to approve the DHLW Early Childhood Area Preschool Scholarship Budget Amendment for a total budget of \$53,963 with the additional \$8,278 requested to incorporate serving Muscatine County. Motion approved by voice vote.
- f. **Agency Hiring Procedures:** Motion by Sherwood, second by McCampbell, to approve the Agency Hiring Procedures. Motion approved by voice vote.
- g. **Head Start Health Policy Number HLI a (Physical Examinations):** Motion by Sherwood, second by Quigley to approve the amended Head Start Health Policy Number HLI a (Physical Examinations). Motion approved by voice vote.
- h. **FaDSS 2025 Budget Amendment:** Motion by McCampbell, second by Sherwood to approve the FaDSS 2025 Budget Amendment. The total budget amount remains unchanged at \$357,213. This amendment reflects adjustments in travel, salaries, fringe, and others to reflect projected expenses more accurately. 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 the state regarding the LEWIS database system, completed ROMA training for re-certification, had an agency management meeting, and worked on orienting the new WIC Director.

**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 by Sherwood, second by McCampbell, to accept the Financial Reports. Motion approved by voice vote.

**9. Information:**

- a. Weatherization Bids Awarded: October 1, 2024 – November 1, 2024
- b. Disclosure Relating to the Agency Nepotism policy
- c. Emergency Solutions Grant (ESG) Desk Monitoring Review
- d. Head Start Monitoring Report
- e. Head Start Twelve Month 2023-2024 Federal Financial Report
- f. Client Satisfaction Information
- g. Strategic Plan Input and Community Needs Assessment
- h. Head Start Program Instruction ACF-OHS-PI-24-06: Supporting the Head Start Workforce and Consistent Quality Program

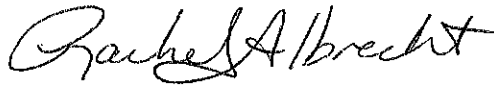
**Community Action of Southeast Iowa Board Minutes November 19, 2024**

- i. Head Start Information Memo ACF-OHS-IM-24-04: Facilities Guidance
- j. Head Start Information Memo ACF-OHS-IM-24-06: Reporting Child Health and Safety Incidents
- k. Head Start Program Instruction ACF-OHS-PI-24-07: Final Rule to Delay Effective Date for Increasing the CLASS Instructional Support Domain Competitive Threshold
- l. Program Updates

**10. Next Meeting Date:** Tuesday, **January 21, 2025**, at **1:15 p.m.** in the central office board room or via Zoom.

**11. Adjournment:** The meeting ended at 2:43 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary