

Board of Directors Minutes

March 18, 2025



1. **Call to order:** Board Vice President Linda Boshart called the meeting to order at 1:17 p.m.
2. **Training:** Planning Director Rachel Albrecht provided an overview of the Community Services Block Grant (CSBG), including the 2026 application, funding, agency programs, and reporting requirements. Board members asked questions and provided their input on CSBG services, funding, locations, and staff.

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

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Barbara Welander	Carrie Sherwood	Cyndi Mears
Shane McCampbell	Linda Boshart	Brittany Kolzow	Kevin Hardin
Brent Ruther	Mark Lindeen	Ginger Knisley	

Staff Present: Sheri Wilson, Rachel Albrecht, Matthew LeClere, Sarah Gutting, and Lisa Nafziger

Members Absent: Nicole Pappalardo

4. **Consideration of the Agenda:** Motion by McCampbell, second by Boshart, to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by Mears, to approve the February 18, 2025, board minutes. Motion approved by voice vote.
6. **Action Items:**
 - a. **Weatherization Water Heater Bids:** Motion by McCampbell, second by Ruther, to approve the Weatherization Water Heater Bids to Holt Supply for \$24,012.60 for 20 power vent water heaters. Motion approved by voice vote.
 - b. **Head Start 2025 – 2026 Calendar:** Motion by Boshart, second by Ruther, to approve the Head Start 2025 – 2026 Calendar. Motion approved by voice vote.
 - c. **Head Start Fort Madison 1303 Application and Budget:** Motion by Lindeen, second by Ruther, to approve the Head Start Fort Madison 1303 Application and Budget in the amount of \$758,518 for the building purchase, renovation, and playground in Fort Madison, Iowa. Motion approved by voice vote.
 - d. **Head Start Fort Madison Building Environmental Study:** Motion by McCampbell, second by Ruther, to approve the Head Start Fort Madison Building Environmental Study through Trinity Consultants for a Phase I Environmental Site Assessment (ESA) of the prospective Fort Madison building at an estimated cost of \$6,900. Motion approved by voice vote.
 - e. **Family Development & Self-Sufficiency (FaDSS) FY 2025 Budget Amendment and Extension:** Motion by Ruther, second by Boshart, to approve the FaDSS FY 2025

Budget Amendment and Extension. This extends the budget through July 31, 2025, includes an additional \$5,000 for a total budget of \$362,213, and adjusts projected expenditures to more accurately reflect actual costs and purchase needed supplies. Motion approved by voice vote.

- f. **WIC Tolson Building Renovation Bids:** Motion by McCampbell, second by Knisley, to approve the WIC Tolson Building Renovation Bid to Myers Construction in the amount of \$62,280. Motion approved by voice vote.

7. Executive Director's Report:

Wilson attended the Iowa Community Action Association (ICAA) Director's meeting, participated in Zoom meetings on the Disaster Program application through ICAA, led the Day of the Child committee in planning the March event, and had our attorney review the bylaws. Wilson signed contracts for a line of credit, LIHEAP, CSBG, and Weatherization.

8. Financial Reports:

- a. **Statement of Financial Position**
- b. **Budgets**
- c. **Credit Card Statements**
- d. **Check Listing and Direct Deposits**

Motion by Ruther, second by Mears, to accept the Financial Reports. Motion approved by voice vote.

9. Information:

- a. Weatherization Bids Awarded: February 1, 2025 – March 1, 2025
- b. Agency Line of Credit
- c. Office of Head Start Under-Enrollment Follow-Up Letter
- d. Head Start FY 26 Funding Guidance Letter
- e. Draft Strategic Plan 2025 – 2030
- f. Program Updates

10. Next Meeting: Tuesday, April 15, 2025, at 1:15 p.m. in the Central Office Board Room or via Zoom.

11. Adjournment: The meeting ended at 2:42 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary