

# Board of Directors Minutes

## April 15, 2025



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:18 p.m.
2. **Training:** Finance Director Sarah Gutting provided training on the agency's fiscal policies and the audit request for bids. She went over the bid process, the bids recently submitted, and the updates to the fiscal policies.
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	Ginger Knisley	Kevin Hardin
Brent Ruther	Mark Lindeen		
Nicole Pappalardo			

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

**Others Present:** Anita Roth (Community Action Social Work Intern)

**Members Absent:** Brittany Kolzow

4. **Consideration of the Agenda:** Motion by Mears, second by McCampbell, to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Sherwood, second by McCampbell, to approve the March 18, 2025, board minutes. Motion approved by voice vote.
6. **Action Items:**
  - a. **Agency Bylaws Amendment:** Motion by Lindeen, second by Sherwood, to approve the Amended Agency Bylaws as presented. Motion approved by roll call vote, with all present voting to approve.
  - b. **Agency Audit Bids:** Motion by McCampbell, second by Sherwood, to approve the Agency Audit Bid from Bergan KDV for \$45,500 for fiscal year 2025, with the option to renew for four additional years. Motion approved by voice vote.
  - c. **Agency Fiscal Policies Review and Updates:** Motion by McCampbell, second by Sherwood, to approve the Agency Fiscal Policies as presented with the edit of 9. Purchasing and Procurement M. on page 19 requiring Board approval for procurement transactions with a unit cost in excess of \$50,000. Motion approved by voice vote.
  - d. **Agency Strategic Plan 2025 - 2030:** Motion by Sherwood, second by Knisley, to approve the Agency Strategic Plan 2025 – 2030. The goals are for the agency to have the finances and quality staff to carry out its mission. Motion approved by voice vote.
  - e. **Head Start 2025 – 2026 Calendar Revision:** Motion by McCampbell, second by Sherwood, to approve the Head Start 2025 – 2026 Calendar Revision. The start date has

been moved into September, the beginning of Head Start's fiscal year. Motion approved by voice vote.

**7. Executive Director's Report:**

Wilson attended the Iowa Community Action Association (ICAA) Director's meeting, continued work with ICAA on the Disaster Application, coordinated with and attended the Day of the Child event in West Burlington, completed three sessions of Supervisor Trainings with Babington and Albrecht, held bylaw and finance committee meetings, reviewed auditor bids, attended a Thanksgiving Day Committee meeting, and shared at meetings regarding a building in Fort Madison. Wilson signed contracts for LiHEAP, FaDSS, the WIC remodel with Myers Construction, and the HOME-ARP (Homeless Assistance Program).

**8. Financial Reports:**

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

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

**9. Information:**

- a. Weatherization Bids Awarded: March 1, 2025 – April 1, 2025**
- b. Head Start Regional Offices Consolidation**
- c. Promoting Healthy Eating and Nutrition for Head Start Children and Families ACF-OHS-IM-03**
- d. Glenwood Ribbon Cutting and Open House**
- e. Head Start Notice of Preliminary Non-Competitive Determination**
- f. Program Updates**

**10. Next Meeting:** Tuesday, May 20, 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