

Board of Directors Minutes

February 18, 2025



1. **Call to order:** Board Secretary Cyndi Mears called the meeting to order at 1:16 p.m.
2. **Training:** Center Director Lisa Nafziger and Energy Coordinator Melissa Privia provided training on the Low Income Home Energy Assistance Program (LIHEAP). They reviewed the funding and application processes and shared an update on the current year’s applications and finances.
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
Nicole Pappalardo	Mark Lindeen		

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

Members Absent: Tom Schulz and Brent Ruther

Others Present: Ginger Knisley, Lee County Supervisor

Seating of Board Member Ginger Knisley: Motion by Sherwood, second by McCampbell, to approve seating Ginger Knisley as the Elected Representative for Lee County. Motion approved by voice vote. Knisley currently serves as a Lee County Supervisor and takes the place of prior Lee County Supervisor Tom Shultz.

4. **Consideration of the Agenda:** Motion by Sherwood, second by Pappalardo, to approve today’s agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by McCampbell, second by Sherwood, to approve the January 21, 2025, board minutes. Motion approved by voice vote.
6. **Action Items:**
 - a. **Head Start Carry Over Request for Fort Madison Building Project:** Motion by Lindeen, second by Boshart, to approve the Head Start Carry Over Request for Fort Madison Building Project in the amount of \$758,517.53. This includes leftover funds from the Mount Pleasant project. Motion approved by voice vote.
 - b. **Head Start Family Handbook 2025-2026:** Motion by Sherwood, second by Pappalardo, to approve the Head Start Family Handbook 2025-2026. Motion approved by voice vote.
 - c. **Head Start Selection Criteria 2025-2026:** Motion by Sherwood, second by Pappalardo, to approve the Head Start Selection Criteria 2025-2026. Motion approved by voice vote.
 - d. **Annual Report & Head Start Report to the Public 2023-2024:** Motion by McCampbell, second by Pappalardo, to approve the Annual Report & Head Start Report to the Public 2023-2024. Motion approved by voice vote.

7. Executive Director's Report:

Wilson attended the Iowa Community Action Association (ICAA) Director's meeting, has listened to several informational Zooms regarding recent Executive Orders, communicated with the state regarding Rent Reimbursement funding, is coordinating the Day of the Child committee and upcoming event, sat in on an exit interview for Weatherization, reviewed the bylaws, participated in a Community Input Session with Planning Director Albrecht, met with Fort Madison property owners regarding a potential building, and coordinated the agency health insurance open enrollment with Human Resources Director Babington.

8. Financial Reports:

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

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

9. Strategic Plan 2025-2030 Input Session

Planning Director Albrecht led the board in an overview of strategic planning, past plans, agency needs identified by the community, and a brainstorming session. Input surrounded the topics of funding, facilities, staff, communication, community engagement, partnerships, and volunteers. The board identified funding and community engagement as its top priorities.

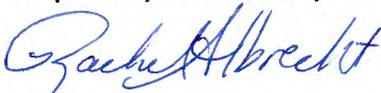
10. Information:

- a. Weatherization Bids Awarded: January 1, 2025 – January 31, 2025
- b. Head Start Final 2023-2024 Federal Financial Report
- c. ACF-OHS-IM-25-02 Fiscal Year 2025 Monitoring Process for Head Start Recipients
- d. Weatherization Home Inspection Report
- e. Program Updates

11. Next Meeting Date: Tuesday, March 18, 2025, at 1:15 p.m. in the central office board room or via Zoom.

12. Adjournment: Motion by Sherwood, second by McCampbell, to adjourn the meeting. The meeting ended at 2:44 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary