

Board of Directors Minutes

May 20, 2025



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:16 p.m.
2. **Training:** Head Start Director Matthew LeClere provided training on Head Start, including the process for developing their 2025-2026 five-year grant application, data related to their grant, and next steps regarding the grant. He presented their goals, program evaluation scores, progress on past goals, and their new future grant goals.

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

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

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

Members Absent: Carrie Sherwood

4. **Consideration of the Agenda:** Motion by Ruther, second by Mears, to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by Knisley, to approve the April 15, 2025, board minutes. Motion approved by voice vote.
6. **Action Items:**
 - a. **CSBG FY 2026 Application, Assurances & Budget:** Motion by Knisley, second by Ruther, to approve the Community Services Block Grant (CSBG) FY 2026 Application, Assurances & Budget based on the 2026 allocation of \$299,593. Motion approved by voice vote.
 - b. **Head Start & Early Head Start 2025-26 Five-Year Application:** Motion by Lindeen, second by Boshart, to approve the Head Start & Early Head Start 2025-26 Five-Year Application. This includes three new project focus areas, new program goals, and measurable objectives. Motion approved by voice vote.
 - c. **Head Start & Early Head Start 2025-26 Budget:** Motion by Knisley, second by Lindeen, to approve the Head Start & Early Head Start 2025-26 Budget in the amount of \$4,326,058. Motion approved by voice vote.
 - d. **Head Start & Early Head Start 2025-26 Training & Technical Assistance Plan:** Motion by Knisley, second by Mears, to approve the Head Start & Early Head Start 2025-26 Training & Technical Assistance Plan. Motion approved by voice vote.

7. Executive Director's Report:

Wilson attended the Iowa Community Action Association (ICAA) Director's Meeting, continued discussion around the Disaster Application with ICAA, met with the Thanksgiving Day Committee regarding a holiday meal in West Burlington, continued negotiations for a building in Fort Madison, prepared for an upcoming Personnel Committee meeting, and has enacted position changes with the resignation of the Center Director and other staff.

Wilson signed a contract with the new auditor Bergan KDV.

8. Financial Reports:

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

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

9. Information:

- a. Weatherization Bids Awarded: April 1, 2025 – April 30, 2025
- b. Weatherization Monitoring Report
- c. Head Start 2024-2025 Federal Financial Report
- d. Expanding Educational Freedom and Opportunities for Families in Head Start Programs
Informational Memorandum ACF-OHS-IM-25-04
- e. Program Updates

10. Next Meeting: Tuesday, June 17, 2025, at 1:15 p.m. in the Central Office Board Room or via Zoom.

11. Adjournment: Motion by McCampbell, second by Ruther to adjourn. The meeting ended at 2:24 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary