

# Board of Directors Minutes

## June 17, 2025



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:16 p.m.
2. **Training:** Weatherization Director Jim Blackwell provided training on the Weatherization Program. He provided an overview of the program elements, including upcoming changes, cost explanations, staffing, and the differences between crew-based work and using contractors, as well as answered questions.

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
Brent Ruther	Linda Boshart	Brittany Kolzow	Kevin Hardin
	Mark Lindeen		

**Staff Present:** Sheri Wilson, Rachel Albrecht, Matthew LeClere, Melissa Privia, Jim Blackwell, and Sarah Gutting

**Members Absent:** Carrie Sherwood, Shane McCampbell, and Nicole Pappalardo

**Others Present:** Anita Roth (Intern)

4. **Consideration of the Agenda:** Motion by Knisley, second by Mears, to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by Ruther, to approve the May 20, 2025, board minutes. Motion approved by voice vote.
6. **Action Items:**
  - a. **Internal Revenue Service (IRS) 2023 Form 990:** Motion by Knisley, second by Ruther, to approve the agency's Internal Revenue Service (IRS) 2023 Form 990 completed by Meriwether, Wilson and Company. Motion approved by voice vote.
  - b. **Agency 2025 Community Needs Assessment:** Motion by Lindeen, second by Mears, to approve the Agency 2025 Community Needs Assessment. Motion approved by voice vote.
  - c. **Family Development and Self-Sufficiency (FaDSS) FY25 Budget Amendment:** Motion by Knisley, second by Boshart, to approve the Family Development and Self-Sufficiency (FaDSS) FY25 Budget Amendment to move funds for training costs into the corrected category and adjust for costs in supplies and printing. Motion approved by voice vote.
  - d. **Head Start Building Purchase:** Motion by Kolzow, second by Knisley, to approve the Head Start Building Purchase for the building at 1602 Avenue F, Fort Madison, Iowa at a cost not to exceed \$450,000 using Head Start Startup Funds. 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, worked with Head Start on negotiations for a building in Fort Madison, oversaw agency position changes, and has made progress on board committee work.

**8. Financial Reports:**

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

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

**9. Closed Session: Executive Director Evaluation**

Motion by Lindeen, second by Mears to enter executive session at 2:10 p.m.

Motion by Ruther, second by Mears to exit executive session at 2:14 p.m.

Welander will arrange a time to present the evaluation to Wilson.

**10. Information:**

- a. Weatherization Bids Awarded: May 1, 2025 – May 31, 2025
- b. By-Laws Distributed
- c. Program Updates

**11. Next Meeting:** Tuesday, August 19, 2025, at 1:15 p.m. in the Central Office Board Room or via Zoom.

**12. Adjournment:** Motion by Knisley, second by Mears to adjourn. The meeting ended at 2:29 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary