

Board of Directors Minutes

August 19, 2025



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:15 p.m.
2. **Training:** Head Start Health & Nutrition Coordinator Amy Vandiver and Head Start Director Matthew LeClere presented on the Head Start Child & Adult Care Food Program (CACFP) and Nutrition Program. They discussed program requirements, benefits, monitoring, related Head Start goals, staff responsibilities in the program, and the One-Time Supplemental Funds for Nutrition Application Grant.

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
Nicole Pappalardo	Linda Boshart	Brittany Kolzow	Kevin Hardin
	Mark Lindeen		

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

Members Absent: Brent Ruther, Shane McCampbell, and Carrie Sherwood

Carrie Sherwood had contacted Wilson and submitted her resignation, which was communicated to the board. Sherwood was a Community Representative who served on the Head Start Policy Council.

4. **Consideration of the Agenda:** Motion by Mears, second by Boshart, to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by Knisley, to approve the June 17, 2025, board minutes. Motion approved by voice vote.

6. Action Items:

a. Ratification of e-mail votes:

1. **Head Start Fort Madison Playground Project Bid:** Twelve members voted by email to approve the bid from American Playground and Recreation for \$69,005 for the playground at the new Fort Madison Head Start Site.
2. **Head Start Fort Madison Fencing Project Bid:** Twelve members voted by email to approve the bid from American Playground and Recreation for \$30,276 for the Fort Madison Head Start Fencing Project.
3. **Head Start Non-Federal Waiver Request:** Twelve members voted by email to approve the Waiver of the Head Start Non-Federal Share, not to exceed \$500,000 for the 2024-2025 grant cycle.

Motion by Knisley, second by Boshart, to ratify the above email votes. Motion approved by voice vote.

- b. **Community Services Block Grant (CSBG) FY 2025 Budget Amendment:** Motion by Mears, second by Knisley, to approve the CSBG FY 2025 Budget Amendment. This reflects a decrease from the anticipated amount of \$302,203 to the final awarded amount of \$299,593. It also shifts category budget amounts to more accurately reflect projections. Motion approved by voice vote.
- c. **Head Start Contractor Bid:** Motion by Knisley, second by Boshart, to approve Head Start Contractor Bid to S & G Construction to complete Phase One of the Fort Madison project, not to exceed the available funds of \$192,159. Motion approved by voice vote.
- d. **Head Start One-Time Supplemental Funds for Nutrition Application:** Motion by Knisley, second by Mears, to approve submission of the Head Start One-Time Supplemental Funds for Nutrition Application in the amount of \$276,546. Motion approved by voice vote.

7. Executive Director's Report:

Wilson attended the Iowa Community Action Association (ICAA) Director's Meeting, received her evaluation from Board President Welander, continued work on the Fort Madison building purchase, attended the Burlington Paint-A-Thon Luncheon, met with Glienke Agency regarding insurance coverage, worked with Finance Director Gutting and the Personnel Committee on staff wages, and participated in a walk-through regarding the Tolson building WIC renovations.

8. Financial Reports:

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

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

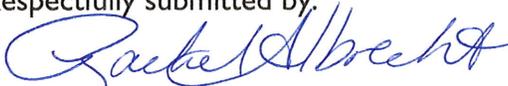
9. Information:

- a. Weatherization Bids Awarded: July 1, 2025 – July 31, 2025
- b. Agency New Employee Orientation, August 22, 2025, 9 am, Catfish Bend
- c. Head Start CACFP (Child & Adult Care Food Program) Monitoring Report
- d. Head Start 2022-2023 Federal Financial Grant #07CH011803 Report
- e. ACF-OHS-PI-25-02 One-Time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families
- f. Agency Training Day & Recognition, October 9, 2025
- g. Program Updates

10. Next Meeting: Tuesday, September 16, 2025, at 1:15 p.m. in the Central Office Board Room or via Zoom.

11. Adjournment: Motion by Knisley, second by Boshart to adjourn. The meeting ended at 2:35 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary