

Board of Directors Minutes

September 16, 2025



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:15 p.m.
2. **Training:** Program Coordinator Joy Szewczyk presented on the Family Development and Self-Sufficiency (FaDSS) Program. Szewczyk explained how the program works, the eligibility requirements, the services provided to families, the program's goals, an overview of program data, the outcomes, and answered questions. Housing Specialist Cheryl Bloom presented on Housing Assistance through the agency. Bloom explained the coordinated intake process, needs assessment, case management, housing trends, referrals, and community partnerships for serving those who are homeless and housing insecure.

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 and Shane McCampbell

4. **Consideration of the Agenda:** Motion by Knisley, second by Pappalardo, to approve today's agenda. Motion approved by voice vote.
5. **Ratification of the Email Vote of the August 19, 2025 Meeting Minutes:** Motion by Knisley, second by Pappalardo, to ratify the email vote of the August 19, 2025 Meeting Minutes. Nine members voted by email to approve the August 19, 2025, minutes. Motion approved by voice vote.
6. **Action Items:**
 - a. **Agency Annual Raise:** Motion by Lindeen, second by Hardin, to approve the agency annual raise as presented. This provides a 30-cent hourly raise for staff, a minimum increase of 1% for all staff in FY 2026, and base rates will rise by 15 cents an hour. Motion approved by voice vote.
 - b. **Iowa Department of Health & Human Services FY 2026 Signatories:** Motion by Mears, second by Pappalardo, to approve the Iowa Department of Health & Human Services FY 2026 Signatories. Motion approved by voice vote. This allows the Executive Director to execute amendments related to contracts between the agency and the Iowa Department of Health and Human Services.
 - c. **Fort Madison Building Update: Phase II Project Approval:** Motion by Mears, second by Pappalardo, to approve Phase II of the Fort Madison building renovations with S.G. Construction not to exceed \$244,493, contingent upon funding from the Office of Head Start. Motion approved by voice vote.

7. Executive Director's Report:

Wilson attended the Iowa Community Action Association (ICAA) Directors' Meeting via Zoom, worked on the Fort Madison building purchase and renovation project, developed a plan for employee raises in collaboration with the Finance Director and the Personnel Committee, and assisted the WIC team while the program director is on leave.

8. Financial Reports:

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

Motion by Pappalardo, second by Kolzow, to accept the Financial Reports. Motion approved by voice vote.

9. Information:

- a. Weatherization Bids Awarded: August 1, 2025 – August 31, 2025
- b. Annual Board Self-Evaluation
- c. Board Officers Election next month
- d. Federal Interest Fort Madison & Mount Pleasant
- e. Training Day is on October 6th at the Pzazz, Burlington,
- f. Program Updates

10. Next Meeting: Tuesday, October 21, 2025, at 1:15 p.m. at Central Office, Burlington, or via Zoom.

11. Adjournment: Motion by Knisley, second by Pappalardo to adjourn. The meeting ended at 2:26 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary