

Board of Directors Minutes

October 21, 2025



1. **Call to order:** Board President Barbara Welander called the meeting to order at 1:17 p.m.
2. **Training:** Iowa Community Action Association (ICAA) Executive Director Katherine Harrington presented on the Community Action network, Theory of Change goals, Results Oriented Management and Accountability (ROMA), core areas of board responsibilities, fiduciary duties of care, loyalty, and obedience, and board responsibilities relating to the CSBG Organizational Standards and their interplay with board governance.

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
Shane McCampbell	Mark Lindeen		
Brent Ruther			

Staff Present: Sheri Wilson, Rachel Albrecht, and Melissa Privia

Guests Present: Catey Swyter

4. **Consideration of the Agenda:** Motion by Mears, second by Ruther, to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by Knisley, to approve the September 16, 2025 Meeting Minutes. Motion approved by voice vote.
6. **Action Items:**
 - a. **Ratification of the E-mail Vote of the Agency 2024 Retirement Plan 403 (b) 5500 Report:** Motion by Lindeen, second by Pappalardo, to ratify the email vote of the Agency 2024 Retirement Plan 403 (b) 5500 Report. Seven of 11 members voted by email to approve. Motion approved by voice vote.
 - b. **Head Start Fort Madison Playground:** Motion by Boshart, second by Pappalardo, to approve the Fort Madison Playground contract with American Playground and Recreation for \$77,499. Motion approved by voice vote. This reflects a price increase since the board approved their bid in July 2025.
 - c. **Fort Madison Building Project Phase I & II Update:** Due to billing issues with our fencing project contractor, American Playground and Recreation, \$18,791 from Phase I was shifted to pay SG Construction towards Phase II to spend out grant funds before the September 25, 2025 deadline. No motion.
 - d. **Reappointment of Board Members:** Motion by Lindeen, second by Knisley, to approve the reappointment of all low-income and private sector community representatives currently on the board. Motion approved by voice vote.
 - e. **Election of Board Officers:** Motion by Lindeen, second by Knisley, to approve Cyndi Mears as President, Brittany Kolzow as Vice President, Nicole Pappalardo as Secretary, and Shane McCampbell as Treasurer. Motion approved by voice vote.

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- f. **Board Meeting Schedule FY 2026:** Motion by Knisley, second by Boshart, to approve the Board Meeting Schedule FY 2026 with monthly meetings except for December and July. Motion approved by voice vote.
- g. **Community Services Block Grant (CSBG) FY 2025 Budget Amendment:** Motion by Knisley, second by Pappalardo, to approve the CSBG FY 2025 Budget Amendment. Motion approved by voice vote. This shifts category budget amounts in personnel, travel, space, other, and indirect to accurately reflect projected spending for the remainder of the budget year.
- h. **Family Development & Self Sufficiency (FaDSS) FY 2026 Budget Amendment:** Motion by Ruther, second by Pappalardo, to approve the FaDSS FY 2026 Budget Amendment. Motion approved by voice vote. This shifts category budget amounts in personnel, space, and other costs due to a staff vacancy and a new hire.
- i. **Personnel Policies Update:** Motion by Lindeen, second by Boshart, to approve the updates to Personnel Policies #201 Employment Categories and #603 Leaves of Absence. Motion approved by voice vote.

7. Executive Director's Report:

Wilson attended the ICAA Directors' Meeting via Zoom, worked on planning for the fiscal software change, did a radio interview, held a management meeting, presented to the United Way of Southeast Iowa, spoke at the agency's All Staff Training and Employee Recognition Day, participated in a FaDSS Fidelity Review, and communicated about funding questions with the government shutdown.

8. Financial Reports:

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

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

9. Information:

- a. Weatherization Bids Awarded: September 1, 2025 – September 30, 2025
- b. CSBG Monitoring Review Letter and Desk Review of FY 2024 Reports
- c. Head Start and Early Head Start 2024-2025 Program Information Reports (PIR)
- d. Fiscal Year 2026 Monitoring Process for Head Start Recipients: ACF-OHS-IM-25-05
- e. Addressing Vacant Slots Due to Chronic Absenteeism in HS Programs: ACF-OHS-IM-25-06
- f. WIC Clinic Monitoring Report
- g. Program Updates

10. Next Meeting: Tuesday, November 18, 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 2:35 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Cyndi Mears, Secretary