

Board of Directors Minutes

January 20, 2026



1. **Call to order:** Board President Cyndi Mears called the meeting to order at 1:15 p.m.

2. 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	Mark Lindeen	Brittany Kolzow	Kevin Hardin
Nicole Pappalardo		Catey Swyter	

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

Members Absent: Shane McCampbell and Linda Boshart

Others Present: Marie Primus with Bergan KDV

3. **Consideration of the Agenda:** Motion by Knisley, second by Hardin, to approve today's agenda. Motion approved by voice vote.

4. **Ratify Approval of the Minutes:** Motion by Knisley, second by Pappalardo, to ratify the approval of the November 18, 2025, Meeting Minutes. There were nine email approvals from the November 21, 2025, email request. Motion approved by voice vote.

5. **Action Items:**

a. **Agency FY 2025 Audit by Bergan KDV:** Motion by Lindeen, second by Welander, to approve the Agency FY 2025 Audit. Motion approved by voice vote. The audit was presented by Marie Primus of Bergan KDV. The audit had an unmodified clean opinion with one finding.

b. **Ratification of the December E-mail Votes:** Motion by Knisley, second by Pappalardo, to ratify the email votes from the December 12, 2025 email request. Motion approved by voice vote.

1. **Health Insurance Broker:** The board approved the switch from Mercer to Assured Partners as the agency broker for Health, Dental, and Vision Coverage. Ten of 12 members voted by email to approve.

2. **Head Start Teacher Waiver:** The board approved submission of the Head Start Teacher Waiver request to the Head Start Regional Office for Teacher Qualifications for a period of two school years for two Lead Teacher positions. Ten of 12 members voted by email to approve.

c. **Head Start Impasse Policy:** Motion by Knisley, second by Kolzow, to approve the revised Head Start Impasse Policy. Motion approved by voice vote. This policy describes the process the agency would use to resolve a conflict if the Board of Directors and the Policy Council disagree on a course of action and reach an impasse. This was approved by the policy council at their December 2025 meeting.

- d. **Employee Health Insurance Renewal:** Motion by Hardin, second by Ruther, to approve the agency's contribution to the Employee Health Insurance up to \$872 a month per employee on the plan, and the agency may offer up to three health plans through health insurance broker Assured Partners. Motion approved by voice vote.
- e. **Employee Dental & Vision Insurance Renewal:** Motion by Pappalardo, second by Welander, to approve the Employee Dental & Vision Insurance Renewal. The Agency programs would subsidize the dental premium at \$20 a month per qualifying employee and the vision plan at \$4.28 a month per qualifying employee. Motion approved by voice vote.
- f. **Personnel Policy #205 Probationary Period & #201 Employment Categories:** Motion by Ruther, second by Hardin, to approve amending Personnel Policy #205 Probationary Period & #201 Employment Categories. This renames Policy #205 to an Orientation Period and removes Probationary Employee from # 201 Employment Categories. Motion approved by voice vote.

6. Executive Director's Report:

Wilson attended the ICAA Directors' Meeting via Zoom, visited the Tallarico Center for the retirement of a Head Start Teacher of 36 years, continued work with Assured Partners for employee health coverage, and has been involved in budget discussions with programs and the fiscal department.

7. Financial Reports:

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

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

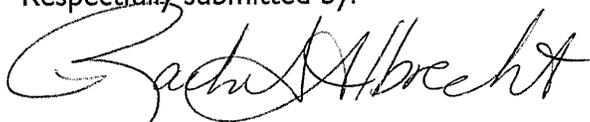
8. Information:

- a. Weatherization Bids Awarded: December 1, 2025 – December 31, 2025
- b. Family Development & Self-Sufficiency (FaDSS) Annual Report
- c. FaDSS Fidelity Report
- d. Emergency Solutions Grant (ESG) Desk Review
- e. Head Start Child & Adult Care Food Program (CACFP) Monitoring Report
- f. Head Start 2024-2025 Federal Financial Report
- g. Head Start 2024-2025 Final Federal Financial Report
- h. Program Updates

9. Next Meeting: Tuesday, February 17, 2026, at 1:15 p.m. at Central Office, Burlington, or via Zoom.

10. Adjournment: Motion by Knisley, second by Pappalardo to adjourn. The meeting ended at 2:21 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Nicole Pappalardo, Secretary