

# Board of Directors Minutes

## February 17, 2026



1. **Call to order:** Board President Cyndi Mears called the meeting to order at 1:15 p.m.
2. **Training:** Planning Director Albrecht covered the Agency Annual Report, the Community Services Block Grant (CSBG) Final Report, Client Satisfaction, and Demographics Report in training for the Board. This included training on agency outcomes, outputs, programs, and services for fiscal year 2025.

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	Mark Lindeen	Brittany Kolzow	Kevin Hardin
Nicole Pappalardo	Linda Boshart		
Shane McCampbell			

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

**Members Absent:** Catey Swyter

4. **Consideration of the Agenda:** Motion by Knisley, second by Lindeen, to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Hardin, second by Ruther, to approve the January 20, 2026 Meeting Minutes. Motion approved by voice vote.
6. **Action Items:**
  - a. **Ratify Email Vote of Employee Health Insurance Renewal 2026:** Motion by Knisley, second by Kolzow, to ratify the Email Vote approving the use of Nonstop Health with an annual health cost allowance of \$7,000 per employee with two Wellmark plan options for the 2026 Health Insurance Renewal. Motion approved by voice vote. Twelve of 12 board members emailed their approval.
  - b. **Head Start Selection Criteria 2026-2027:** Motion by Knisley, second by Lindeen, to approve the Head Start Selection Criteria for 2026-2027. Motion approved by voice vote.
  - c. **Agency Annual Report & Head Start Report to the Public 2024-2025:** Motion by Knisley, second by Lindeen, to approve the Agency Annual Report & Head Start Report to the Public 2024-2025. Motion approved by voice vote.
  - d. **Head Start Calendar 2026-2027:** Motion by Lindeen, second by Ruther, to approve the Head Start Calendar 2026-2027. Motion approved by voice vote.

**7. Executive Director's Report:**

Wilson worked with Assured Partners and Human Resources on health insurance for agency employees, with open enrollment in mid-February. She conducted training for agency supervisors with other staff and has been reviewing changes to the Personnel Policies in light of the new fiscal software.

**8. Financial Reports:**

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

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

**9. Information:**

- a. Weatherization Bids Awarded: January 1, 2026 – January 31, 2026
- b. Client Satisfaction & Demographic Information
- c. Community Services Block Grant (CSBG) 2025 Final Report
- d. Program Updates

**10. Next Meeting:** Tuesday, March 17, 2026, at 1:15 p.m. at Central Office, Burlington, or via Zoom.

**11. Adjournment:** Motion by Knisley, second by Kolzow to adjourn. The meeting ended at 2:08 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Nicole Pappalardo, Secretary