

Board of Directors Minutes

March 17, 2026



1. **Call to order:** Board President Cyndi Mears called the meeting to order at 1:15 p.m.
2. **Training:** Weatherization Director Jim Blackwell provided training on the Weatherization program. He discussed the program’s history, the measures they are able to take in upgrading the home to save energy, home assessments, data, costs, and how homes are placed on the priority list.

3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Brent Ruther	Barbara Welander	Ginger Knisley	Cyndi Mears
	Mark Lindeen		Kevin Hardin
	Linda Boshart		

Staff Present: Rachel Albrecht, Sarah Gutting, Matthew LeClere, Melissa Privia, and Jim Blackwell

Members Absent: Catey Swyter, Rhonda Reif, Nicole Pappalardo, Shane McCampbell, and Brittany Kolzow

4. **Consideration of the Agenda:** Motion by Knisley, second by Hardin, to approve today’s Agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by Ruther, to approve the February 17, 2026 Meeting Minutes. Motion approved by voice vote.
6. **Action Items:**
 - a. **Internal Revenue Service (IRS) 2024 Form 990:** Motion by Welander, second by Knisley, to approve the Internal Revenue Service (IRS) 2024 Form 990. Motion approved by voice vote.
 - b. **Head Start Family Handbook 2026-2027:** Motion by Knisley, second by Hardin, to approve the Head Start Family Handbook 2026-2027. Motion approved by voice vote.
 - c. **Selection Procedures for Low Income Representative Board Members:** Motion by Hardin, second by Knisley, to approve the Selection Procedures for Low Income Representative Board Members. Motion approved by voice vote.

7. **Executive Director’s Report:**

Wilson participated in the Iowa Community Action Association (ICAA) director’s meeting and legislative update sessions, met with our new healthcare coverage providers, provided training to agency supervisors, attended mental health webinars, and coordinated with agency partners for the upcoming Day of the Child event.

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

9. Information:

- a. Head Start FY26 Funding Letter
- b. Head Start Teacher Qualification Waiver Approval
- c. Head Start Risk Assessment Notification
- d. New Employee Orientation: March 27, 2026, 9 am – 2 pm
- e. Staff Training Day: April 13, 2026
- f. Program Updates

10. Next Meeting: Tuesday, April 21, 2026, at 1:15 p.m. at Central Office, Burlington, or via Zoom.

11. Adjournment: Motion by Knisley, second by Hardin to adjourn. The meeting ended at 1:53 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director