

Board of Directors Minutes

May 19, 2026



1. **Call to order:** Board President Cyndi Mears called the meeting to order at 1:15 p.m.
2. **Training:** Services Director Privia presented training on Energy Assistance (LIHEAP) and Center Services. She went over annual data on those served, assistance provided through the centers, funding, and program impact.
3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Brent Ruther	Linda Boshart	Brittany Kolzow	Cyndi Mears
Shane McCampbell	Mark Lindeen		Kevin Hardin
Rhonda Reif			

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

Members Absent: Nicole Pappalardo, Ginger Knisley, Catey Swyter, and Barbara Welander

Board Member Resignation: Motion by McCampbell, second by Ruther to accept a letter of resignation from Barbara Welander, the low-income representative for Henry County. Motion approved by voice vote.

4. **Consideration of the Agenda:** Motion by McCampbell, second by Lindeen, to approve today's Agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Lindeen, second by Hardin, to approve the April 21, 2026 Meeting Minutes. Motion approved by voice vote.
6. **Action Items:**
 - a. **Community Services Block Grant (CSBG) FY 2027 Application, Budget, and Assurances:** Motion by Boshart, second by McCampbell, to approve the Community Services Block Grant (CSBG) FY 2027 Application, Budget, and Assurances. The narrative, NPIs planned to report, and CSBG Program List were also included. The budgeted amount is \$299,593. Motion approved by voice vote.
 - b. **Family Development and Self-Sufficiency (FaDSS) 2025 – 2026 Budget Amendment:** Motion by Hardin, second by Lindeen, to approve the Family Development and Self-Sufficiency (FaDSS) 2025 – 2026 Budget Amendment. The other category and staffing costs were adjusted to more accurately reflect budgeting as the year closes up on June 30, 2026. Motion approved by voice vote.
 - c. **Family Development and Self-Sufficiency (FaDSS) 2026 – 2027 Budget:** Motion by McCampbell, second by Hardin, to approve the Family Development and Self-Sufficiency (FaDSS) 2026 – 2027 Budget in the amount of \$357,213. Motion approved by voice vote.

- d. **Head Start and Early Head Start 2026 – 2027 Federal Grant Application:** Motion by Boshart, second by Lindeen, to approve the Head Start and Early Head Start 2026 – 2027 Federal Grant Application. This includes a budgeted amount of \$4,326,058, an expected enrollment of 274 children in 19 classrooms, and a non-federal share amount of \$1,081,517. Motion approved by voice vote.
- e. **Head Start Fort Madison Building Change Order:** Motion by Hardin, second by McCampbell, to approve the Head Start Fort Madison Building Change Order covering items SG Construction, code officials, and staff requested totaling \$65,907. Motion approved by voice vote.

7. Executive Director's Report:

Wilson participated in the Iowa Community Action Association (ICAA) Director Meeting, attended a Zoom on the Weatherization State Plan, consulted with Roger Pavey regarding the agency's financial stability with a review of the past 10 years, attended the Thrive Iowa meeting in Lee County, met with the Personnel Committee, signed and reviewed 10 contracts.

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

9. Executive Session: Executive Director Review & Evaluation

- a. Motion by Lindeen, second by McCampbell to enter executive session at 1:46 p.m.
- b. Motion by McCampbell, second by Hardin to exit executive session at 2:09 p.m.
- c. Mears will schedule a time to go over the evaluation with Wilson.
- d. Executive Director Sheri Wilson has put in her notice to retire, effective in August. A Hiring Committee was established with the following members: Boshart (community representative), Lindeen (elected official), Mears (representative of the low-income), Jean Logan (Community Action of Siouxland Executive Director), and Scot Orban (Community Action of Siouxland Human Resources Director).

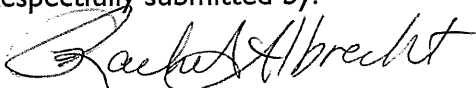
10. Information:

- a. Head Start Non-Federal Share Waiver
- b. Health & Human Services (HHS) Licensing Child Care Complaint
- c. Program Updates

11. Next Meeting: Tuesday, June 16, 2026, at 1:15 p.m. at Central Office, Burlington, or via Zoom.

12. Adjournment: Motion by Hardin, second by Boshart to adjourn. The meeting ended at 2:31 p.m.

Respectfully submitted by:


Rachel Albrecht, Planning Director