

Board of Directors Minutes

August 18, 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	Mark Lindeen	Brittany Kolzow	Cyndi Mears
Shane McCampbell	Linda Boshart	Ginger Knisley	Kevin Hardin
Nicole Pappalardo			

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

Members Absent: Brent Ruther and Catey Swyter

Others Present: Angie Wilson

a. **Board Resignation:** Motion by Knisley, second by Hardin to accept the resignation of Linda Boshart, effective Wednesday, August 19, 2026. Motion approved by voice vote.

3. **Consideration of the Agenda:** Motion by Hardin, second by Boshart, to approve today's Agenda with the addition of New Board Member. Motion approved by voice vote.

4. **New Board Member:** Motion by Lindeen, second by Knisley, to approve Angie Wilson joining the board. Motion approved by voice vote. Angie Wilson won the election for the low-income representative for Henry County conducted in July. She is a resident of Winfield and the Executive Director of the Welcome Home Center in Mount Pleasant.

5. **Consideration of the Minutes:** Motion by Lindeen, second by Knisley, to approve the June 16, 2026 Meeting Minutes. Motion approved by voice vote.

6. Executive Session:

Motion by Lindeen, second by Knisley, to enter executive session at 1:19 p.m.

Motion by Knisley, second by Boshart, to exit executive session at 1:29 p.m.

Motion by Knisley, second by Boshart to make a job offer for the Executive Director position to their top choice candidate, Trevor Kubatzke, with a salary of \$110,000 with an evaluation to be performed after 90 days. Motion approved by voice vote.

7. Action Items:

a. Ratify July Email Votes:

1. **Head Start Budget Revision:** Eight members voted by email to approve the Head Start current-year budget revision to move \$135,000 from Personnel, Fringe, and Indirect funds into the Construction category for use in the building project in Fort Madison.

2. **Weatherization Cube Van Purchase:** Eight members voted by email to approve the purchase of a Cube Van consisting of a 2027 Ford E-350 Truck with a cutaway chassis and a 15' 2027 Box for \$58,029 from Deery Brothers in West Burlington, IA

Motion by Hardin, second by Knisley, to approve the ratification of the July Email Votes. Motion approved by voice vote.

- b. **Employee Annual Wage Increase for Fiscal Year 2027:** Motion by Lindeen, second by Knisley, to approve the Employee Annual Wage Increase for Fiscal Year 2027. This will be a 2% wage increase for all staff in FY 2027 with the base rates being raised by 1% effective September 19, 2026. Motion approved by voice vote.
- c. **Head Start Non-Federal Share Waiver Request:** Motion by Boshart, second by Knisley, to approve the Head Start Non-Federal Share Waiver Request up to \$300,000 for the current 2025-2026 grant cycle. Motion approved by voice vote.

8. Executive Director's Report:

Wilson has prepared for her retirement and the transition to a new executive director, met with each program director to review their succession plans, met with the Board Personnel and Building Committees, and attended Head Start meetings regarding the deficiency process.

9. Financial Reports:

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

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

10. Information:

- a. Notification of Head Start Monitoring Report
- b. Head Start Information Memorandum ACF-OHS-IM-26-01 Enrollment Reductions
- c. Notice of Proposed Rulemaking (NPRM) – Reducing Federal Burden for Head Start Programs
- d. Head Start Completion of Under Enrollment Plan
- e. Disclosure Relating to the Agency Nepotism Policy
- f. Fort Madison Building Update
- g. WIC Office Monitoring Visit
- h. Program Updates

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

12. **Adjournment:** Motion by Knisley, second by Hardin to adjourn. The meeting ended at 2:23 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director



Nicole Pappalardo, Secretary