

M I N U T E S
SCICAP BOARD OF DIRECTORS MEETING
February 8, 2017
7:00 P.M.
Chariton, Iowa

The meeting of the SCICAP Board of Directors was called to order by Steve Laing, Chairman of the Board, at the Chariton Vredenburg building on February 8, 2017, with introductions. Board members present were: Clarke County – Anita Gilmore, Larry Keller; Decatur County – Chet Redman; Lucas County – Steve Laing; Monroe County – Denny Amoss, Christina Estes, Jerry Durian; and Wayne County – Sally Jackson. Staff members present were Jim Smith, Dan Miller, Nancy Schnurr, Pam Rogers and Sue McCleary.

A motion was made by Jerry Durian, seconded by Chet Redman, to approve the minutes of the October meeting. Motion carried unanimously.

The Chairman called on Mr. Smith for his report. Mr. Smith reviewed the “Funding, Goals & Projections” with total funding of \$4,211,115. DOE weatherization program will receive funding of \$65-66,000 for the new year. ADLM 4 Counties for Kids funds were discussed. Mr. Smith reported the Ottumwa Food Bank Wayne County food distribution in Corydon distributed 50,000# to 246 individuals. A food pantry has been established at the Humeston school.

Mr. Smith reported the agency changed payroll providers which has resulted in some cost savings such as employees not receiving a paystub but being able to access through the payroll site eliminating cost of mailing. All employees must use either direct deposit or have earnings debited to a debit card. The personnel committee met and is aware of all changes being proposed as a result of the new provider. One of the issues raised was what benefits are paid to full time and part time including definitions of such. The next meeting will be late March/early April and the board will need to take action at that time. Full time employees work 32 hours per week or more with 24-31 hours considered part time. Current employee manual states benefits pro-rated. Employees must work 24 hours to get any benefits. Any changes would affect only new employees and not be imposed on any current employees. Board discussed full time versus part time. The personnel committee will meet prior to the next meeting to come back with their recommendations for the board. Another issue to be addressed is compensation for non-worked hours. HS/EHS work agreements are being done with the new standards for fall.

IPERS eligibility and current manual were discussed. The recommendation is to have manual changed to read “Agency will follow all state requirements for IPERS including eligibility”. A motion was made by Larry Keller, seconded by Anita Gilmore, to approve the recommendation and make changes to the manual. Motion carried unanimously.

Mr. Smith updated the board on facilities. The building in Osceola that houses HS/EHS is again for sale with potential of being made into apartments. If HS/EHS is awarded grant funds, a new modular building will be purchased for Osceola HS/EHS. The central office lease at Chariton is up for renewal in August and will be increased from \$41,690 or \$7 per square foot paid yearly currently with offer of \$46,264 yearly or \$8 per square foot. He met with their committee and they wanted a 5 year lease with a scheduled 3% increase to \$52,000 or

\$9 per square foot over course of 5 years. It would include option of a year notice subject to funding. A motion was made by Larry Keller, seconded by Jerry Durian, to have the new lease reviewed by the agency attorney. Motion carried unanimously.

Mr. Smith reported the weatherization program was monitored but the report hasn't yet been received. The LiHEAP monitoring report letter was reviewed by the board. There was recommendation in report to segregate some duties. Jim and Dan will be signing off on the reports going forward. A motion was made by Chet Redman, seconded by Denny Amoss, to approve the executive director's report. Motion carried unanimously.

A motion was made by Denny Amoss, seconded by Jerry Durian, to set the board calendar with same meeting months (March/April/June/July/September/October) and time (7:00 p.m.). Motion carried unanimously.

Nancy Schnurr, HS/EHS director, reported that they are fully enrolled with 180 HS and 32 EHS children. They are looking for children and recruitment dates have been set. They were monitored by CACFP and will have 30 days to make any corrections noted in report when received. They have hired a new Health/Nutrition manager, Vaughn Freeman. She received a letter that agency was awarded the duration grant and can start with the onetime funds. This will expand Osceola and Chariton to 170 days with children on Fridays next school year. New performance standards require active involvement by the board in HS/EHS and trained fully on them. One standard states that the percentage of funds HS/EHS is to total agency budget is the percentage of time that should be spent by the board on HS/EHS. They are required to have HS/EHS posters in businesses and establishments in the five county area. She has some posters and invited board members to place around their communities in addition to her staff posting. The standard of conduct policy will need to be revised. Policy Council has approved the ERSEA training policy and requested board approval. A motion was made by Jerry Durian, seconded by Christina Estes, to approve the policy. Motion carried unanimously. The impasse policy procedure will need to have some changes before being presented for board approval. Nancy reviewed the revised selection criteria for children which raised points for some areas with the board for their approval. A motion was made by Jerry Durian, seconded by Anita Gilmore, to approve the selection criteria. Motion carried unanimously. Recruitment, selection, enrollment and attendance policy was updated and reviewed by board. A motion was made by Anita Gilmore, seconded by Chet Redman, to approve the policy. Motion carried unanimously.

The audit committee met prior to the meeting to review financial status reports, balance sheets, statement of activities, donations/contributions, HS/EHS monthly status and credit card charges. Dan Miller reviewed the financial documents with the board. The agency is in good shape. The auditor will be at the next meeting to present the audit. Dan reminded the board to review the check register for any conflicts of interest. The chairman asked if there were any conflicts of interest with none reported. A motion was made by Jerry Durian, seconded by Christina Estes, to approve the audit committee report. Motion carried unanimously.

Committee Reports – In regard to facilities, Mr. Smith reported Chariton HS building has some heating/cooling issues to be addressed. Agency is still interested in renting the entire building where Decatur County outreach office in Leon relocated at 306 North Main whenever other tenant vacates. Steve Laing went around and visited HS/EHS centers. Board and staff discussed board members visiting all agency facilities. Mr. Smith also informed the board that Pam Rogers has been selected as a member of the state FaDSS council.

Project director's reports – Nothing new to report.

Sue McCleary reviewed the CSBG annual reports (program report, narrative report, NPI report, agency funding report and NPI targeting report). The characteristics of the clients we serve were discussed as well as the

changes being seen in the makeup of these households as well as areas to improve on. A motion was made by Larry Keller, seconded by Jerry Durian, to approve the CSBG annual reports. Motion carried unanimously.

There being no further business to bring before the board, a motion was made by Larry Keller, seconded by Anita Gilmore, that meeting adjourn. Motion carried unanimously. Copies of all reports are attached as part of these minutes.

Sue McCleary, Secretary

Steve Laing, Board Chairman