

**Minutes**  
**SCICAP BOARD OF DIRECTORS MEETING**  
October 26, 2016  
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 October 26, 2016. Board members present were: Clarke County – Anita Gilmore, April Bundridge; Decatur County – Jim Fulton, Chet Redman; Lucas County – Steve Laing; Monroe County – Denny Amoss, Jerry Durian, Christina Estes; Wayne County – John Sellers, Sally Jackson. Staff members present were Jim Smith, Dan Miller and Nancy Schnurr.

A motion was made by Jerry Durian, seconded by John Sellers, to approve the minutes of the September meeting. Motion carried unanimously.

Chairman Laing called on the executive director for his report. Mr. Smith reported that Tina Youngers from Head Start had visited the agency to specifically review our Early Head Start operations. She visited the Chariton facility and was also involved in home based visits. Ms. Youngers reviewed some of the new performance standards with the staff and related that she was favorably impressed with our program and the duration application we had submitted. Mr. Smith reminded the board members that the duration application was to expand Lucas and Clarke counties Early Head Start program to full day/full year. Mr. Smith then reviewed the funding goals and projections noting that WX programs were winding down; LiHEAP applications would be taken starting November 1 for all eligible clients and that FaDSS and Nest caseloads were at acceptable levels. The agency is now preparing monthly reports on the Wayne County food pantry as funds have been transferred to the administrative offices. Mr. Smith mentioned that Shelley Sadler has resigned her position and that we are in compliance with CSBG organizational standards. Fourteen local agencies attended a recent food summit meeting in Lucas County and he expects better coordination with the various programs. A food drop is scheduled for November 3<sup>rd</sup> in Corydon and we will participate. A motion was made by John Sellers, seconded by Chet Redman, to approve the executive director's report. Motion carried unanimously.

Chairman Laing called on Nancy Schnurr for her Head Start report. Nancy reported that we had 179 HS children and 32 EHS children enrolled. We have waiting lists in three communities. She commented that the visit by Tina Youngers went well and that HS was complimentary of our programs and funding applications. Nancy reviewed reports covering the CACFP food program for September and a "Brigance Screening Summary" which compares our children from entry level and then again after 45 days. The results show the expected improvement and certify our statements on advancement to the grantor. We have a total of 7 MOU's (Memorandums of Understanding) with AEA and school districts signed and in place for the current school year. We have submitted an EHS expansion grant but have not been given any feedback at this point.

A motion was made by John Sellers, seconded by Denny Amoss, to approve the HS/EHS director's report. Motion carried unanimously.

The audit committee met prior to the meeting to review all the financial statements in the board packet which included the credit card statements and receipts. Dan Miller reviewed the financial statements with the board. Topics of discussion were the tight Head Start budget, favorable bottom line profit and loss results after 11 months activity and asking the board members to review the check listing for possible conflicts of interest. None were reported. The receipts for credit card transactions were sent with the board packets for board review and it was noted that policy council members had received the same information. Dan distributed a proposed agency-wide budget for the year beginning 11/1/16 that had been reviewed by the audit committee. The budget estimates a break-even year and includes a partial year of activity for the HS duration application. A motion was made by John Sellers, seconded by Christina Estes, to accept the audit committee/financial reports and the agency-wide budget for next year. Motion carried unanimously.

Personnel committee was the only committee that met since the last board meeting. Jim Smith reported that the committee recommended the following increases in pay: 4% for outreach staff personnel including Sue McCleary; .75 cents/hr for Pam Rogers; \$1.00/hr for Cindy Moore and \$1.50/hr for Alyson Palmer; .50 cents/hr for Patty Jones and Jamie Swearingin; .25cents/hr for Annetta Kline; no change for Brenda Fry; and a 4% increase for the executive director. Jim reminded the board that Head Start personnel had already received an increase with their last COLA. Dan Miller stated that the increases were included in the proposed budget for next year. A motion was made by John Sellers, seconded by Christina Estes, to approve the proposed pay changes. Motion carried unanimously.

There being no further business, a motion was made by Jerry Durian, seconded by Denny Amoss, to adjourn the meeting. Motion carried unanimously. Copies of all reports are attached as part of these minutes.

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Daniel Miller- Substitute Secretary

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Steve Laing, Board Chairman