

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**June 27, 2018**  
**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 June 27, 2018, with introductions. Board members present were: Clarke County – Anita Gilmore, Marvin McCann; Decatur County – Gwen Morris; Lucas County – Steve Laing; Monroe County – Christina Estes, Denny Amoss, Jerry Durian; and Wayne County – Sally Jackson and John Sellers. Staff members present were Brenda Fry, Dan Miller and Sue McCleary.

A motion was made by Denny Amoss, seconded by John Sellers, to approve the minutes of the April meeting. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. Ms. Fry started her report with the reading of the agency mission statement. Ms. Fry reviewed the “Funding, Goals & Projections” with total funding of \$4,456,058. Roger Pavey and Ron Ludwig are mentoring Ms. Fry through ICAA in her transition to agency executive director. Ms. Fry presented an updated/revised five-year strategic plan (June 2016 – May 2021) for board approval. She reviewed what ROMA is as well as the three national goals community action agencies are to address. She gave the reasoning for the changes which now realistically align with those goals and have obtainable results for agency to strive for. A motion was made by Denny Amoss, seconded by Anita Gilmore, to approve the revised five-year agency strategic plan. Motion carried unanimously.

Ms. Fry presented proposed board calendar for 2018-19 of July, September, October, January, March, April and June. A motion was made by Christina Estes, seconded by Jerry Durian, to approve board calendar. Motion carried unanimously.

Ms. Fry reviewed the summary of the agency Risk Assessment as completed by previous director. Some of the points include Intruder safety class being held in conjunction with August HS in-service; employee reviews being standardized; improving hiring process including an interview appraisal form; and evacuation/safety plans. A motion was made by Sally Jackson, seconded by Christina Estes, to approve risk assessment summary. Motion carried unanimously.

Ms. Fry and Dan Miller reviewed the four grant proposals of HS/EHS regular funding of \$2,007,520; COLA of \$50,081; shared vision funding for Monroe County of \$57,573; and shared vision funding for Wayne County of \$53,366. HS policy council and the executive committee met earlier in June to approve these budgets. Dan explained line item details with board. Nancy Schnurr, HS/EHS director, will need to submit by regular and COLA apps and budgets by August 1<sup>st</sup>. A motion was made by Jerry Durian, seconded by Anita Gilmore, to approve regular HS/EHS grant app and budget. Motion carried unanimously.

The HS/EHS COLA proposed budget is a 2.6% increase for all HS/EHS staff still employed retro to 11/1/17. The total federal funding is \$50,081. A motion was made by Jerry Durian, seconded by John Sellers, to approve HS/EHS COLA proposal. Motion carried unanimously.

Shared Vision funding for Monroe and Wayne Counties was cut by 2% so those proposed budgets have been cut accordingly. A motion was made by Christina Estes, seconded by Anita Gilmore, to approve the Monroe County and Wayne County shared vision proposals. Motion carried unanimously.

Ms. Fry did board training on ERSEA 1302.10 – 1302.18 as HS staff in Kansas City at present time. She also reported Nancy Schnurr has requested extension of her leave time which was approved.

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. He reported that the \$1,600 for new central office phone system will be paid out of agency funds and not program funds. 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 Denny Amoss, seconded by Jerry Durian, to approve the audit committee report. Motion carried unanimously.

Committee Reports – Executive committee was only one that met which was to approve HS/EHS proposals.

Project director's reports – Ami Hamilton has been hired as new FaDSS worker. Shea Chidester from ECI/PAT will be also working part time with FaDSS doing supervision.

New Business – Dan Miller reviewed the agency 990 tax form which is done by the agency auditing firm. Dan asked the board to contact him or Ms. Fry with any input or questions. He will submit the 990 after 7 days.

Dan Miller reviewed the proposed change to financial procedures manual that HS/EHS employee personnel files will be kept with the rest of the agency personnel files. A motion was made by John Sellers, seconded by Anita Gilmore, to approve change to financial procedures manual. Motion carried unanimously.

The Chairman named Chet Redman, Denny Amoss and John Sellers to the nominating committee. They will present a slate of officers for election at the July annual meeting.

Sue McCleary updated on the CSBG application being developed. The P&E committee will be meeting for additional planning for next year's grant. The information from the strategic plan approved tonight will also be included in the plan. The full board will need to approve the proposal at upcoming meeting.

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

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Sue McCleary, Secretary

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Steve Laing, Board Chairman