

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**February 13, 2019**  
**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 13, 2019, with the reading of the mission statement and introductions. Board members present were: Clarke County-Anita Gilmore, Marvin McCann; Decatur County-Bob Bell; Lucas County-Maxine Willadson, Steve Laing, Shelly Schilling; Monroe County-Denny Amoss; and Wayne County-Sally Jackson, Heth Brown, and David Dotts. Staff members were Brenda Fry, Dan Miller on phone, Nancy Schnurr, and Jamie Swearingin.

A motion was made by Denny Amoss, seconded by Maxine Willadson, to approve the minutes of the October meeting. Motion carried unanimously.

The Chairman asked for a motion to move the financial report to the top of the agenda. A motion was made by Marvin McCann, seconded by Heth Brown. Motion carried unanimously.

The Chairman called on Dan Miller for the financial report. Dan explained that the audit committee normally meets prior to the meeting to review financial status reports, balance sheets, statement of activities, donations/contributions, HS/EHS monthly status and credit card charges. Since the January meeting was rescheduled due to the extreme weather conditions, Dan was not able to be present for the audit committee meeting. Dan reviewed the financial documents with the board. He explained that the gain was caused primarily by holiday donations, Weatherization pool and indirect pool revenues. We will soon have audit expenses, so the gain is only temporary. The agency auditor was here in January for the agency-wide audit. Bill will attend the March meeting to share the results of the audit with the board. Dan reminded the board to review the check register for any conflicts of interest and asked if there were any conflicts of interest. A motion was made by Anita Gilmore, seconded by Bob Bell, to approve the financial report. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. Ms. Fry reviewed the "Funding, Goals, & Projections" with total funding of \$4,226,357. There was no update on the Strategic Plan. The Equal Employment Officer has received no reports in the last year. Ms. Fry reported that a Lucas County High School student in the REAL (Relevant Engaging Applicable Learning) Program is coming 4 days a week to explore careers through shadowing, exploration, and experiences. A motion was made by Bob Bell, seconded by Denny Amos, to approve the executive director's report. Motion carried unanimously.

Nancy Schnurr, HS/EHS director, reported they have 178 children enrolled in Head Start, down 2 students. They have 29 enrolled in Early Head Start, down 3 currently for the 2018-19 HS school year. Nancy reviewed the CACFP reports with the board.

Nancy requested board approval for 10 job descriptions: Data Entry, Health Assistant, Parent, Family and Community Engagement Specialist, Bus Monitor, Child Care Assistant for Wrap Around-5 days a week, 9-month position, Child Care Assistant for Wrap Around-5 days a week, 12-month position, Lead Nutrition Staff, Sub for classroom and/or kitchen, Teacher Assistant-HS-5 days a week, 9-month position, and Child Care Assistant-9 month year around for Early Head Start. Heath Brown asked if the positions were all open or if they had already been filled. Nancy explained the positions were all filled, and she had just made updates. A motion was made by Denny Amoss, seconded by Bob Bell to approve all 10 job descriptions. Motion carried unanimously.

Nancy explained her Data Management Policy which has already been approved at Policy Council. She requested approval from the board. Maxine Willadson made a motion to approve, seconded by Heth Brown. Motion carried unanimously.

Nancy presented a training on the GOLD data showing the progress our students are making to become school ready, and lifelong learners.

The board was given copies of the EHS/HS COLA budget, which is a 1.77% increase for all EHS/HS staff totaling \$34,981. The increase will be split across the board for all staff. The remainder of funds will be put into supplies with \$2,682 for Head Start and \$579 for Early Head Start. The amount of \$2,683 will be put into Head Start repairs and \$579 will be put into Early Head Start repairs. A motion was made by Bob Bell, seconded by Denny Amoss, to approve the HS/EHS COLA proposal. Motion carried unanimously.

Committee Reports- None.

Project director's reports- Jamie Swearingin reported that she is now taking applications for the TBRA Program. She has one family approved and 3 in process.

New Business- Ms. Fry advised the board that the Parents as Teachers Program is preparing for Iowa Family Support credentialing. Some of our policies will need updated to be in compliance with the standards. Ms. Fry will present the updated policies for approval at the March meeting.

Maxine Willadson made a request to change the date of board meetings because her schedule is full on the last Wednesday's of the month. The Board Chairman explained that this schedule has been working for several years. Board consensus was to continue with the set schedule.

Sally Jackson made a request that board members receive a phone call when meetings are cancelled. She did not receive a call and would have planned to attend if she hadn't called the Outreach Center to verify in advance.

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

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Jamie Swearingin, Acting Secretary

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Steve Laing, Board Chairman