

M I N U T E S
SCICAP BOARD OF DIRECTORS MEETING
March 29, 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 March 29, 2017, with introductions. Board members present were: Clarke County – Anita Gilmore, April Bundridge, Larry Keller; Decatur County – Jim Fulton; Lucas County – Steve Laing; Monroe County – Denny Amoss; and Wayne County – Sally Jackson and John Sellers. Staff members present were Jim Smith, Dan Miller, Nancy Schnurr, Sheila Buckingham, Brenda Fry, Pam Rogers and Sue McCleary.

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

The Chairman called on Mr. Smith for his report. Mr. Smith pointed out to the board the addition of the mission statement which was adopted by the board in April 2016 to the top of the agenda. He read the mission statement and reviewed it with the board.

Meriwether, Wilson and Company completed the annual agency audit and it was sent out for the board to review prior to the meeting. Mr. Bill Bauer, CPA, presented the audit and provided training to the board on the OMB standards on single audit requirements which changed since last year's audit. The audit includes compliance testing, risk assessment, internal controls, policies and procedures. Mr. Bauer went through the individual letters and schedules contained in the agency audit and explained what each covered. He reviewed with board differences between last year and this year's audit in regard to funding. He noted page 11 in regard to IPERS. Bill Brand, DHR/DCAA Division Administrator, is addressing issue of government agency versus non-profit. Mr. Bauer informed board it is considered a clean audit with no questioned costs. The audit covered compliance and financial with an unqualified opinion which is the highest given. The firm had no disagreements with management or other staff. The audit committee being involved is team effort. Mr. Smith expressed his appreciation to Mr. Bauer and his staff for all the work they do for the agency. He asked Mr. Bauer to update board on status of 990 Tax Form. His staff worker Kelly is working on it at the current time and hope to have done for presentation to board soon. A motion was made by Jim Fulton, seconded by Larry Keller, to accept and approve the audit as presented. Motion carried unanimously.

Mr. Smith reviewed the "Funding, Goals & Projections" with total funding of \$4,253,745. Disaster funding for the Seymour tornado for individual assistance up to \$5,000 per household and case management were awarded. Eleven applications have been received to date. He has no update to strategic plan at this time. The annual board evaluation form was distributed and members will return prior to the next meeting when results will be discussed. A motion was made by Jim Fulton, seconded by John Sellers, to approve the executive director's report. Motion carried unanimously.

Sheila Buckingham, Assistant HS/EHS director, provided the board with ERSEA and eligibility training. All board members received a certificate for completing the training as required by performance standards.

Nancy Schnurr, HS/EHS Director, showed a governance training video to the board. She stressed the importance of board members being educated on the performance standards. Policy council members may now serve five one year term as opposed to 3 previously. At each board meeting, she will provide continued education on the new performance standards.

Nancy Schnurr reported that they are fully enrolled with 180 HS and 32 EHS children. Standards now require that programs remain fully enrolled until end of the school year. They are holding recruitments in each county to enroll for the coming year. They have a waiting list in Clarke County. Nancy reviewed the CACFP report for February with 130 children served. The Health/Nutrition manager resigned so they are revamping those job duties. She is working on the duration grant and getting started with the onetime funds. They are required to have HS/EHS posters in businesses and establishments in the five county area. She encouraged board members to place around their communities in addition to her staff posting. Nancy reviewed the data on widely held expectations. Nancy presented policy council approved policies for board approval. A motion was made by Jim Fulton, seconded by Anita Gilmore, to approve the CACFP Standards of Conduct policy. Motion carried unanimously. A motion was made by John Sellers, seconded by Jim Fulton, to approve the policy council membership procedure. Motion carried unanimously. A motion was made by Sally Jackson, seconded by Anita Gilmore, to approve the written household contact policy/procedure. Motion carried unanimously. A motion was made by John Sellers, seconded by Jim Fulton, to approve the impasse policy/procedure. 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. 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 Anita Gilmore, seconded by Denny Amoss, to approve the audit committee report. Motion carried unanimously.

Committee Reports – Nothing new at this time. The personnel committee will be meeting on April 5th at 11:00 a.m. at Chariton central office.

Project director's reports – Nothing new to report.

Sue McCleary reviewed the annual forms (conflict of interest, nepotism, health & safety and Head Start governance). Board members are asked to review and return to Sue after signing them.

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