

**M I N U T E S**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**July 27, 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 July 27, 2016, with introductions. Board members present were: Clarke County – Anita Gilmore, April Bundridge; Decatur County – Jim Fulton, Chet Redman; Lucas County – Steve Laing, Marilyn Runnells; Monroe County – Denny Amoss, Christina Estes, Jerry Durian; and Wayne County – John Sellers, Sally Jackson and Amy Sinclair. Staff members present were Jim Smith, Dan Miller, Nancy Schnurr, Shelley Sadler, Pam Rogers and Sue McCleary.

The Chairman noted to the board the deletion of FaDSS from the agenda.

A motion was made by Denny Amoss, seconded by Jim Fulton, to approve the minutes of the June meeting. Motion carried unanimously.

The Chairman called on Mr. Smith for his report. Mr. Smith reviewed the “Funding, Goals & Projections” with total funding of \$4,560,674. He requested additional funds today of \$8,000 for the weatherization HES program which will bring total to \$58,000. ADLM 4 Counties for Kids grants have been reduced by 5% for PAT, HS transportation and NEST for the July 2016 through June 2017 grant cycle. Mr. Smith asked Shelley Sadler to review the change on the executive summary to the board. The addition was in the last two paragraphs of the summary regarding transportation and collaboration. A motion was made by Amy Sinclair, seconded by Anita Gilmore, to approve the amended executive summary. Motion carried unanimously.

Shelley reported to the board on the new proposed strategic plan. There was a P&E conference call last week and approved by committee. She distributed to the board an addition to the plan sent with packet. This was for the school supply program which was need identified in assessments and approved as part of the CSBG app for FY17. We are requesting full board approval and adoption of the new strategic plan developed in accordance with the ROMA cycle encompassing the entire agency. A motion was made by John Sellers, seconded by Chet Redman, to approve and adopt the new strategic plan for the agency. Motion carried unanimously.

Mr. Smith and the board reviewed all the changes and improvements made in the last year in meeting the 58 organizational standards. These include strategic plan, risk assessment, mission statement. The new pages for the board manuals for employee manual and by-laws which were updated with new mission statement are included with tonight’s packet. He believes with the adoption of the ROMA compliant strategic plan that all standards have been met and the documentation will be submitted to DCAA/DHR for their approval prior to September 30, 2016. A motion was made by Jim Fulton, seconded by Jerry Durian, to approve the executive director’s report. Motion carried unanimously.

Nancy Schnurr, HS/EHS director, reported there were 12 children served through CACFP in June which were EHS children. They are fully enrolled in Early Head Start with 32; however, they are still recruiting for the fall year for regular Head Start with openings. She reviewed the EHS GOLD data with the board.

Nancy requested board approval of the DURATION grant for the Clarke and Lucas county locations. A motion was made by Denny Amoss, seconded by Jerry Durian, to approve the DURATION grant. Motion carried unanimously.

Nancy requested approval of the annual federal grant including the proposed budgets for EHS and HS which were presented to the board to review last month. A motion was made by John Sellers, seconded by Jim Fulton, to approve the HS/EHS annual grant as presented. Motion carried unanimously.

Mr. Smith reported to the board on the EHS expansion grant funds available. This is a very competitive grant with only 75 being awarded worldwide. He is estimating a budget of approximately \$2.5-3 million with \$1.5 million for one time start up costs and staffing. The agency is asking each county Board of Supervisors office for their support and requesting a letter of such for submission with the application. He is also requesting full governing board approval of a support letter for the proposal. In Lucas County, he is working with the board of supervisors on a building site located between the sheriff's office and the county road department with agency leasing land from them to put building on. It would be a double which is for 8 infants and 16 toddlers. In Clarke County, he is working with owners of current location for purchase of land at south end. The development corporation also has potential location between college and Farm & Home buildings. In Decatur County, agency has been collaborating with the school district housed in the Funshine Center for 5-6 years but in the coming year will have no paid staff at the school; HS will be paying the school per child. The proposal would be for a building in Lamoni to provide services to low income families for 0-3. Mr. Smith and board member Jim Fulton discussed the negativity for the proposal; especially by the Lamoni Schools and Funshine Center in particular. However, there are many supporters of the expansion potential including the Decatur County Development Corporation, Decatur County Board of Supervisors and Decatur County Public Health. In Wayne County, Mr. Smith has discussed potential with Boyd Sinclair, principal at Wayne Schools, who reported their classes as well as Magical Beginnings are full. Agency would like to renovate room not being utilized in our current building to accommodate 0-3. The budget is to remodel our empty classroom for toddlers. In Monroe County, proposal would be to use current Lovilia building for 0-3 and Albia for 4 year olds. In total, the proposal is for three new buildings and renovation at two. Mr. Smith is requesting letters of support from each county board of supervisors and other community partners to submit with the application. After a discussion by the board, a motion was made by John Sellers, seconded by Chet Redman, to approve and support the EHS expansion grant. Motion carried unanimously.

Dan Miller requested the board consider purchase of tablets of approximately \$400-500 each for board members to use at meetings. The information would all be downloaded to the tablets before each meeting at the agency and be available at the meeting. The information would be emailed to the board prior to the meeting instead of being mailed in an effort to cut down on copy charges. Information could possibly be also put on wall screen for viewing at meetings. A motion was made by Marilyn Runnells, seconded by Amy Sinclair, to have executive director collect information and costs of tablets to bring to board for consideration. 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. Empowerment grants ended June 30<sup>th</sup> and were expended with the exception of the HS transportation and a little NEST. The agency is in good shape. He requested the board think about whether to bid the agency audit. A motion was made by Denny Amoss, seconded by Jim Fulton, to approve the audit committee report. Motion carried unanimously.

Committee Reports – Executive committees met to approve DURATION grant. P&E committee met on strategic plan. No other committees met.

Project director’s reports – Jim reported that FaDSS now has three specialists and Brenda Fry as supervisor. He will ask them to come to the next meeting. He asked if any board members had visited any facilities since the last meeting and encouraged them to do so. The Decatur County outreach office in Leon will be moving by September 30 with notice to the current landlord being sent tomorrow. There are some building issues (partial wall collapse last week) and safety is a concern at the present location.

Board member Sally Jackson shared a booklet from another county which was received in a vendor sack listing all services and agencies with their information in one place. It was done by CPPC with Sue McCleary sharing that the Leon Cluster CPC had done a similar thing for their different counties but hadn’t distributed them through vendors in sacks to their customers. This would be a great way to get information families need out to them.

In new business, Dan discussed the CSBG proposed budget amendment and line item changes. A budget amendment is required when a line item exceeds 10% and there are several we need to change as shown on the amendment. Some of the items requiring the amendment include the cost of the new website of \$3,000 and co-funding the NEST by providing administrative costs of \$1,600. A motion was made by Denny Amoss, seconded by Jerry Durian to approve the CSBG budget amendment. Motion carried unanimously.

The board chairman reported to the board on the executive director’s evaluation completed after compilation from returned evaluations. Steve used scoring with high of 69 points/low of 23 possible for total possible of 414 high and 138 low. Jim had a total score of 385 points. He has discussed the results and any improvements with Jim. The chairman asked the board for their acceptance and approval of the executive director’s evaluation. A motion was made by Denny Amoss, seconded Jerry Durian, to accept and approve the executive director’s annual evaluation. Motion carried unanimously.

The board chairman asked the nominating committee to present slate of officers for election. Chet Redman gave the report with their report that the current slate of officers retains their duties: Board Chairman – Steve Laing; First Vice-Chairman – Jamie Jensen; Second Vice-Chairman – Jim Fulton and Treasurer – Jerry Durian. The chairman asked if there were any nominations from the floor and there were none. A motion was made by John Sellers, seconded by Anita Gilmore, to approve and elect the slate of officers as presented. Motion carried unanimously. Sue McCleary is the board secretary – non-board member.

The chairman asked if there were any conflicts of interest to report tonight with none reported.

There being no further business to bring before the board, a motion was made by Jim Fulton, seconded by Jerry Durian, 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