

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**June 29, 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 June 27, 2016, with introductions. Board members present were: Clarke County – Anita Gilmore, April Bundridge; Decatur County – Jamie Jensen, 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. Lucas County board member Jessica Clark tried to phone in to the meeting. Staff members present were Jim Smith, Dan Miller, Nancy Schnurr, Shelley Sadler, Tammy Trenary and Sue McCleary.

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

The Chairman called on Mr. Smith for his report. The Head Start governance monitoring review letter which had been sent to the board previously when received was discussed. Nancy Schnurr, EHS/HS Director, also included a copy of the overview of findings letter. There were no areas of non-compliance or corrective actions required. There were a couple of concerns which the board discussed. There was a GAM phone call earlier today with regional office on governance. Marilyn and Steve participated in the call which spoke to the level of engagement by the board. Marilyn reported that board members were encouraged to go to the EHS/HS centers and actively engage with such activities such as reading to the children, regularly volunteering, etc. She suggested the board pursue planning joint trips to EHS/HS centers. She offered to chair an ad hoc committee to plan the trips with the Chairman naming Marilyn, Anita and Christina to the ad hoc committee. Mr. Smith also challenged the board to visit especially their local EHS/HS and outreach centers.

Mr. Smith reviewed the “Funding, Goals & Projections” with total funding of \$4,164,250. The weatherization HES program has been completing work on homes and will be requesting additional funds. He introduced Tammy Trenary who started today as the LiHEAP coordinator for the agency. There was a supplementary LiHEAP payment made in May to 610 households of \$90 with incomes of 75% or less of poverty. Empowerment grants have been submitted for PAT, HS transportation and NEST and contracts issued. Expansion of the NEST into Wayne County is being initiated. Mr. Smith reported he has requested the entire FaDSS staff be present at the next board meeting including new hire Jamie Swearingin. He also reported the hiring of Jonnica Wertz for the Lucas County outreach coordinator. The agency will be hiring an accounts payable/payroll person to replace Stacy Moore. The human resource portion of that position will be split off. Shelley Sadler will continue to be employed by the agency for projects coordinator for NEST, risk assessment, Equal Opportunity and Affirmative Action.

Mr. Smith and Shelley Sadler updated board on the status of the updated strategic plan. He had hoped to have it drafted for this meeting but circumstances prevented completion at this time. The proposed new strategic plan which has been drafted between staff, ICAA ROMA Trainer Tiffany Keimig and board (especially the P&E

committee) will be sent out prior to next meeting for review and input for presentation at July meeting for full board approval and adoption. The new strategic plan is being developed in accordance with the ROMA cycle encompassing the entire agency and was used to develop the proposed annual CSBG application.

Mr. Smith and the board discussed the EHS/HS expansion funds available which were also discussed during the GAM call today. The executive committee will meet next week on Monday or Tuesday to make plan on proceeding with expansion. A motion was made by Denny Amoss, seconded by Jerry Durian, to approve the executive director's report. Motion carried unanimously.

Mr. Smith informed the board his annual performance evaluation by the board was included with materials distributed tonight. The evaluation as well as a stamped, self-addressed envelope for return to the chairman by July 13<sup>th</sup> is included. The chairman will compile results and present for approval and acceptance at the July meeting.

Nancy Schnurr, HS/EHS director, reported there were 120 children served through CACFP in May. She explained the growth of children as shown in the year end GOLD, Brigrance, TPOTS, TPITOS and CLASS charts. She discussed with the board the governance monitoring visit review letter and the GAM call. Nancy reviewed the HS strategic plan for 2015-16 with changes in yellow and deletions in red. A motion was made by Jim Fulton, seconded by John Sellers, to 2015-16 HS strategic plan as presented. Motion carried unanimously.

Nancy reviewed (a) infant and toddler and (b) preschool school readiness goals and parent, family and community engagement action plan alignments with the board as approved by policy council. A motion was made by John Sellers, seconded by Jim Fulton, to approve the infant and toddler plus preschool school readiness goals and parent, family and community action plan alignments as presented. Motion carried unanimously.

Nancy is working on the annual federal grant and distributed the proposed budgets for EHS and HS for the board to review. She will have the entire grant for board review and approval at the July meeting. The highest response for EHS services (0-3 years) was in Clarke County from their survey. Clarke and Lucas counties were chosen for the duration grant which would offer care from 6:00 AM to 6:00 PM five days per week. The starting wage minimum for EHS/HS will be \$9.50 per hour and the teacher salaries may need to be raised.

The audit committee met prior to the meeting to review financial status reports, balance sheets, statement of activities and credit card charges. Dan Miller reviewed the financial documents with the board. Empowerment grants end June 30<sup>th</sup> and will be expended with the exception of the HS transportation. The agency is in good shape. He review HS/EHS budget and asked board to provide their input on the proposed budgets for the new grant. Dan asked if there were any conflicts of interest with none reported. A motion was made by Marilyn Runnells, seconded by Jim Fulton, to approve the audit committee report. Motion carried unanimously.

Committee Reports – Personnel and executive committees met for informational purposes since last meeting P&E committee has been working on strategic plan and CSBG FY17 app. Jim gave the board a verbal facilities report for all SCICAP locations with HS being off for summer.

Project director's reports – Shelley Sadler reported agency is in compliance for equal opportunity/affirmative action. She reviewed the progress on the current approved strategic plan. A donation page is now on the new website. A motion was made by John Sellers, seconded by Jim Fulton, to accept and approve annual strategic plan as presented. The new ROMA strategic plan should be ready for approval at the next meeting. She updated them on the risk assessment with all areas in compliance. A motion was made by Chet Redman, seconded by Anita Gilmore, to approve the risk assessment. Motion carried unanimously.

In new business, Sue McCleary presented the proposed FY17 CSBG app which was developed between staff, P&E board committee and ICAA ROMA trainer Tiffany Keimig in accordance with ROMA. The goals/objectives as well as services to accomplish were discussed. The NEST will be co-funded this year for their indirect costs which are not covered by any grant. The family needs to be addressed will focus on food/nutrition including garden program; family/community needs of meeting basic needs which includes school supply project and agency capacity needs of continuing to incorporate ROMA including in strategic plan and community awareness of the agency. A motion was made by Christina Estes, seconded by Jim Fulton to accept and approve the FY17 CSBG app. Motion carried unanimously. The semi-annual CSBG report for period ended March 31, 2016, was sent with the board packet and the year to date progress towards goals and outcomes was discussed. A motion to accept and approve the report was made by Anita Gilmore, seconded by Jim Fulton. Motion carried unanimously.

The board chairman appointed Chet Redman, Denny Amoss and Jamie Jensen as nominating committee to present slate of officers for election at the July meeting.

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

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Sue McCleary, Secretary

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Steve Laing, Board Chairman