

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
April 27, 2016
7:00 P.M.
Chariton, Iowa

The meeting of the SCICAP Board of Directors was called to order by Jamie Jensen, First Vice-Chairman of the Board, at the Chariton Vredenburg building on April 27, 2016, with introductions. Board members present were: Clarke County – Anita Gilmore, April Bundridge; Decatur County – Jamie Jensen, Jim Fulton, Chet Redman; Lucas County – Marilyn Runnells; Monroe County – Denny Amoss, Christina Estes, Jerry Durian; and Wayne County – John Sellers, Sally Jackson. Staff members present were Jim Smith, Dan Miller, Nancy Schnurr, Shelley Sadler and Sue McCleary.

New Wayne County board member Sally Jackson was welcomed and introduced to the board. She was elected to replace Cindy Kendall who resigned from the board.

A motion was made by Jerry Durian, seconded by Chet Redman, to approve the minutes of the March meeting. Motion carried unanimously.

The Chairman called on Mr. Smith for his report. The board continued discussion of revising agency mission statement. They discussed the mission statement options presented in addition to the option of leaving mission statement as is. A motion was made by Marilyn Runnells to adopt Option B as new agency mission statement; motion died for lack of second. A motion was made by John Sellers, seconded by Jerry Durian, to adopt Option C as new agency mission statement. Motion carried unanimously. The new mission statement will be: “In collaboration with community partners, the mission of South Central Iowa Community Action Program is to provide advocacy and services for persons striving for economic security while preserving their dignity and bring about change for the benefit of the people we serve and the community at large”. Mr. Smith reported we haven’t received anything on the Head Start federal monitoring but will send report out to the board when we do.

Mr. Smith reviewed the “Funding, Goals & Projections” with total funding of \$4,328,336. The weatherization program is now contracting for their work on homes instead of using the flat rate. Empowerment grants are in process and are available for the board to review. Empowerment funding is now on a 3 year plan with yearly renewal. Four Counties for Kids empowerment funds are for Head Start transportation, PAT who received 1% increase to estimated \$107,000 budget and NEST.

Mr. Smith and Shelley Sadler updated board on the status of the updated strategic plan. It’s being drafted between staff and board P&E committee for presentation at next meeting with matrix for full board approval and adoption. The new strategic plan is being developed in accordance with the ROMA cycle encompassing the entire agency and will be used to develop the annual CSBG application.

Mr. Smith reviewed with the board the results of the annual board evaluation. Ten board members returned the evaluation. A motion was made by Denny Amoss, seconded by Jerry Durian, to accept/approve the 2016 SCICAP

Board Evaluation. Motion carried unanimously. Board members commended Mr. Smith for his leadership with the agency including board. A motion was made by John Sellers, seconded by Chet Redman, to approve the executive director's report. Motion carried unanimously.

Nancy Schnurr, HS/EHS director, provided ERSEA training to the board as mandated by program requirements. Nancy explained the point system for selection criteria as approved by policy council. A motion was made by Denny Amoss, seconded by Jerry Durian, to approve selection criteria as presented. Motion carried unanimously. Nancy explained the updates to "Recruitment, Selection, Enrollment and Attendance" as approved by policy council. A motion was made by Jerry Durian, seconded by Christina Estes, to approve "Recruitment, Selection, Enrollment and Attendance" as presented. Motion carried unanimously. She reported they have 173 enrolled in Head Start and 32 in Early Head Start at the current time. They are not enrolling new children as year is ending soon. She is going to be interviewing for the family engagement position. Nancy reviewed the CACFP report serving 115 Head Start and 11 Early Head Start children. She is anxiously waiting on the results of the monitoring visit as reported previously. They will be doing a survey to see if there is a need for expansion to serve 0-3 years of age throughout our five county service area. Nancy and Mr. Smith discussed with the board the in-kind match rates of \$1 federal funding matched by agency 25 cents which must be met. Policy Council and governing board approval is required to request revision of in-kind with a Form 424 with written summary. There is \$100,000 revision needed. A motion was made by Jim Fulton, seconded by April Bundridge, to approve revision of 425 for \$100,000 in-kind. Motion carried unanimously. Nancy reviewed the three information memorandums received from Head Start regarding 1.8% COLA, extension of day/time and expansion by partnering with child care centers. SCICAP Head Start is full day with 135 days the normal school year so does not qualify for the extension of day/time funding.

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. The agency is in good shape. The agency-wide audit was approximately \$27,000. FaDSS will be requesting an extension to expend their funds. Dan asked if there were any conflicts of interest to report with none noted. Dan reviewed the changes with the board in the updated financial procedures manual such as procurement. A motion was made by Jerry Durian, seconded by Jim Fulton, to approve the financial procedures manual as presented. Motion carried unanimously. Dan reviewed with the board the 990 tax return of 37 pages as prepared by the auditor. The board will have opportunity to make any comments or voice any concerns for the next week. If there are none, Jim Smith will sign the return and Dan will mail it. The auditor's had received any extension to file through June 15th. A motion was made by Jim Fulton, seconded by Chet Redman, to accept and approve the 990 tax return for submission. Motion carried unanimously.

Committee Reports – Executive and grievance did not meet. Facility report was emailed out. P&E committee met and Shelley reviewed with strategic plan template. Personnel committee met concerning outreach centers. LiHEAP ends May 2nd so outreach centers will work reduced hours during the summer. All centers will be open five days per week from 8:00 a.m. to noon starting May 31st through September. Hours will be re-evaluated at that time and could become permanent. Any hours beyond those established must be approved by the executive director prior. The agency will continue to pay the same rate on insurance for those covered.

Project director's reports – Shelley Sadler, LiHEAP coordinator, reported regular program apps can be taken through Monday. ECIP has taken 3 applications. She is working on the equal opportunity/affirmative action training and hopes to have completed by the end of August. Mr. Smith reported that FaDSS enrollment is 95% of capacity. A representative from the Food Bank of Iowa came down to speak to himself and Shelley regarding their programs.

In new business, CSBG is currently over budget in the other category and an amendment will need to be made; however, this will be done at a later date in order to bring into alignment. ADLM 4 Counties for Kids grant apps for PAT, HS transportation and NEST are due as reported earlier on renewal basis. A motion was made by Marilyn Runnells, seconded by John Sellers, to approve the empowerment grant apps. Motion carried unanimously. Mr. Smith informed the board that FaDSS will also be extending their grants to 3 year renewals.

Board discussed EHS expansion/collaboration with 75 grants to be made nationwide. More information should be available next Monday with July 1st due date. It's possible to convert half the buildings at Lovilia and Wayne into EHS which would require separate toddler and infant rooms from regular classrooms. The information will be sent out to the board via email when received.

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

Sue McCleary, Secretary

Steve Laing, Board Chairman