

M I N U T E S
SCICAP BOARD OF DIRECTORS MEETING
March 30, 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, with introductions at the Chariton Vredenburg building on March 30, 2016. Board members present were: Clarke County – Larry Keller, April Bundridge, Anita Gilmore; Decatur County – Jamie Jensen, Jim Fulton by phone, Chet Redman; Lucas County – Steve Laing, Marilyn Runnells by phone, Jessica Clark; and Monroe County – Denny Amoss, Jerry Durian, Christina Estes; and Wayne County – John Sellers. Staff members present were Jim Smith, Dan Miller, Nancy Schnurr, Shelley Sadler and Sue McCleary.

The Chairman and Executive Director welcomed new elected Monroe County board member Christina Estes to the board.

A motion was made by John Sellers, seconded by Jerry Durian, to approve the minutes of the January meeting. Motion carried unanimously.

The Chairman called on Mr. Smith for his report. He will be working with the newly elected board members to set up time to do board orientation as soon as the Wayne County election is completed. Jessica Clark indicated daytime works better for her.

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 by going through each of the individual letters and schedules contained in the agency audit and explaining in detail what each covered. 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 compliance program tested this year was LiHEAP. A motion was made by Denny Amoss, seconded by Larry Keller, to accept and approve the audit as presented. Motion carried unanimously.

Mr. Bauer informed the board the tax return deadline was extended and he's estimating it will be ready for board review and approval in late April or May.

Mr. Smith called on Shelley Sadler to review the current mission statement with the board. After discussion, board felt "disadvantaged persons" needed to be changed to something similar to persons in need of assistance. The chair tabled any changes until the next meeting after board has a chance to think through and bring back other suggestions so that it reflects the true mission now of the agency.

Shelley reviewed and discussed the executive summary from the community needs assessments for our service area with the board including key findings, demographics and customer satisfaction information. The client needs assessment surveys were done this year during primarily the LiHEAP season at the outreach center locations. This needs to be considered as many elderly are considered automatics for LiHEAP and do not have to

come into the centers to apply and also that mainly females come into offices to apply for LiHEAP. The community stakeholder's survey was done in 2013 with new staff/board needs assessment survey to be done next year. Top needs expressed were housing, food/nutrition, basic needs including personal care such as yard work/ snow removal, utility bills and transportation. Major cause for poverty in the area is the lack of living wage jobs. This was also in data from the stakeholder's survey. Stakeholder's survey identified also lack of education/job skills and substance abuse as barrier. After review of summary and discussion, the top priorities were identified as housing, food/nutrition, transportation and basic needs. A motion to accept and approve the executive summary was made by Denny Amoss, seconded by Jerry Durian. Motion carried unanimously.

Mr. Smith informed board that Head Start governance review was completed and seemed to go well but we haven't received a letter yet on review. The team interviewed Jerry Durian, Chet Redman, April Bundridge and the agency attorney. Those interviewed discussed experience with board. Board discussed MOU's (memorandums of understanding) and in-kind as most of the in-kind comes from the collaborations for such things as supplies and wages/fringe paid to positions in the classrooms which is not paid from Head Start funds.

Mr. Smith reviewed the "Funding, Goals & Projections" with total funding of \$4,292,712. There is no update to the strategic plan other than it will be developed with ROMA cycle and P&E committee is working with staff on. The board evaluation with distributed along with an envelope so that members can complete and return for compilation for summary at next meeting. Board was encouraged to list any training they feel would be beneficial. A motion was made by Chet Redman, seconded by Anita Gilmore, to approve the executive director's report. Motion carried unanimously.

Nancy Schnurr, HS/EHS director, reported they are fully enrolled in Head Start and Early Head Start at the current time. Head Start will not be enrolling any additional children for vacancies as the school years are ending from May 13-16th. Recruitment for the fall classes is underway. Nancy reviewed the CACFP reports for February with 114 Head Start and 12 Early Head Start children served. Nancy requested permission to submit Kids First Communities grants of \$600 each for Decatur County EHS, Clarke County Head Start and Wayne County Head Start as presented to the board. A motion was made by Jerry Durian, seconded by Chet Redman, to approve submission of the grant applications. The board reviewed Gold Assessments, CLASS observations, TPITOS and TPOTS. She also distributed information on the Zika virus. Nancy discussed with board potential of Early Head Start expansion with a survey to be taken in the area to see if there is enough need. A motion to accept Nancy's report was made by Larry Keller, seconded by Chet Redman. Motion carried unanimously.

The audit committee met prior to the meeting to review financial status reports, Head Start/Early Head Start budget, balance sheets, statement of activities, summary of donations/contributions and credit card charges. Dan Miller reviewed the financial documents with the board and explained them to the new board member. Dan asked if there were any conflicts of interest with none reported. A draft of the updated fiscal procedures manual was distributed for the board to review and will be on the agenda for the April meeting for approval. A motion was made by John Sellers, seconded by Larry Keller, to approve the financial reports/audit committee report. Motion carried unanimously.

Committee Reports – Executive committee met and approved HPG grant with full board approval being requested. Troy McBroom is covering Clarke County in the afternoons due to Janie Hatfield being off at current time. P&E committee met over the phone on February 25th to begin planning process/ROMA cycle. Personnel committee will schedule a face to face meeting in Chariton before next meeting. No other committee met since last meeting.

Project director's reports – Shelley Sadler reported the last day to apply for LiHEAP is April 29th. Applications are down statewide due to the mild winter and lower propane costs. Lucas County Child Abuse fundraiser resulted in \$3,000 of which some will be used by the NEST. NEST also received a SCICF grant for laptop computer, printer and projector. She has completed a draft of the affirmative action plan and is working on an employee profile for the plan. She is working on becoming a ROMA certified trainer.

In new business, Mr. Smith requested full board approval for the submission of the HPG application of \$25,000 as approved by executive committee. A motion was made by Jerry Durian, seconded by Larry Keller, to approve the HPG application. Motion carried unanimously.

The board reviewed the update to the employee manual in regard to insurance. A motion was made by John Sellers, seconded by Chet Redman, to approve the updated employee manual. An updated employee manual was distributed.

The internal dispute resolution as approved by Head Start Policy Council was discussed. A motion was made by Denny Amoss, seconded by Jerry Durian, to approve the internal dispute resolution. Motion carried unanimously.

Mr. Smith reported to the board the Head Start statement of grant was 50% and now is for 100% of grant award. The Clarke County Head Start center building was sold to a management group who wants us to remain as tenants.

Sue McCleary distributed the annual board forms for members to review, sign and return. These are conflict of interest, nepotism, health & safety and Head Start governance.

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.

Sue McCleary, Secretary

Steve Laing, Board Chairman