

M I N U T E S
SCICAP BOARD OF DIRECTORS MEETING
September 21, 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 September 21, 2016, with introductions. Board members present were: Clarke County – Anita Gilmore, Larry Keller, April Bundridge; Decatur County – Jim Fulton, Jamie Jensen, Chet Redman; Lucas County – Steve Laing, Marilyn Runnells; Monroe County – Denny Amoss, Christina Estes, Jerry Durian; and Wayne County – John Sellers and Sally Jackson. Staff members present were Jim Smith, Dan Miller, Brenda Fry, Annetta Kline and Sue McCleary.

A training on the FaDSS program was presented to the board by Brenda Fry, coordinator, and family development specialist Annetta Kline. Brenda gave the background on the program including the clients eligible for services which now includes a 6 month transition period for families after they are no longer receiving FIP benefits. There are three specialists in addition to Brenda who have the capacity to serve a caseload of 53 families. Annetta explained the work they do with families find their strengths and build on them to address barriers they are facing. She distributed an eco-map which is one of the tools used with families.

A motion was made by John Sellers, seconded by Jim Fulton, to approve the minutes of the July meeting. Motion carried unanimously.

The Chairman called on Mr. Smith for his report. Mr. Smith reported that this date he received state acceptance of the CSBG organizational standards as submitted and thanked board and staff for work on them over the last year. He reported he had personally spoken to each county board of supervisors except Wayne regarding the HS/EHS expansion grant. Approximately 16 letters of support for the proposal were received including from legislators. Congressman Loeb sack and staff member visited the agency at the Chariton central office. In addition, they also visited the HS/EHS locations in Osceola and Leon. Shelley Sadler and he presented at an ICAA meeting attended by Senator Grassley and Congressman Young. Tyler Brown from Senator Ernst’s Washington office visited with Sue McCleary at the Leon office for information on our agency and the problems and barriers facing our rural economically depressed area; especially in Decatur County. Mr. Smith reviewed the “Funding, Goals & Projections” with total funding of \$4,561,443. The weatherization HES program received the additional \$8,000 which will bring total final funding to \$58,000. HS/EHS received \$30,000 COLA funding increase. The expansion grant was submitted and should hear if approved for the Duration grant in November/December. The funds for the Wayne County food pantry have been transferred into the agency account instead of a separate account in Corydon. We are still in process of gathering information on tablets for the board. A motion was made by Chet Redman, seconded by Anita Gilmore, to approve the executive director’s report. Motion carried unanimously.

Mr. Smith reported the executive committee met August 11th to review and approve HS/EHS expansion grant. This was necessary as there were some budget modifications made after the last board meeting and grant needed to be submitted prior to this meeting. A motion was made by Marilyn Runnells, seconded by Christina

Estes, to endorse the executive committee's approval of the amended HS/EHS expansion grant. 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. There are two months left before year end for HS/EHS. FaDSS has carryover they are utilizing. This is the third year for the current audit firm so won't need to bid out this year. The state DHR/DCAA office did a fiscal monitoring of their programs which includes weatherization, LiHEAP, FaDSS and CSBG with no issues. 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. Dan and Jim will research CD rates for 18-24 months for maturing one. Mr. Smith reported that Dan is no longer employed through Meliora but has offered contract personally for his services for the next year with a \$50 increase from current rate. A motion was made by Marilyn Runnells, seconded by John Sellers, to approve contract with Dan Miller. Motion carried unanimously. A motion was made by Jim Fulton, seconded by Denny Amoss, to approve the audit committee report. Motion carried unanimously.

Committee Reports – Executive committees met August 11th to approve amended expansion grant as previously reported. No other committees met. Personnel committee will need to meet before next meeting and may do through conference call. In regard to facilities, Mr. Smith reported the Decatur County outreach office in Leon has relocated to 306 North Main. Marilyn Runnells, ad-hoc committee chair, reported she will be setting up a date to visit the Leon Early Head Start building and will send out invitation to all board members. Board and staff discussed board members visiting all agency facilities.

Project director's reports – Jim reported that agency has participated in Ottumwa food bank food distribution in Wayne County with over 100 participants. Lucas County is working with Hy-Vee and the hospital on crock pot classes. There were 14 attendees at the Lucas County food summit and Monroe County held their summit last night.

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

Sue McCleary, Secretary

Steve Laing, Board Chairman