

**M I N U T E S**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**June 28, 2017**  
**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 28, 2017, with introductions. Board members present were: Clarke County – April Bundridge; Decatur County – Bob Bell by phone; Lucas County – Steve Laing, Marilyn Runnells; Monroe County – Denny Amoss, Jerry Durian; and Wayne County – Sally Jackson and John Sellers. Staff members present were Jim Smith, Dan Miller, Becky Hysell, Pam Rogers and Sue McCleary.

Becky Hysell from Head Start/Early Head Start was present to do the annual HS/EHS self-assessment board interview. The HS/EHS self-assessment includes all areas of the programs including board governance. Becky distributed a copy of the 2016/2017 annual self-assessment instrument. Becky conducted the interview with the board and the responses will be recorded in this year's report.

The Chairman called on Mr. Smith for his report and he read the agency mission statement to begin his report. He reported that there had been no response to the letter sent as requested to Lucas County board member Jessica Clark. A motion was made by Denny Amoss, seconded by Jerry Durian, to remove Jessica Clark from the board in accordance with by-laws. Motion carried unanimously. There will be an election held for her replacement through the outreach office and Head Start center.

Mr. Smith reported that the agency was selected to provide the ADLM/4 Counties for Kids PAT services for the entire four county area. There will be 3.5 positions instead of present 4 positions. Ads are currently being run for the positions with July start of new year. This is a \$202,000 grant. In addition, SCICAP will be the employer of record for the coordinator of the program also for additional \$35,000 for a 60% position. There is a possibility of using the Centerville Schools for space.

Mr. Smith reviewed the "Funding, Goals & Projections" with total funding of \$4,548,493. ADLM/4 Counties for Kids PAT program will have 20% cut and the wraparound programs will also face a cut in funding.

Mr. Smith reported the employee manual was changed to 32 hours per week at hire to be a full time employee. The major change is that employees hired at less than 32 hours per week would not earn leave time. This change will start July 23, 2017 for any new hired but current employees would retain their current benefits. These were changes were approved at the last meeting and have now been added to the employee manual. A motion was made by Jerry Durian, seconded by John Sellers, to approve the director's report. Motion carried unanimously.

Pam Rogers distributed an updated strategic plan report to board. The board reviewed the report and Pam highlighted several areas. Some of the areas we have met goals and others not at this point in time. This will be used to help develop the CSBG application as well. Marilyn Runnells volunteered to assist Pam with the strategic plan prior to the next meeting. Board will go through in detail at the July meeting with updates.

Mr. Smith recommended Pam Rogers to be the Equal Opportunity Officer for the agency with no change in wages. A motion was made by John Sellers, seconded by Denny Amoss, to approve Pam Rogers as Equal Opportunity Officer. Motion carried unanimously.

Mr. Smith gave the HS/EHS report in Nancy Schnurr absence. The CACFP report was attached to her report and is to be received by board members monthly. The HS/EHS program is in the five year plan for funding. Mr. Smith went over the changes in the continuation grant. Agency is requesting one time funding for a heating/cooling system, decking, fence and intercoms. The HS/EHS proposed detailed budget was distributed and any comments/input should be received prior to the next meeting in case changes need to be made before presenting to the board for approval. The HS/EHS COLA application of \$17,615 was discussed by the board. There is a 1% salary increase for HS/EHS staff retro to November 1, 2016, and \$1,400 which will be used for rent expense at central office. The application is due June 30<sup>th</sup>. A motion was made by Marilyn Runnells, seconded by Jerry Durian, to approve the HS/EHS COLA application of \$17,615. Motion carried unanimously. Mr. Smith reported he had the agency attorney review the central office lease per the board request.

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 including the HS/EHS budget. The agency is in good shape at the current time. FaDSS has asked for a 90 day extension on September 30<sup>th</sup>. PAT slightly overspent. Dan reported that the 990 tax form was sent by email to board members and there are also copies available. Board members will have one week (seven days) to provide comments to Jim Smith before the 990 is submitted. The audit firm had received extension to September 15<sup>th</sup> but it's ready to go if there are no comments from the board. It will be signed by Jim Smith and submitted at the end of the seven day period. We have been using the current audit firm on this bid cycle for 4 years. Dan recommended sending RFP out after the 5 year period and recommends accepting current audit firm for the coming year. A motion was made by John Sellers, seconded by Marilyn Runnells, to continue using current audit firm and send out for bid next year. Motion carried unanimously. Dan asked if there were any conflicts of interest with none reported. A motion was made by Jerry Durian, seconded by Denny Amoss, to approve the audit committee report. Motion carried unanimously.

The proposed CSBG budget amendment was reviewed by the board and Dan highlighted the changes. A motion was made by Denny Amoss, seconded by Jerry Durian, to approve the CSBG budget amendment. Motion carried unanimously.

Committee Reports – P&E committee will be providing input to staff on the CSBG FY18 app to present for board approval at the July meeting.

Project director's reports – Nothing new to add to the reports.

In new business, the board chairman named the nominating committee of Jerry Durian, John Sellers and Denny Amoss to present a slate of officers at the July meeting.

Sue McCleary updated and discussed with board the progress being made on the objectives of the CSBG plan. The CSBG FY18 grant will be presented for board approval at the next meeting.

The annual Executive Director evaluation was distributed to board members along with stamped, self-addressed envelope for return to board chairman Steve Laing by July 15<sup>th</sup>. This will allow him to compile and present at the next meeting for approval.

There being no further business to bring before the board, a motion was made by Marilyn Runnells, seconded by April Bundridge, 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