

**M I N U T E S**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**July 26, 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 July 26, 2017, with introductions. Board members present were: Clarke County – April Bundridge, Anita Gilmore; Decatur County – Bob Bell, Chet Redman; Lucas County – Steve Laing, Marilyn Runnells; Monroe County – Denny Amoss, Jerry Durian, Christina Estes; and Wayne County – Sally Jackson and John Sellers. Staff members present were Jim Smith, Nancy Schnurr, Pam Rogers, Erin Brooks and Sue McCleary.

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

The Chairman called on Mr. Smith for his report. He asked the board to review the agency mission statement by starting the meeting by reading it together. Mr. Smith reported Erin Brooks was hired as the new ADLM/4 Counties for Kids PAT supervisor. She currently has a caseload of 12 families. PAT in Centerville will be in school preschool building. AEA is also located in the building. There will be one child care educator for the area. The ECI coordinator job position is being advertised. This person will oversee all the ADLM/4 Counties for Kids grants.

The board reviewed the 2016/17 HS/EHS annual self assessment including summary of program strengths and challenges. They discussed the non-compliance of new performance standard under ERSEA for full enrollment including at year end. A motion was made by Chet Redman, seconded by Jerry Durian, to approve the 2016/17 HS/EHS Annual Self-Assessment. Motion carried unanimously.

Mr. Smith reported that the change in benefits for employees was explained at the last policy council meeting so they could understand the differences.

Mr. Smith provided training on organizational standards of which there are 58. He provided training on strategic planning (6.2, 6.3, and 6.5). Pam Rogers distributed to the board an updated strategic plan at the conclusion of the training for board to view and discuss. Some of the changes included the elimination of dental screenings and poverty simulation. There has been a push to have more coverage of SCICAP and its programs including highlighting the Albia community gardens on website, ICAA conference and newspaper. A suggestion was made to

get the agency brochures out to local churches. A motion was made by John Sellers, seconded by Denny Amoss, to approve the updated agency strategic plan. Motion carried unanimously.

Mr. Smith reviewed the "Funding, Goals & Projections" with total funding of \$4,688,450. ADLM/4 Counties for Kids PAT program had 20% cut but agency was awarded the contract for the area including the ECI director position. TBRA program is tentatively scheduled to receive new funding in fall. 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 that EHS is fully enrolled with 32 and regular Head Start is not in session. EHS is home based now in Lucas and Monroe Counties in addition to programs in Clarke and Decatur Counties. She reported on the children served through most current CACFP report. She is working with staff on utilizing the one time funds received prior to the end of August. The regular HS/EHS continuation grant is due August 1<sup>st</sup>. She asked if the board had any further input or questions on the continuation grant. A motion was made by Denny Amoss, seconded by Chet Redman, to approve the HS/EHS director's report. Motion carried unanimously.

Nancy reported she will plan to have training at the next meeting on the performance standards.

The audit committee met prior to the meeting to review financial status reports, balance sheets, statement of activities and credit card charges. The agency is in good shape at the current time. Steve asked if there were any conflicts of interest with none reported. A motion was made by John Sellers, seconded by Jerry Durian, to approve the audit committee report. Motion carried unanimously. Mr. Smith reported to the board that the annual DHR/DCAA fiscal review will be taking place in August.

Committee Reports – P&E committee had conference call working with staff on the CSBG FY18 app to present for board approval at this meeting.

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

Sue McCleary presented the FY18 CSBG proposal for board to review and approve including the NPI report. The P&E committee is recommending agency continue with expanded efforts towards goals/objectives from FY17 and strategic plan. Emphasis will be on strengthening agency through relationships in communities in order to be able to influence and affect change within those communities for those we serve. The NPIs were selected with guidance from DCAA and agency staff with opportunity to review and make changes as needed at later time. With no further questions or input by the board, a motion was made by Christina Estes, seconded by Chet Redman, to approve the CSBG application/work plan as presented. Motion carried unanimously.

Board Chairman Steve Laing presented the results of his compilation of the 9 board evaluations returned. Items were scored with a possible 2,070 points; the executive director evaluation showed 2,040 points for Mr. Smith. He thanked Mr. Smith for his dedication to the agency and board. A motion to accept the Executive Director evaluation was made by Marilyn Runnells, seconded by Chet Redman. Motion carried unanimously.

The board chairman asked the nominating committee to present slate of officers for election. Jerry Durian gave the report with their report that the current slate of officers retains their duties; however, there are some vacancies in current officer positions. Nominations from the board were: Board Chairman – Steve Laing; First Vice-Chairman – April Bundridge; Second Vice-Chairman – Marilyn Runnells and Treasurer – Jerry Durian. The chairman asked if there were any others nominations from the floor and there were none. A motion was made by Denny Amoss, seconded by Anita Gilmore, to approve and elect the slate of officers as presented. Motion carried unanimously. Sue McCleary is the board secretary – non-board member.

The next board meeting is scheduled for the end of September.

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

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Sue McCleary, Secretary

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Steve Laing, Board Chairman