

M I N U T E S
SCICAP BOARD OF DIRECTORS MEETING
April 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 April 26, 2017, with introductions. Board members present were: Clarke County – Anita Gilmore, April Bundridge; Decatur County – Chet Redman; Lucas County – Steve Laing, Marilyn Runnells; Monroe County – Denny Amoss, Jerry Durian; and Wayne County – Sally Jackson. Lucas County board member Jessica Clark tried to phone in to the meeting. Staff members present were Jim Smith, Dan Miller, Nancy Schnurr, Pam Rogers and Sue McCleary.

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

The Chairman called on Mr. Smith for his report. Mr. Smith and the board read the agency mission statement to begin his report. He discussed the potential for the government shutdown which will be known on Saturday. The Head Start program has currently received 80% of their federal funding.

Mr. Smith reviewed the “Funding, Goals & Projections” with total funding of \$4,279,753. Weatherization funding is down. There will be an increase in FaDSS next year. There will be a change in the ADLM/4 Counties for Kids program with the retirement of Jack Maletta who has been in charge of the program through DHS. Mr. Smith reported to board that the SIEDA executive director had informed him they would no longer be partnering with SCICAP and would be pursuing serving entire area and to be entity to administer the program. SCICAP will also be submitting an application to be the administering entity for the empowerment funding which includes hiring the PAT staff to cover Appanoose, Davis, Lucas and Monroe counties as well as the replacement for Jack Maletta. The staff would be under Mr. Smith’s direct supervision and bring additional good things to the agency if the application is approved.

Mr. Smith report no major updates to the strategic plan but Pam Rogers will have more in-depth report to board at the next meeting. The strategic plan was developed in accordance with the ROMA cycle encompassing the entire agency and is used to develop the annual CSBG application. Pam distributed a copy of the plan.

Mr. Smith distributed and discussed with the board an updated agency organizational flow chart and moratorium handout with the board.

The results of the annual board evaluation were reviewed and discussed. Eleven board evaluations were returned and results were positive. Mr. Smith asked if the board had any additional input and he encouraged them to let him know at any time if they have any input/concerns. They can contact him by phone, email or face to face. A motion was made by Jerry Durian, seconded by Denny Amoss, to approve the annual board evaluation. Motion carried unanimously.

Mr. Smith and the board discussed board member attendance. It was the recommendation of the board after discussion that a letter be sent to Jessica Clark inquiring if she is still interested in being a Lucas County board representative and asking her to respond prior to the next board meeting. Decatur County will have a new board representative at the next meeting.

Nancy Schnurr, HS/EHS director, provided board training on the new performance standards. She highlighted the sections which show what policy council and governing board do and their partnership.

Nancy reported on the children served through CACFP in March. R.N. Lori Farris has been hired for the health/nutrition position and will bring expert knowledge to the program. They are waiting on schools to be out to being the work through duration funds. She explained the growth of children as shown in the GOLD, Brigrance, TPOTS, TPITOS and CLASS charts. An addition to CLASS next year will be a coaching component with those coaches being Cheryl Houghton, Trish Cobb and herself. EHS/HS are in the recruitment process for the fall school year. She will be working on the budget for the new year for policy council and board review/approval. carried unanimously.

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. Dan reported that the 990 tax form wasn't yet completed and audit firm was granted extension on filing. It will be ready for the board to review by the next meeting. The board members will have one week to provide comments to Jim Smith before the 990 is submitted. Dan asked if there were any conflicts of interest with none reported. A motion was made by Jerry Durian, seconded by Chet Redman, to approve the audit committee report. Motion carried unanimously.

Committee Reports – The executive committee met to work with staff on the benefit changes which were presented at this meeting for board approval. P&E committee will be working with staff on the CSBG FY18 app to present for board approval at the July meeting. The ad hoc committee inquired which board members have been at any of the agency sites and will be working on getting more board involvement directly with the EHS/HS programs.

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

In new business, Mr. Smith informed board that outreach center hours will be reduced beginning after Memorial Day with outreach open Monday through Friday from 8:00 a.m. to noon. The board reviewed and discussed the proposed benefit changes which provide clarification of FMLA and leave to run concurrent. Full time employee will be defined going forward as being hired for 32 hours per week minimum. COBRA will be paid by employees during layoff with no agency contribution. These changes need board approval so HS/EHS can begin work on work agreements for teaching staff for new school year. A motion was made by Denny Amoss, seconded by Jerry Durian, to approve the proposed changes in benefits as presented. Motion carried unanimously.

Sue McCleary updated and discussed with board the six month report for CSBG and progress being made on the objectives. A motion was made by Jerry Durian, seconded by Anita Gilmore, to approve the report. Motion carried unanimously.

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 and board manuals were updated.

Sue McCleary, Secretary

Steve Laing, Board Chairman