

Serving Clarke, Decatur,
Lucas, Monroe, and
Wayne Counties, Iowa

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“A Community Action Agency “
Equal Opportunity Employer

MINUTES **SCICAP BOARD OF DIRECTORS MEETING** **November 1, 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 November 1, 2017. Board members present were: Clarke County – Anita Gilmore, Larry Keller; Decatur County – Chet Redman; Lucas County – Steve Laing; Monroe County – Denny Amoss, Jerry Durian, Christina Estes; and Wayne County – Sally Jackson and John Sellers. Staff members present were Jim Smith, Nancy Schnurr, Dan Miller and Sue McCleary.

A motion was made by Denny Amoss, seconded by Chet Redman, to approve the minutes of the July meeting and three special meetings. Motion carried unanimously.

The Chairman called on Mr. Smith for his report. He reported all monitoring visits over the last two months have gone well. A letter from DCAA was received reporting the CSBG organizational standard agency self-assessment submitted was accepted. Jodi Maddi was hired as the ECI coordinator overseeing the ADLM/4 Counties for Kids grants. Shadye Chidester has been hired to work with child care providers. The addition of this program has resulted in one-quarter of a million dollars to the agency. The agency-wide audit will be the first week in January and DHR/DCAA will be sending letter on their monitoring of all their programs done which is done on annual basis. Amy Sinclair has submitted her resignation from the board. A motion was made by John Sellers, seconded by Jerry Durian, to accept the resignation. Motion carried unanimously.

The board discussed signatures for DCAA contracts and amendments. A motion was made by Denny Amoss, seconded by Chet Redman, to authorize Jim Smith for DHR/DCAA signatories authorization. Motion carried unanimously.

Mr. Smith reviewed the “Funding, Goals & Projections” with total funding of \$3,509,865. It is status quo for federal funds at this time. LiHEAP funding will be increasing as year goes along. HS/EHS year end was October 31st. ADLM/4 Counties for Kids programs for our HS transportation, PAT and NEST will be monitored by Jack Maletta instead of Jodi Maddi. Mr. Smith is attending the monthly ADLM/4 Counties for Kids board meetings. Outreach staff is busy with LiHEAP and holiday projects. Mr. Smith reported there were no updates to the strategic plan. A motion to approve the executive director’s report was made by Christina Estes, seconded by John Sellers. Motion carried unanimously.

Nancy Schnurr, HS/EHS director, reported she will present baseline and 45 day data on enrolled children at the next meeting. There have been a lot of new people to train with staff resignations. CACFP reports for August and

September were attached to her report for board review. They are fully enrolled with 108 HS and 32 EHS children. MOU's were signed with six area school districts (Albia, Wayne, Mormon Trail, Lemony, Central Decatur and Murray) and AEAs (Green Hills and Great Plains). She has copies of MOUs available if board members would like to see them. Good news in that HS/EHS has been bumped back to year 1 instead of year 5 for the continuation grant. There are 10-12 people who come to do review with CLASS being a separate review. She will provide more performance standards training at the next board meeting. Coaching will be requirement in new standards but we have done previously. Technical assistance will be broader. A family curriculum in parent module from PBIS will be implemented. She encouraged the board to volunteer at their local HS/EHS centers for such things as reading to the children. Eight classrooms go five days per week. Osceola and Chariton will have 170 days of classes this year. Leon EHS fence and deck are completed. There will be training on "No Child Left Behind".

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. He attends the monthly policy council meetings. The agency is in good shape at the current time. The agency and HS/EHS year ends were October 31st with three payrolls in October. Indirect cost rate proposal has been in for over 5 months with approved rate of 17.3%. He will be involved in monitoring and annual audit in next few months. A motion was made by Sally Jackson, seconded by Denny Amoss, to approve the audit committee report. Motion carried unanimously. The chairman asked if there were any conflicts of interest with none reported.

Committee Reports – Nothing to report.

Project director's reports – Mr. Smith reported LiHEAP apps started being taking at outreach for all eligible households effective today. He also reported that FaDSS is over their goal for enrollment at current time.

In new business, Mr. Smith reported to the board that executive committee had met and approved the HS/EHS in-kind waiver request. We are requesting full board approval at this time. A motion was made by Jerry Durian, seconded by John Sellers, to approve the HS/EHS in-kind waiver request. Motion carried unanimously.

Dan Miller presented the annual agency budget for board review and approval. He is forecasting breaking even with \$4.8 million budget not including in-kind. The IPERS rate will change to 3.5% effective July 1, 2018. A motion was made by Anita Gilmore, seconded by Larry Keller, to approve the annual budget as presented. Motion carried unanimously.

Dan Miller requested board approval to amend the CSBG contract due to 10% variances in budget categories. Outreach offices will be equipped with barcode scanners to assist in intake at approximately \$1,300 so we are requesting to move funds from personnel line item for this purchase. A motion was made by Larry Keller, seconded by Anita Gilmore, to approve the CSBG amended budget. Motion carried unanimously.

Mr. Smith and Dan Miller presented a 2.5% salary increase for the programs that can afford it and have had no salary increase in last year. Some programs such as ECI staff will not have funds to do so. HS/EHS are not included in this increase as they have separate provisions. Jim Smith will not have an increase. Basically, the increases will be for staff paid from CSBG and weatherization which includes outreach staff. A motion was made by Jerry Durian, seconded by John Sellers, to approve the 2.5% salary increase as presented. Motion carried unanimously.

Mr. Smith requested authorization to renew the contract with Dan Miller at the same amount as last year. A motion made by Denny Amoss, seconded by Jerry Durian, to renew contract with Dan Miller. Motion carried unanimously.

There being no further business to bring before the board, a motion was made by Chet Redman, seconded by Larry Keller, that meeting adjourn. Motion carried unanimously. Next board meeting is scheduled for the end of January 2018. Copies of all reports are attached as part of these minutes and board manuals were updated.

Sue McCleary, Secretary

Steve Laing, Board Chairman