

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
April 25, 2018
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 25, 2018, with introductions. Board members present were: Clarke County – Anita Gilmore, Marvin McCann; Decatur County – Chet Redman, Gwen Morris; Lucas County – Steve Laing, Marilyn Runnells; Monroe County – Denny Amoss, Jerry Durian; and Wayne County – Sally Jackson. Staff members present were Jim Smith, Brenda Fry, Dan Miller, Nancy Schnurr, Pam Rogers and Sue McCleary.

A motion was made by Denny Amoss, seconded by Chet Redman, to approve the minutes of the special April meeting and the last regular meeting. Motion carried unanimously.

The Chairman called on Mr. Smith for his report. Mr. Smith asked Becky Hysell to go over the early childhood program self assessment with the board. Mr. Smith informed board of minor change on the executive director job description which is PAT supervisor addition. A motion was made by Jerry Durian, seconded by Chet Redman, to update the executive director job description to include PAT supervision. Motion carried unanimously. Mr. Smith reminded the board of the upcoming training opportunity at ICAA annual conference July 17-19. Agency will pick up any costs associated with attending. June 1st is the early bird deadline for reduced registration. One of the items needing to take place with Brenda Fry assuming executive director position is signatures at bank. Motion was made by Denny Amoss, seconded by Anita Gilmore, to remove Jim Smith and add Brenda Fry and Jerry Durian as authorized to sign checks for the agency. Motion carried unanimously. Mr. Smith welcomed Gwen Morris as new Decatur County board member. He reminded board that the low income Lucas County board member and Wayne County private sector board member need filled. Mr. Smith went over the funding/goals/projections report. Agency will receive new DOE contract of approximately \$29,000. Cindy Moore has been promoted to weatherization coordinator with Alyson Palmer getting homes ready for work and follow up. Head Start monitoring will be coming up in near future for everything but CLASS. Applications for funding from Early Childhood Iowa for HS transportation and PAT submitted. Lucas County Child Abuse funding will not be used through Lucas County outreach office for NEST but utilized through ECI PAT program as of July 1, 2018. Jamie Swearingin has been promoted to FaDSS coordinator to replace Brenda with Pat Jones as specialist. A temp will be hired to help cover caseload as Annetta Kline has been on FMLA. Brenda will be supervising Jamie. Total funding to the agency at the current time is \$4,267,918. Mr. Smith went over updated strategic plan. A motion was made by Sally Jackson, seconded by Chet Redman, to approve the updated strategic plan. Motion carried unanimously. Mr. Smith went over the annual board evaluation which was positive. A motion was made by Sally Jackson, seconded by Denny Amoss, to approve the board evaluation. Motion carried unanimously. Mr. Smith complimented Brenda Fry on her promotion to executive director and will do a good job. A motion was made by Sally Jackson, seconded by Chet Redman, to approve the executive director's report. 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. The agency is in good shape. Dan informed board that audit should go out for bid. A motion was made by Denny Amoss, seconded by Anita Gilmore to get new 5 year audit bids. Motion carried unanimously. 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. A motion was made by Anita Gilmore, seconded by Sally Jackson, to approve the audit committee report. Motion carried unanimously.

Nancy Schnurr, HS/EHS director, reported enrollment was 176 HS and 34 EHS children. Staff is working on recruitment for next year. There are new staff at the different centers. Nancy reviewed the CACFP reports with the board. She will be revising some of the HS/EHS job descriptions. Nancy thinks the monitoring will occur in the fall with triennial review structure. She thinks CLASS will be monitored in October.

Nancy continued training board on program governance 1301 through 1305.

Committee Reports – None

Project director's reports – Nothing new to report.

The chairman welcomed Brenda Fry as new director.

There being no further business to bring before the board, a motion was made by Denny Amoss, seconded by Chet Redman, that meeting adjourn. Motion carried unanimously. Next regular board meeting is scheduled for June 27th. Copies of all reports are attached as part of these minutes.

Sue McCleary, Secretary

Steve Laing, Board Chairman