

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
July 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 July 25, 2018, with reading of the mission statement and introductions. Board members present were: Clarke County – Anita Gilmore, April Bundridge, Marvin McCann; Decatur County – Gwen Morris with Chet Redman and Bob Bell on 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 Brenda Fry, Dan Miller, Nancy Schnurr and Sue McCleary.

A motion was made by John Sellers, seconded by Jerry Durian, to approve the minutes of the June meeting. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. Ms. Fry reported HS/EHS Assistant Director Sheila Buckingham resigned last week. She participated in the HS GAM call which stressed more board involvement in HS/EHS programs. Ms. Fry reviewed the “Funding, Goals & Projections” with total funding of \$4,646,737. The Home Energy Savers program will be done at end of contract with funds to be expended by March 2019. Weatherization funds are being cut so she will be asking for board input on program in the future. She went over the increase in ECI funds with the NEST funds from Lucas County added to PAT funds. Ms. Fry reported there were no updates on the strategic plan approved at June meeting. A motion was made by Denny Amoss, seconded by Marilyn Runnells, to approve the executive director’s report. Motion carried unanimously.

Nancy Schnurr, HS/EHS director, reported they are fully enrolled in EHS and enrolling children for 2018-19 HS school year. A program that is at 97% or less for three months could be forced to recompile for funding. Staff members Cheryl Houghton and Linda Cox are retiring so will be looking for replacements. Lamoni School will only be serving four-year olds in their preschool program, so she has been working with Funshine on collaborating to serve three-year olds. Nancy reviewed the CACFP reports with the board. She requested board approval of the health assistant job description as presented. A motion was made by Denny Amoss, seconded by Marilyn Runnells, to approve the health assistant job description. Motion carried unanimously.

Nancy requested board approval of the Donors Choose grant application for Osceola as presented. A motion was made by Jerry Durian, seconded by John Sellers, to approve grant app. Motion carried unanimously.

Nancy reviewed and requested board approval of the 2017-18 HS/EHS annual self-assessment. A motion was made by Anita Gilmore, seconded by Jerry Durian, to approve HS/EHS 2017-18 self-assessment. Motion carried unanimously.

Nancy reviewed changes made to the ERSEA policy with the board which she is requesting approval of. A motion was made by Denny Amoss, seconded by Marilyn Runnells, to approve ERSEA policy as presented. Motion carried unanimously.

Nancy requested board approval of the amended HS/EHS selection criteria and reviewed those changes. A motion was made by Jerry Durian, seconded by Anita Gilmore, to approve selection criteria. 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. He reminded board that the new central office phone system was paid out of agency funds. There has been one audit bid returned with mid-August due date. The HS/EHS staff visiting in September would like to attend the board meeting. 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 Denny Amoss, seconded by John Sellers, to approve the audit committee report. Motion carried unanimously.

Committee Reports – None

Project director's reports – No updates.

New Business – Dan Miller explained the clarification being proposed to be added to the fiscal procedures manual regarding mileage. A motion was made by Jerry Durian, seconded by Anita Gilmore, to approve updated fiscal procedures manual. Motion carried unanimously.

Sue McCleary updated board on status of the CSBG application being developed in collaboration with the P&E committee. She encouraged board members to let either herself or committee members know of any input they may have ASAP. An extension will be requested to submit. The full board approval will be requested at the next meeting. She requested board approval of the community stakeholders needs assessment including customer satisfaction results which had been sent to board earlier in year. The information from this assessment is being used as part of ROMA cycle for the CSBG application. A motion was made by John Sellers, seconded by Marilyn Runnells, to approve the community stakeholder's assessment results including customer satisfaction results. Motion carried unanimously.

The nominating committee presented same slate of officers with exception of Marilyn Runnells as 2nd Vice Chairman. The slate of officers for election presented are Chairman – Steve Laing; 1st Vice Chairman April Bundridge; 2nd Vice Chairman – Christina Estes; Treasurer – Jerry Durian; and board appointed board secretary Sue McCleary. A motion was made by Denny Amoss, seconded by Anita Gilmore, to approve and elect slate of officers as presented. Motion carried unanimously.

The Chairman read a letter of resignation from the board by Marilyn Runnells effective immediately. She has served as a board member for 22 years and is also a former employee. A motion was made by Anita Gilmore, seconded by Jerry Durian, to accept the resignation with regrets. Motion carried unanimously.

Ms. Fry thanked board member Sally Jackson for volunteering at the Wayne County Outreach office assisting food pantry participants.

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

Sue McCleary, Secretary

Steve Laing, Board Chairman