

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
March 28, 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 March 28, 2018, with introductions. Board members present were: Clarke County – April Bundridge; Decatur County – Chet Redman, Bob Bell by phone; Lucas County – Steve Laing;; Monroe County – Denny Amoss, Christina Estes, Jerry Durian; and Wayne County – Sally Jackson and John Sellers. Staff members present were Jim Smith, Dan Miller, Pam Rogers and Sue McCleary.

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

The Chairman called on the auditor to present his report. Meriwether, Wilson and Company completed the annual agency audit and it was sent out for the board to review prior to the meeting. Mr. Bill Bauer, CPA, presented the audit and provided training to the board on the OMB standards, letters and schedules included in the audit. The audit includes compliance testing, risk assessment, internal controls, policies and procedures. Mr. Bauer went through the individual letters and schedules contained in the agency audit and explained what each covered. He reviewed differences between last year and this year's audit regarding funding. Mr. Bauer informed board it is considered a clean audit with no questioned costs. He went over the two-page management letter noting other comment on page 2. The firm had no disagreements with management or other staff. It was recommended that when any changes are made to employee time sheet after original approvals that those individuals whose previous approval was removed return to that time sheet and approve any changes that were subsequently made. Mr. Smith expressed his appreciation to Mr. Bauer and his staff for all the work they do for the agency. He asked Mr. Bauer to update board on status of 990 Tax Form. Mr. Bauer reported an automatic six-month extension with work done on it after April 15th with estimate it will be done by May or June. A motion was made by Chet Redman, seconded by John Sellers, to accept and approve the audit as presented. Motion carried unanimously.

The Chairman called on Mr. Smith for his report. Mr. Smith began his report by reading the agency mission statement. He reported his last day would be April 30th and reflected on his years with the agency. He reported applying for \$121,000 ECI supplement funding for full time Lucas PAT serving 20 more families and a new staff person with 10 households in each county of Davis and Appanoose. This staff person would have office in Bloomfield. The yearly application will be made to ECI for PAT, ECI director (who is doing a good job) as well as the funds formerly used by NEST in Lucas County. It would be approximately \$450,000. Mr. Smith reviewed the "Funding, Goals & Projections" with total funding of \$4,379,028. He read a letter from national partnership office with template suggested to be sent out for CSBG/LiHEAP/Wx support resolution such as had been asked for in the past of the boards of supervisors. However, this has been resolved so will not be needed at this time. The strategic plan is being updated and will be sent out within 10 days with approval being requested at next board meeting. Mr. Smith reminded board members to complete and return the annual board evaluation which had been mailed out in board packet with his report to Sue. These will be tabulated, and the results presented at the

next meeting. A motion was made by John Sellers, seconded by Jerry Durian, to approve the executive director's report. Motion carried unanimously.

Nancy Schnurr, HS/EHS director, reported that they are fully enrolled. Nancy reviewed the CACFP reports with the board. She reported the EEO policy was approved by policy council as governing board had approved. Nancy requested board approval of the revised "Policy Council Membership Procedure" sent out with her report and approved by policy council in February. A motion was made by Chet Redman, seconded by Denny Amoss, to approve revised procedure as presented. Motion carried unanimously. Nancy presented the updated 2016-17 Community Assessment for board approval. A motion was made by John Sellers, seconded by Chet Redman, that assessment be approved. Motion carried unanimously. Nancy reviewed the data on Brigrance screenings and GOLD and stressed the importance of growth in the children. A motion was made by Denny Amoss, seconded by Jerry Durian, to approve the HS/EHS report. Motion carried unanimously.

Dan Miller requested board approval of the proposed changes to the fiscal policies which were distributed at the previous meeting including annual updated cost allocation plan. The audit committee had recommended approval. A motion was made by Christina Estes, seconded by John Sellers, to approve the revised fiscal procedures manual. 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 went over the time card changes noted by auditor and how being corrected. Audit expense were \$22,000. The agency is in good shape as reflected with HS under budget. 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 John Sellers, seconded by Sally Jackson, to approve the audit committee report. Motion carried unanimously.

Committee Reports – A listing of all outreach and HS/EHS sites were distributed and Mr. Smith encouraged board members to visit any of the locations at any time. He reported on board membership with vacancies to be filled for low income sector in Lucas County which is an elected position and vacancy in Wayne County private sector. Gwen Morris has been elected for Decatur County vacancy and will be attending the next meeting. Sue has been working with county outreach, state CSBG office and other staff on low-income vacancies. He had requested she wait and he will work with the new director on how vacancies in different sectors are filled.

Project director's reports – Nothing new to report.

Sue McCleary will continue working with the P&E committee using the ROMA cycle CSBG planning as directed by board. They will utilize information from the community stakeholders needs assessment with agency specific customer satisfaction information results and other local data as well as input from other relevant data and staff. The community stakeholders statewide and agency data was sent to the board previously for review and input.

In new business, Sue McCleary reviewed the annual forms for the board to complete and return to her. These forms are conflict of interest, nepotism, health & safety and HS governance. These forms are kept in the official board book and can be reviewed at any time.

A revised executive director job description was distributed listing correct agency job titles for those staff directly supervised by director. A motion was made by Jerry Durian, seconded by Chet Redman, to approve the revised job description. Motion carried unanimously. Board chairman Steve Laing gave update on hiring process for new executive director.

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

Sue McCleary, Secretary

Steve Laing, Board Chairman