

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
October 24, 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 October 24, 2018, with reading of the mission statement and introductions. Board members present were: Clarke County – Anita Gilmore, Marvin McCann; Decatur County – Bob Bell with Chet Redman on phone; Lucas County – Maxine Willadson, Steve Laing; Monroe County – Jerry Durian, Denny Amoss; 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 Bob Bell, seconded by Jerry Durian, to approve the minutes of the September meeting. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. Ms. Fry did a summary for the board of the ALICE violent intruder training held for staff. She and Bob Bell gave ideas to use in situations.

Ms. Fry reviewed the “Funding, Goals & Projections” with total funding of \$3,526,290. Ms. Fry reported that contract for some LiHEAP administration funding for year started October 1st has been received. A motion was made by Denny Amoss, seconded by John Sellers, to approve the executive director’s report. Motion carried unanimously.

Nancy Schnurr, HS/EHS director, reported they started fully enrolled with 32 in EHS and 180 in Head Start for 2018-19 HS school year. Nancy reviewed the CACFP reports with the board. She reviewed with board the parent curriculum and practiced based coaching being used this year. She reviewed the quarterly updated community assessment with the board. A motion was made by Jerry Durian, seconded by John Sellers, to approve updated assessment. Motion carried unanimously. Nancy requested board approval of the administrative assistant job description. A motion was made by John Sellers, seconded by Jerry Durian, to approve job description. Motion carried unanimously. Nancy asked for board approval of revised selection criteria after reviewing with board. A motion was made by Denny Amoss, seconded by Bob Bell, to approve selection criteria. Motion carried unanimously. Nancy reviewed “Recruitment, Selection, Enrollment & Attendance” policy and requested approval. A motion was made Anita Gilmore, seconded by Jerry Durian, to approve the policy. Motion carried unanimously.

Nancy did a ERSEA training for board members.

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 informed board that the loss was caused by unexpected legal expenses incurred, fewer weatherization homes closed, phone system purchase and indirect cost pool losses. DCAA monitors will be at the agency next week for two days. The agency auditors will be at agency on January 7th for agency-wide audit. Dan reminded the board to review the check register for any conflicts of interest and asked if

there were any conflicts of interest. Anita Gilmore reported that Pantera Stowers who was hired by HS/EHS in Murray is her great niece. A motion was made by Denny Amoss, seconded by Bob Bell, to approve the audit committee report. Motion carried unanimously.

Committee Reports – None.

Project director's reports – No updates.

New Business –Dan Miller reviewed the proposed annual agency budget. A motion was made by John Sellers, seconded by Anita Gilmore, to approve budget. Motion carried unanimously.

Ms. Fry requested approval of the CSBG NPI targets. A motion was made by Bob Bell, seconded by Anita Gilmore, to approve. Motion carried unanimously.

There being no further business to bring before the board, a motion was made by Sally Jackson, 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