

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
September 26, 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 September 26, 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 – Steve Laing; Monroe County – Jerry Durian; and Wayne County – Sally Jackson and John Sellers. Staff members present were Brenda Fry, Dan Miller, Nancy Schnurr and Sue McCleary. Guests present were Maxine Willadson and Heth Brown.

A motion was made by Anita Gilmore, seconded by Jerry Durian, to approve the minutes of the July meeting. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. Ms. Fry reminded board that private sector members are to be seated every three years. A motion was made by Anita Gilmore, seconded by Marvin McCann, to reseal current private sector members April Bundridge, Chet Redman and Jerry Durian. Motion carried unanimously. Ms. Fry introduced guests Maxine Willadson of Lucas County and Heth Brown of Wayne County and asked board to consider seating as private sector members after a background on each was given. A motion was made by John Sellers, seconded by Jerry Durian, to seat Heth Brown as Wayne County private sector member. Motion carried unanimously. A motion was made by Bob Bell, seconded by Anita Gilmore, to seat Maxine Willadson as Lucas County private sector member. Motion carried unanimously.

The board were mailed the agency by-laws for review. Ms. Fry stated a code of conduct may need to be added to them. There were no other comments on by-laws for changes by board members. Ms. Fry gave update on risk assessment with intruder safety training being scheduled October 15 at 9:00 a.m.; performance review training for supervisors as well as on utilizing interview guide and appraisal forms in hiring; and all evacuation and emergency procedures were reviewed and updated as needed. Ms. Fry reviewed the “Funding, Goals & Projections” with total funding of \$4,629,984. Ms. Fry reported updates on the strategic plan including school supply efforts; Facebook page developed; garden program. Tiffany Keimig from ICAA is providing ROMA training to staff and one board member attended first session. Ms. Fry reviewed the CSBG monitoring letters received on program operations and organizational standards. The agency met 56 of 58 standards with no corrective action required. The two unmet standards were discussed as was actions put in place in data retention in program operations. Ms. Fry requested board approval for adding conflict policy to employee manual as it currently is only in fiscal procedures manual. A motion was made by Anita Gilmore, seconded by John Sellers, to approve adding conflict policy to employee manual. Motion carried unanimously. A motion was made by Jerry Durian, seconded by Anita Gilmore, 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 reported the assistant director position from which staff resigned will not be filled. She requested board approval of the ERSEA/professional

development specialist job description for new position as presented. A motion was made by Bob Bell, seconded by Jerry Durian, to approve as presented. Motion carried unanimously. Nancy reported staff recently attended a training and will be asking for board approval of a revised selection criteria at the next meeting.

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 a CD was used to pay for the new central office phone system. He reported the loss was caused by unexpected legal expenses incurred, fewer weatherization homes closed and indirect cost pool losses. Dan reminded the board to review the check register for any conflicts of interest and asked if there were any conflicts of interest with none reported. A motion was made by Jerry Durian, seconded by Bob Bell, to approve the audit committee report. Motion carried unanimously.

Committee Reports – None

Project director's reports – Ms. Fry reported that FaDSS will be contracting with MATURA for supervision.

New Business – Ms. Fry had sent with her report the agreement with Dan Miller for annual renewal with no changes proposed. A motion was made by John Sellers, seconded by Anita Gilmore, to approve renewal of agreement with Dan Miller. Motion carried unanimously.

Ms. Fry presented the FY19 CSBG application for board approval. A motion was made by Anita Gilmore, seconded by Jerry Durian, to approve the FY19 CSBG app. Motion carried unanimously.

Ms. Fry requested approval of the FY18 CSBG budget amendment as presented. There has been an increase in insurance expenses and increased travel expenses due to unexpected staff leave. A motion was made by Bob Bell, seconded by Anita Gilmore, to approve the budget amendment. Motion carried unanimously.

John Sellers shared that East Penn in Corydon is having open house on Saturday. They are doing massive expansion of the battery plant and will have employment opportunities.

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

Sue McCleary, Secretary

Steve Laing, Board Chairman