

M I N U T E S
SCICAP BOARD OF DIRECTORS MEETING
January 31, 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 January 31, 2018, with introductions. Board members present were: Clarke County – Anita Gilmore, April Bundridge, Larry Keller; Decatur County – Chet Redman, Bob Bell; Lucas County – Steve Laing, Marilyn Runnells by phone; Monroe County – Denny Amoss, Jerry Durian; and Wayne County – John Sellers. Staff members present were Jim Smith, Dan Miller, Nancy Schnurr, Pam Rogers and Sue McCleary.

A motion was made by Jerry Durian, seconded by Chet Redman, to approve the minutes of the November meeting. Motion carried unanimously.

The Chairman called on Mr. Smith for his report. Mr. Smith updated the board on the Early Childhood Iowa (ECI) program serving Appanoose, Davis, Lucas and Monroe counties with all staff hired. The government shut down potential and impact on the agency was discussed. The annual agency audit was completed with no problems and audit report will be presented for approval by the auditor at the next meeting. Mr. Smith reviewed the “Funding, Goals & Projections” with total funding of \$4,346,368. Cuts in DHS could potentially affect PAT and FaDSS. FaDSS is being monitored by the state today and reports they are meeting standards. HS/EHS duration funds utilized improving facilities in Chariton, Osceola and Leon. A motion was made by John Sellers, seconded by Jerry Durian, to approve the executive director’s report. Motion carried unanimously.

Mr. Smith reported there is no update on strategic plan at this time. The updated plan will have some things eliminated and others added for board approval at a later meeting.

Pam Rogers gave the board EEO report. HS policy council did not approve EEO policy as they questioned citizenship status and would like deleted. The attorney who drafted the policy is concerned about deleting citizenship status as comes directly from law. Board chairman Steve Laing will meet with policy council to explain. A motion was made by John Sellers, seconded by Anita Gilmore, to approve leaving the policy as written with citizenship status left in. Motion carried unanimously.

Nancy Schnurr, HS/EHS director, reported that at the end of December enrollment was 179 HS and 32 EHS children. Staff is working on enrolling for openings from January and recruitment for next year. There are new staff at the different centers. Nancy reviewed the December CACFP reports with the board. Nancy reviewed the fall data on Brigance screenings and GOLD. She will share the winter screenings at the next meeting. The HS/EHS proposed strategic plan is for year one of a five year cycle. A motion was made by Bob Bell, seconded by Denny Amoss, to approve the HS/EHS strategic plan. Motion carried unanimously.

Nancy continued new HS performance board training on Part 1302 – program operations.

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 with cash up due to advances. Dan stated the correct IPERS rate effective July 1, 2018, is 5.7% instead of 3.5% stated in November minutes. The auditor will be at the next meeting to present the audit. 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. Dan distributed proposed changes to the fiscal policies which will be on next meeting's agenda for approval. A motion was made by Larry Keller, seconded by John Sellers, to approve the audit committee report. Motion carried unanimously.

Committee Reports – Executive committee was only one that met. Mr. Smith encouraged board members to visit the HS/EHS and outreach centers. A listing of all those sites will be distributed at the next meeting.

Project director's reports – Nothing new to report.

Sue McCleary reviewed the CSBG annual reports (program report, narrative report, NPI report, agency funding report). The characteristics of the clients we serve were discussed as well as the changes being seen in the makeup of these households as well as areas to improve on. The P&E committee will be meeting in near future to begin the ROMA cycle planning for next year's grant. The information from the community stakeholders needs assessment and customer satisfaction information sent to the board will be utilized. Information will also be used in developing CSBG Executive Summary for board approval in April.

Board chairman Steve Laing distributed a timeline on hiring process for new executive director developed by executive committee in collaboration with Lana Shope from ICAA. A revised executive director job description was also distributed. Board wants to try to hire own executive director at this time. Board noted changes that needed to be made to the executive director job description in regard to who directly supervises. A motion was made by Bob Bell, seconded by Larry Keller, to approve the hiring timeline. Motion carried unanimously. A motion was made by Bob Bell, seconded by Denny Amoss, to approve the revised job description. Motion carried unanimously. A motion was made by John Sellers, seconded by Anita Gilmore, that salary range start \$75,000 annually. Motion carried unanimously.

There being no further business to bring before the board, a motion was made by Jerry Durian, seconded by Bob Bell, that meeting adjourn. Motion carried unanimously. Next regular board meeting is scheduled for March 28th. Copies of all reports are attached as part of these minutes.

Sue McCleary, Secretary

Steve Laing, Board Chairman