

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**April 29, 2020**  
**7:00 P.M.**  
**Chariton, Iowa**

The meeting of the SCICAP Board of Directors was called to order at 7:00 pm by Bob Bell, Chairman of the Board, on April 29, 2020, with reading of the mission statement and roll call. Due to the Coronavirus pandemic with restrictions, attendance was possible by ZOOM, phone or at the Chariton Vredenburg building. Board members participating: Clarke County – Anita Gilmore, Marvin McCann; Decatur County – Bob Bell, Chet Redman; Lucas County – Cathy Reece, Maxine Willadson; Monroe County – Denny Amoss, Jerry Durian; and Wayne County – David Dotts. Staff members participating were Brenda Fry, Joseph Okoduwa, Dan Miller and Lori Reed.

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

The Chairman reported one correction to the agenda, removing the word director on the Head Start On-Site Teacher job description.

The Chairman called on Ms. Fry for her report. Ms. Fry provided a COVID-19 update to board. Head Start staff continue to receive pay from federal funds while shut down. Weatherization work has been halted so coordinator Alyson Palmer is temporarily laid off. The Lucas and Wayne County outreach coordinators are temporarily laid off as LiHEAP is being done without face to face so LiHEAP coordinator is contact. FaDSS staff are unable to do face to face visits so they are providing food pantry coverage in Wayne County. LiHEAP and CSBG will receive COVID-19 stimulus funding. SCICAP's estimated supplemental allotment of CSBG CARES Act funding is estimated to be around \$177,262. CSBG funds can be used to assist households up to 200% of poverty versus 125% with normal CSBG funds. We should be receiving additional application guidelines soon. The agency has sent community needs surveys to board members, employees and the community to assist with the planning process. The Governor extended the Public Health emergency proclamation for Iowa to May 27<sup>th</sup>. Utility companies cannot disconnect electric or natural gas prior to May 27<sup>th</sup> for anyone in Iowa regardless of whether they are LiHEAP approved.

Ms. Fry reviewed the "Funding, Goals & Projections" with total funding of \$4,585,354. She reported that the new shared vision and wraparound funding was included. Strategic plan was reviewed including an update on garden vouchers. We continue to look for a low-income Lucas County representative and a Wayne County private sector representative. SCICAP and MATURA (partner CAA) interviewed 2 candidates for a shared fiscal director. MATURA hired Larry Johnson, a former MATURA WIOA Program Director. Larry will start work on May 18<sup>th</sup>. Dan Miller will assist with Larry's training. Larry will transition to working with SCICAP also once both agencies feel he has received adequate training and can effectively serve both agencies.

Ms. Fry reviewed the 6-month CSBG NPI report which had been sent out to the board. A motion to approve the report was made by Denny Amoss, seconded by Dave Dotts. Motion carried unanimously.

Ms. Fry explained that Sue McCleary was home sick but would mail the board evaluation to all members. The evaluation results will be reviewed and discussed with training idea requests at the June meeting.

Joseph Okoduwa, HS/EHS director, gave HS/EHS report with EHS having 32 enrolled with 11 on the waitlist and Head Start 180 enrolled with 55 on the waiting list. The CACFP report had been sent out to the board for review. Joseph presented the results of the Focus Area Two Monitoring Review which had been sent out to the board. Board approval was requested for new personnel (Shea Chidester/Albia Teacher). A motion was made by Jerry Durian, seconded by Maxine Willadson. Motion carried unanimously. Board approval of policies was requested for “Falsification/Supporting Social Emotional Development; ERSEA; and Household Contact. A motion was made by Anita Gilmore, seconded by Jerry Durian. Motion carried unanimously. Board approval was requested for updated job descriptions for Teacher Assistant; Health and Nutrition Specialist; and On-Site Teacher. A motion was made by Marvin McCann, seconded by Dave Dotts. Motion carried unanimously.

Dan Miller gave the financial report with recommendation they be approved. He asked the board if there were any conflict of interest to be reported with none being made. Dan informed the board of a matured CD that had been deposited in the Great Western Bank Account. We don’t anticipate having to use the money but wanted a safety net with the uncertainty of funding due to COVID-19. A motion was made by Denny Amoss, seconded by Marvin McCann to approve the financial reports. Motion carried unanimously.

Committee Reports – P&E met via email for a planning discussion on the FY 2021 CSBG Action Plan and Application.

Project Director’s Reports - Ms. Fry highlighted some COVID updates included in the reports. LiHEAP applications are starting to increase.

New Business – Ms. Fry reviewed the CSBG application which had been sent out to the board. A motion was made by Dave Dotts, seconded by Denny Amoss to approve the CSBG application as presented. Motion carried unanimously.

Ms. Fry reviewed the Fiscal Procedures Manual which had been sent out to the board. A motion was made by Marvin McCann, seconded by Jerry Durian to approve the Fiscal Procedures Manual. Motion carried unanimously.

Ms. Fry reviewed the Employee Handbook which had been sent out to the board. A motion was made by Denny Amoss, seconded by Dave Dotts to approve the Employee Handbook. Motion carried unanimously. The by-laws were emailed to the attorney for review on April 17<sup>th</sup>. They will be sent to board members and we will request approval at the June meeting.

Joseph Okoduwa and Dan Miller explained and requested approval to apply for the HS/EHS Summer 2020 Program Supplement grant, Cares Act one-time activities grant, Quality Improvement, and COLA. The combined application is due May 15<sup>th</sup>. A motion was made by Marvin McCann, seconded by Chet Redman to approve applying for the grants. Motion carried unanimously.

Ms. Fry reviewed salary adjustments for staff. Salary increases will be dependent on program availability of funds. The HS/EHS starting base salary will increase to roughly \$10.22/hour after the COLA increase. Bob Bell recommended a salary increase for the Executive Director. The Audit Committee will meet to discuss before the June board meeting. Ms. Fry reminded the board that it is time for the Executive Director’s yearly evaluation which will be led by the chairman. Bob Bell and Sue McCleary will organize the evaluation process. A motion was made by Anita Gilmore, seconded by Dave Dotts to approve salary increases. Motion carried unanimously.

Ms. Fry reviewed the annual board forms. The board secretary mailed the forms to all board members with a stamped self-addressed envelope to be returned to her attention. Ms. Fry reminded the board that the next meeting will be held June 24<sup>th</sup>.

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

---

Lori Reed, Acting Board Secretary

---

Bob Bell, Board Chairman