

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**January 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 Jerry Durian, Acting Chairman, at the Chariton Vredenburg building on January 29, 2020, with reading of the mission statement and introductions. Board members present: Clarke County – Anita Gilmore, Marvin McCann; Decatur County – Gwen Morris, Chet Redman by phone; Lucas County – Maxine Willadson, Cathy Reece; Monroe County – Denny Amos, Jerry Durian; and Wayne County – David Dotts, Sally Jackson by phone. Staff members present were Brenda Fry, Dan Miller, Joseph Okoduwa and Jamie Swearingin.

A motion was made by Denny Amos, seconded by Cathy Reece, to approve the minutes of the October meeting. Motion carried unanimously.

The acting Chairman called on Ms. Fry for her report. She reviewed the “Funding, Goals & Projections” with total funding of \$4,399,338. Head Start is making progress on the dental program. The agency is working on the client needs assessment. We currently have 215 of the 250 needed and the deadline has been extended for two weeks. EEO - we have had no reports which is good. Risk assessment update - everything is complete and proper signage was changed from the move. Ms. Fry wants to spend some time on agency employment application to make it more user friendly and made available online in the future. Harassment training through the new online training we are using has been completed by most staff. All job descriptions have been reviewed and revised; they will be brought to next meeting for board approval. Ms. Fry gave update on the unannounced Head Start on-site but we haven’t received the written results back yet. Embrace Iowa applications are being taken now and through the 31<sup>st</sup>. We have received all available funds so not all applicants will receive assistance. Sue is doing well after having surgery and hoping to be back very soon. Shared fiscal director update - She started Nov 18<sup>th</sup> at MATURA (partner CAA agency) and hearing lots of positive comments. Jamie Swearingin, FaDSS coordinator, gave on-site update and answered questions from the board. Ms. Fry gave update from the nutrition review with minor updates that need to be made. Weatherization review is complete with a few minor things that need changed, no concerns with the program and expects good results. Motion made by Marvin McCann, seconded by Dave Dotts, to approve the executive directors report. Motion carried unanimously.

Joseph Okoduwa, HS/EHS director, gave HS/EHS report with EHS having 32 enrolled and Head Start 178 enrolled. They should be fully enrolled by the end of the week. Lovilia is struggling with enrollment. He is working on transportation for Lovilia. Lori Ferris, nutrition/health specialist, will be the new HS/EHS assistant director and is helping Joseph learn the process. Julie Lang from MATURA is working as a mentor with Joseph to assist him in becoming knowledgeable of program. Board approval was requested for the updated job descriptions for HS/EHS director and assistant director. A motion was made by Denny Amos, seconded by Anita Gilmore, to approve the job descriptions for HS Director and HS Assistant Director as presented. Motion carried unanimously. Updated policies - Arrival and Pick Up Child, Early Childhood Requirement, ERSEA Training; Exit, Infant Safe Sleep, Interpreter Agreement, Non-Federal Share In-Kind; TA Education Requirement, Break Time – have been approved by policy council and need board approval. A motion was made by Anita Gilmore, seconded by Gwen Morris, to approve the policy updates. Motion carried unanimously.

Shared Vision grant application approvals were requested for July 1, 2020, through June 30, 2021, for Clarke \$85,077; Lucas \$85,077; Monroe \$76,550 and Wayne \$58,552. A motion was made by Marvin McCann, seconded by Anita Gilmore, to approve the Shared Vision grant applications for four counties as requested. Motion carried unanimously.

Dan gave the financial report. Check listing detailed report will be sent out following the meeting as it was accidently omitted. Audit committee recommends that the reports be approved. A motion was made by Anita Gilmore, seconded by Gwen Morris, to approve the financial reports. Motion carried unanimously.

Committee Reports – None had met so no report to give.

Project director's reports – LiHEAP is doing well. One employee from PAT program had a baby so Erin is keeping up with both caseloads. FaDSS has increased numbers to 40 since time of report.

New Business – In follow up from last meeting, Ms. Fry requested board approval of two additional paid holidays. The request is for the day after Thanksgiving and day before Christmas (Christmas eve day) which would increase paid holidays from eight to ten days. A motion was made by Dave Dotts, seconded by Anita Gilmore, to approve two additional paid holidays as requested. Motion carried unanimously.

Board packet Delivery Options – Board received a survey with options for delivery method of board packets. Staff showed the board the smart board and how it would be beneficial at future meetings. Board members selections will be used for distribution of the packet materials starting with March meeting.

EEO Officer Appointment – Ms. Fry suggested Jewell Martin. A motion was made Denny Amos, seconded by Anita Gilmore, to appoint Jewell Martin as EEO officer. Motion carried unanimously.

Ms. Fry distributed and presented the FY19 CSBG Year End, Agency Resources and FY19 Year End NPI reports to the board. NPI's were explained for the FY 2019 report with progress and outcomes given. FY 2020 NPI's have been projected for individual and initial targets and reporting will be done end of April. A motion was made by Denny Amoss, seconded Gwen Morris, to approve the year end CSBG reports and FY20 NPI Initial Targets. Motion carried unanimously.

Dan asked the board for consideration of eliminating the LiHEAP checking account. The extra account is used only for LiHEAP, costs extra for checks and is more reporting on the account. Dan explained to the board that the state has no requirements for a separate account and that everything can be processed through the general checking account. A motion was made by Anita Gilmore, seconded by Denny Amoss, to close the LiHEAP account and use the general account for all program account processing. Motion carried unanimously.

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

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Jamie Swearingin, Acting Secretary

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Jerry Durian , Acting Board Chairman