

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**March 25, 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 March 25, 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, Gwen Morris, Chet Redman; Lucas County – Cathy Reece; Monroe County – Christina Estes, Jerry Durian; and Wayne County – David Dotts and Sally Jackson. Staff members participating were Brenda Fry, Joseph Okoduwa and Sue McCleary.

A motion was made by Marvin McCann, seconded by David Dotts, to approve the minutes of the January meeting. Motion carried unanimously.

The Chairman reported additions to the agenda of “Disasters & Epidemics Closure Policy” and client community needs assessment with agency executive summary.

The Chairman called on Ms. Fry for her report. Meriwether, Wilson and Company completed the annual agency Audit which was sent out for the board to review before the meeting. She introduced Mr. Bill Bauer to do presentation of the audit and short board training. Mr. Bill Bauer, CPA, presented the audit and provided training on OMB standards, what unqualified opinion is, the letters and schedules included in the audit and what they cover. The audit includes compliance testing, risk assessment, internal controls, policies and procedures. Mr. Bauer informed board it is considered a clean audit with no questioned costs. He went over the management letter and reported the firm had no disagreements with management or other staff. A motion was made by Jerry Durian, seconded by Anita Gilmore, to accept and approve the audit as presented. Motion carried unanimously.

Ms. Fry provided COVID-19 update to board. Head Start staff receive pay while shut down from federal funds without using leave or filing for unemployment. 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. There will be federal unemployment funds, SBA loans/grants and changes/clarifications on staff salaries being paid while laid off to be covered by webinars next few days. LiHEAP and CSBG will receive COVID-19 stimulus funding. CSBG funds can be used to assist households up to 200% of poverty versus 125% with normal CSBG funds. No other information has been received on the funds at this time. Ms. Fry requested board approval of the “Disasters & Epidemics Closures” policy as presented. A motion was made by Marvin McCann, seconded by Gwen Morris, to approve “Disasters & Epidemics Closures” policy. Motion carried unanimously.

Ms. Fry reviewed the “Funding, Goals & Projections” with total funding of \$4,410,662 with updates to strategic plan. We continue to look for low-income Lucas County representative. Agency has received notification that the HS Shared Vision grants were approved. PAT submitted their Shared Vision grant application today. Shared fiscal director with MATURA (partner CAA agency) resigned so will be reviewing resumes submitted from ads. Employee and fiscal manuals have been updated and will be sent to attorney for review. They will be presented for board review and approval at our next meeting.

The 2020 client community needs assessment for agency and statewide reports had been sent to the board for their review. Ms. Fry reviewed the proposed executive summary including customer satisfaction report with 99% rating. Housing, food/nutrition, meeting basic needs and transportation were top client identified significant needs. The P&E committee will be meeting in next month and use these tools to develop CSBG app to bring to April meeting for full board approval. A motion was made by Gwen Morris, seconded by Jerry Durian to approve the CSBG client needs assessment including agency customer satisfaction results and executive summary. Motion carried unanimously.

Joseph Okoduwa, HS/EHS director, gave HS/EHS report with EHS having 32 enrolled and Head Start 178 enrolled with a waiting list. The CACFP report had been sent out to the board for review. Board approval of policies was requested for "Access & Visitation; Diapering & Toilet Training; Inclement Weather; Displaced Housing; Emergency Preparedness Plan/Unforeseen Extended Closures"; updated job description for EHS Supervisor to include education specialist and personnel one resignation (Jill Mick/Albia teacher) and two new personnel for approval (Breann Lee/Chariton nutrition assistant & Taylor Grgurich/health and nutrition specialist). A motion was made by Jerry Durian, seconded by Chet Redman, to approve the policies, job description and personnel. Motion carried unanimously.

Ms. Fry gave the financial report with recommendation they be approved. She asked board if there were any conflict of interest to be reported with none being made. A motion was made by Marvin McCann, seconded by Gwen Morris, to approve the financial reports. Motion carried unanimously.

Committee Reports – None had met so no report to give. P&E will meet before next meeting for CSBG.

Project Director's Reports - No updates.

New Business – Heth Brown has submitted his resignation from the board effective immediately. A motion was made by Marvin McCann, seconded by David Dotta, to accept resignation as requested. Motion carried unanimously.

Board discussed the upcoming census with the importance regarding funding for local resources in coming years and how COVID-19 could affect.

There being no further business to bring before the board, a motion was made by David Dotts, 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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Sue McCleary, Board Secretary

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Bob Bell, Board Chairman