

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
October 29, 2019
7:00 P.M.
Chariton, Iowa

The meeting of the SCICAP Board of Directors was called to order by Bob Bell, Chairman of the Board, at the Chariton Vredenburg building on October 29, 2019. The meeting began with Denny Amoss reading the mission statement. Board members present were: Clarke County – Anita Gilmore, Marvin McCann; Decatur County – Bob Bell, Chet Redman; Lucas County – Maxine Willadson, Cathy Reece; Monroe County – Jerry Durian, Denny Amoss, Christina Estes by phone; and Wayne County – David Dotts and Sally Jackson by phone. Staff members present were Brenda Fry, Dan Miller, Alyson Palmer and Sue McCleary.

A motion was made by Marvin McCann, seconded by Denny Amoss, to approve the minutes of the September meeting. Motion carried unanimously.

The Chairman made additions to the agenda of presentation by Alyson Palmer, weatherization coordinator; Lucas County low-income representative and update by Executive Director on sharing a fiscal director with MATURA.

The Chairman called on Ms. Fry for her report. She reviewed the “Funding, Goals & Projections” with total funding of \$3,675,852. Included in this total was new SICOG Housing Trust \$50,000 grant for 8 homes in Clarke and Decatur Counties to receive weatherization and home repair assistance. There is no strategic plan update. Board was informed of outreach staff involvement with local holiday projects. Ms. Fry reported Lucas County low income sector board member Shelley Schilling has moved out of state. She informed LiHEAP coordinator at end of September she was resigning. The SCICAP Lucas outreach office and Chariton HS will have ballots when peer election is held. MATURA is interviewing three applicants for fiscal position Thursday at our Osceola center with our participation in the process. Employee will be only for MATURA to start with potential of sharing with agency when Dan retires. She will keep board updated on progress and thanked members for their participation in the process with her. Ms. Fry asked board consideration with discussion at next meeting for staff to have day following Thanksgiving and Christmas Eve day as paid days off. She invited board to stop by when Congressman Loeb sack is at Osceola SCICAP outreach office on November 7 at 3:30 or 2:30 at Albia office November 8. The DCAA monitoring conducted Monday through today went well with suggestion that advertisements be attached to invoices for documentation and agendas attached to travel/meal reimbursement requests. Indirect cost pool has allowed for some agency updates which include smart board; fiscal server; fiscal printer; hiring of receptionist; new computer for receptionist; new desk for receptionist and cross training of job duties. HS/EHS were utilizing funds with program year end October 31st with center updates and repairs. The new HS/EHS director, Joseph Okoduwa, will join the agency on November 18th. Jewell Martin has been hired for payroll/accounts payable and is Executive directors’ recommendation for board to consider appointing as agency EEO at next meeting to replace Pam Rogers Eiler. A motion was made by Denny Amoss, seconded by Chet Redman, to approve executive director’s report. Motion carried unanimously.

Ms. Fry gave HS/EHS report with enrollment 32 in EHS and 179 in Head Start. They continue to work on being fully enrolled. She reviewed the CACFP reports emailed to the board. Two positions have been filled in Decatur

County with Jessica Buckingham and Kelli Easton. The monitoring letter on CLASS review and results were discussed. Board approval was requested of policies for field trips, food served at classroom parties/parent trainings, resolution of conflict and substitutes. A motion was made by Denny Amoss, seconded by Anita Gilmore, to approve the four policies. Motion carried unanimously. A motion was made by Jerry Durian, seconded by Maxine Willadson, to approve HS/EHS report. Motion carried unanimously.

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. Dan reminded the board to review the check register for any conflicts of interest and asked if there were any conflicts of interest. A motion was made by Anita Gilmore, seconded by Chet Redman, to approve the audit committee report. Motion carried unanimously.

Committee Reports – None to report

Project director’s reports – No updates.

New Business – A CSBG FY19 budget amendment was requested to bring line items within the 10% variance allowed as all funds have been utilized. A motion was made by Dave Dotts, seconded by Jerry Durian, to approve the CSBG budget amendment request. Motion carried unanimously.

The proposed annual agency budget was distributed and reviewed with the board by Dan Miller. The audit committee had reviewed, discussed and recommended for approval. A motion was made by Dave Dotts, seconded by Anita Gilmore, to approve the annual agency budget. Motion carried unanimously.

Sue had distributed updated board roster with two additional lists - committees with members and chair along with governing board members with committee listings. Any corrections or changes to the board roster should be given to her.

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

Sue McCleary, Secretary

Bob Bell, Board Chairman