

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

The meeting of the SCICAP Board of Directors was called to order at 7:00 p.m. by Bob Bell, Chairman of the Board, on July 29, 2020, with reading of the mission statement and roll call. Due to the Coronavirus pandemic, attendance was possible by ZOOM, phone or at the Chariton Vredenburg building. Board members participating were: Clarke County – Marvin McCann; Decatur County – Gwen Morris, Bob Bell, Chet Redman; Lucas County – Cathy Reece; Monroe County – Christina Estes, Jerry Durian; and Wayne County – Sally Jackson, David Dotts and Diane Olson Schroeder (seated at meeting). Staff members participating were Brenda Fry, Joseph Okoduwa, Dan Miller and Sue McCleary.

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

The Chairman called on Ms. Fry for her report. Ms. Fry reported her recommendation for the Wayne County private sector was asked to attend the meeting. She introduced and gave background on Diane Olson Schroeder. A motion was made by Chet Redman, seconded by Gwen Morris, to approve and seat Diane Olson Schroeder as Wayne County private sector representative. Motion carried unanimously. Ms. Fry gave COVID-19 update to board. Alyson Palmer of weatherization has returned from lay off. The outreach offices are still providing services with locked doors. Two outreach workers are still laid off with no date for opening offices up again at this time.

Ms. Fry reviewed the “Funding, Goals & Projections” with total funding of \$5,024,641. The PAT program will no longer have a childcare educator component. She gave updates on the strategic plan including upcoming school supply activities; website upgrade; two low-income board members needed when elections are possible through designated sites; and garden program including community gardens are doing well.

Dan Miller reviewed the 990-tax return with the board. A motion was made by Chet Redman, seconded by Gwen Morris, to accept the tax return. Motion carried unanimously.

Ms. Fry requested approval of the annual CSBG organizational standards agency self-assessment which had been sent for their review. A motion was made by David Dotts, seconded by Gwen Morris, to approve. Motion carried unanimously.

Ms. Fry reported that Larry Johnson, MATURA fiscal director, will be starting on trial basis in August at SCICAP. He will go through the annual audits with both our agencies. MATURA does theirs on-line. The Vredenburg building is for sale by the Lucas County Hospital. An agency all staff will be held in conjunction with the HS/EHS in-service August 3rd. Board calendar was discussed with current months being September, October, January, March, April, June and July. A motion was made by David Dotts, seconded by Gwen Morris, to keep current meeting calendar. Motion carried unanimously. A motion to approve the Executive Director’s report was made by David Dotts, seconded by Christina Estes. Motion carried unanimously.

Joseph Okoduwa, HS/EHS director, gave HS/EHS report with EHS having 32 enrolled and Head Start 180 enrolled. He reported no CACFP report with closed classrooms; Lovilia site closed this year due to lack to enrollment; summer program ending Thursday; and in person classes for new year. Dan Miller went over proposed 11/1/20 -

10/31/21HS/EHS budget line item by line item. A motion was made by Gwen Morris, seconded by Christina Estes, to approve the HS/EHS budget proposal. Motion carried unanimously. Joseph requested approval of the 2019-20 self-assessment as sent out. A motion was made by Christina Estes, seconded by Gwen Morris, to approve the self-assessment. Motion carried unanimously. He requested approval of job descriptions for on-site teacher director, teacher, center-based teacher assistant, collaboration teacher assistant and education/transitions/disabilities/specialist/coach. A motion was made by Jerry Durian, seconded by Chet Redman, to approve job descriptions. Motion carried unanimously. There were no policies or personnel for approval.

Dan Miller went over the financial reports with the board. He reported another CD being purchased and the audit contract signed with current firm. He asked board if there were any conflict of interest to be reported with none being made. A motion was made by Chet Redman, seconded by Gwen Morris, to approve the financial reports. Motion carried unanimously.

Committee Reports – No committees met.

Project Director’s Reports – LiHEAP report will be sent out.

New Business – The chairman reported the results of the executive director’s evaluation compiled from the 10 returned to him. There were lots of good comments about Ms. Fry and her skills. A motion was made by Jerry Durian, seconded by Chet Redman, to approve the evaluation. Motion carried unanimously. Chairman reminded board the executive director has not had a salary adjustment since May 2018. Bob Bell made a motion, seconded by Jerry Durian, for 10% salary increase effective August 2, 2020, for Ms. Fry. Motion carried unanimously.

Nominating committee of Marvin McCann, David Dotts and Chet Redman presented slate of officers as Chairman – Bob Bell; First Vice-Chairman – April Bundridge; Second Vice-Chairman – Gwen Morris; Treasurer – Jerry Durian; and Sue McCleary as appointed board secretary. A motion was made by David Dotts, seconded by Christina Estes, to approve and elect slate of officers as presented. Motion carried unanimously.

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. Next meeting will be September 30th. Copies of all reports are attached as part of these minutes.

Sue McCleary, Board Secretary

Bob Bell, Board Chairman