

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
June 24, 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, Treasurer of the Board, on June 24, 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 – April Bundridge, Marvin McCann; Decatur County – Gwen Morris, Chet Redman; Lucas County – Cathy Reece, Maxine Willadson; Monroe County – Christina Estes, Jerry Durian; and Wayne County – David Dotts. Staff members participating were Brenda Fry, Joseph Okoduwa, Lori Ferris, Dan Miller, Tammy Trenary and Sue McCleary.

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

Board Training – Tammy Trenary, LiHEAP coordinator, was introduced and did a training for the board on what the program could assist with as well as current program status.

The Chairman called on Ms. Fry for her report. Ms. Fry provided COVID-19 update to board. Weatherization will start up again on July 1st with state authorization and requirements so Alyson will be returning from lay off. Written verification of PPE on hand for both agency and contractors must be provided to the state. State training is required for contractors to begin work again. Two outreach workers are still laid off with no date for opening offices up again at this time.

Ms. Fry reviewed the proposed CARES CSBG supplemental grant app. These funds can be used to assist households up to 200% of poverty versus 125% with normal CSBG funds. A variety of services for clients as well as funds for agency infrastructure were proposed. The executive committee had met and gave their approval prior to the deadline to submit to DCAA. Full board approval is now being requested. A motion was made by Gwen Morris, seconded by Christina Estes, to approve the CARES CSBG supplemental app as presented. Motion carried unanimously.

Ms. Fry reviewed the “Funding, Goals & Projections” with total funding of \$4,585,354 with updates to strategic plan. FaDSS funding will be cut from \$202,585 to \$193,783 for July 1st year start and cut another \$12,000 the following fiscal year. The caseload for the new year has been reduced from 53 to 46 families.

Ms. Fry reviewed the changes to the by-laws as suggested by the agency attorney after his review. After discussion, a motion was made by Chet Redman, seconded by Marvin McCann, to approve the by-laws as presented with the addition of treasurer as signatory for the agency and change from 7 meetings to quarterly. Motion carried unanimously. Meeting schedule to set board calendar will be determined at next meeting.

The board evaluation results were reviewed including board strengths and need for more variety of training. No specific training/topics were indicated on returned evaluations. Ms. Fry suggested possibly ROMA training such as done previously by Tiffany Keimig from ICAA. She will also continue having staff provide training on different programs/services provided by the agency at board meetings. A motion was made by Marvin McCann, seconded by Gwen Morris, to approve the board evaluation results. Motion carried unanimously.

A motion was made by David Dotts, seconded by Maxine Willadson, to approve the executive director's report. Motion carried unanimously.

Joseph Okoduwa, HS/EHS director, gave HS/EHS report with EHS having 32 enrolled and Head Start 180 enrolled with a waiting list. Grant applications have been submitted to regional office for COVID-19, summer 2020 program supplement and COLA/quality improvement as well as ECI for transportation. He requested approval of updated job descriptions for on-site teacher director, nutrition assistant, bus monitor, Early Head Start teacher, and wraparound childcare assistant. A motion was made by Marvin McCann, seconded by Chet Redman, to approve job descriptions. Board approval of policies was requested for – "Behavior Plan Procedure"; "Early Childhood Birth-5 Classrooms Supporting Social Emotional Development"; "Child Guidance and Behavior Management Procedure"; "ECP Mandatory Reporting of Abuse and Neglect"; "ECP Quality Facility/Equipment", "ECP Quality Facility/Safe Environment"; and "ECP Volunteer Policy". A motion was made by Chet Redman, seconded by Christina Estes, to approve the policies/procedures as presented. Motion carried unanimously.

Lori Ferris, assistant HS/EHS director, reported there isn't a CACFP report due to closure. New personnel for board approval - PFCE Sarah Stewart. A motion was made by Marvin McCann, seconded by Gwen Morris, to approve the PFCE personnel hire. Motion carried unanimously. Lori updated board on six-hour days for Osceola Center program. The ECP FA2 monitoring review response was reviewed with board. Board approval of the response as well as "Annual Professional Development Plan"; professional development "Training Report"; "Teacher Assistant Education Agreement"; school district "MOU"; "Practice Based Coaching Plan"; and "Professional Development Training Policies and Procedures" was requested. A motion was made by Marvin McCann, seconded by Gwen Morris, to approve the FA2 response and attachments listed above. Motion carried unanimously.

Dan Miller went over the financial reports with the board. She asked board if there were any conflict of interest to be reported with none being made. The fiscal person who was hired with MATURA, Larry Johnson, will be coming in August to our office. Dan is planning to continue with the agency through the next annual audit with Mr. Johnson. A motion was made by Maxine Willadson, seconded by Chet Redman, to approve the financial reports. Motion carried unanimously.

Committee Reports – Executive committee met for CSBG supplemental app. No other committees met.
Project Director's Reports - No updates.

New Business – Anita Gilmore has submitted her resignation from the board effective immediately as she has moved from the area. A motion was made by Marvin McCann, seconded by Gwen Morris, to accept resignation as requested. Motion carried unanimously.

Chairman Bob Bell was to present the executive director's evaluation results and salary adjustment so these will be tabled. He will be contacted about naming a nominating committee to present slate of officers for election at July meeting.

There being no further business to bring before the board, a motion was made by Maxine Willadson, seconded by Chet Redman, that meeting adjourn. Motion carried unanimously. Next meeting will be July 29th. Copies of all reports are attached as part of these minutes.

Bob Bell, Board Chairman

Sue McCleary, Board Secretary