

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**October 28, 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 October 28, 2020, with reading of the mission statement and roll call. Due to the Coronavirus pandemic, attendance was possible through ZOOM, Leon outreach office or at the Chariton Vredenburg building. Board members attending were: Clarke County – April Bundridge, Marvin McCann; Decatur County – Bob Bell, Gwen Morris, Chet Redman; Lucas County – Cathy Reece; Monroe County – Christina Estes, Jerry Durian; and Wayne County – Sally Jackson, David Dotts and Diane Olson Schroeder. Staff members participating were Brenda Fry, Joseph Okoduwa, Dan Miller, Larry Johnson and Sue McCleary.

A motion was made by Jerry Durian, seconded by Cathy Reece, to approve the amended agenda with the addition of HS/EHS policy council laws. Motion carried unanimously.

A motion was made by Jerry Durian, seconded by Christina Estes, to approve the minutes of the September meeting with amendment in referral to CD investment. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. Ms. Fry gave COVID-19 update to board including two outreach coordinators still laid off with outreach offices providing services including LiHEAP with locked doors through phone, mail and email. New agency website has board member login which will include board packet downloads. Training will be provided to board to access. Head Start apps and employment applications can be downloaded from the site also.

Ms. Fry reviewed the “Funding, Goals & Projections” with total funding of \$4,446,451. SCICOG HTC grant for Clarke and Decatur counties requires \$12,500 match and TBRA may receive additional \$20,000 in November. The strategic plan will be updated as part of agency planning with P&E committee in spring. She reviewed with board and asked approval of CSBG year end, agency resources, FY20 NPI, FY20 Supplemental NPI and Wx community initiative. A motion to approve the CSBG and supplemental reports was made by Marvin McCann, seconded by Gwen Morris. Motion carried unanimously. A motion to approve the Executive Director’s report was made by Christina Estes, seconded by Chet Redman. Motion carried unanimously.

Joseph Okoduwa, HS/EHS director, gave HS/EHS report on enrollment and CACFP. He asked for board approval of break and lunch policy; disciplinary action policy; new staff orientation policy; and HS/EHS Policy Council by-laws. A motion was made by Christina Estes, seconded by Gwen Morris, to approve the policies and by-laws as presented. Motion carried unanimously. He asked for approval of the eight personnel listed in his report. A motion was made by Gwen Morris, seconded by Marvin McCann, to approve personnel hired. Motion carried unanimously. ERSEA training was provided to board members

Dan Miller went over the financial reports with the board which audit committee was recommending approval. Agency wide audit for 10/31/20 year end will be on-site first week in January. He requested approval of CSBG budget amendment as presented. A motion was made by David Dotts, seconded by Gwen Morris, to approve CSBG budget amendment and the financial reports. Motion carried unanimously. Dan asked board if there were any conflict of interest to be reported with Christina Estes declaring she was now employed by SIEDA.

Committee Reports – None.

New Business – The proposed agency wide budget was reviewed with the board. A motion was made by Marvin McCann, seconded by David Dotts, to approve agency wide annual budget. Motion carried unanimously.

There being no further business to bring before the board, a motion was made by Christina Estes, seconded by Chet Redman, that meeting adjourn. Motion carried unanimously. Next meeting will be January 27<sup>th</sup>. 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