

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
September 30, 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 September 30, 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, Chet Redman; Lucas County – Cathy Reece, Maxine Willadson; Monroe County – Christina Estes, Jerry Durian; and Wayne County – David Dotts and Diane Olson Schroeder. Staff members participating were Brenda Fry, Joseph Okoduwa, Dan Miller, Larry Johnson and Sue McCleary. Larry was introduced as the new fiscal director.

A motion was made by Marvin McCann, seconded by Jerry Durian, to approve the minutes of the July meeting. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. Ms. Fry gave COVID-19 update to board including two outreach coordinators are still laid off. Outreach offices continue providing services with locked doors through phone, mail and email. She reviewed and discussed the “Employee COVID-19 Exposures & Illnesses” procedure with the board. A motion was made by Chet Redman, seconded by Christina Estes, to approve the procedure. Motion carried unanimously.

Ms. Fry requested approval of update to employee handbook “Recruitment and Selection” as presented. A motion was made by Marvin McCann, seconded by Christina Estes, to approve employee handbook update. Motion carried unanimously.

Ms. Fry reviewed the “Funding, Goals & Projections” with total funding of \$4,379,993. Weatherization reported two homes completed today and housing rehab app submitted to SCICOG for Clarke and Decatur counties. She gave updates on the strategic plan including website upgrade which will include on-line applications to services; two low-income board member openings which will discuss with state staff; and garden program. A motion to approve the Executive Director’s report was made by Marvin McCann, seconded by Diane Olson Schroeder. Motion carried unanimously.

Joseph Okoduwa, HS/EHS director, gave HS/EHS report with 172 total enrolled. He reported no CACFP report with closed classrooms and the closed Albia center is now back open. He asked for full board approval of budget amendment and in-kind waivers for the current year which executive committee has approved. A motion was made by Chet Redman, seconded by Marvin McCann, to approve the waivers. Motion carried unanimously. Joseph reported FA2 monitoring review follow up reports all corrections have been made and accepted. A motion was made by Marvin McCann, seconded by Christina Estes, to accept the FA2 report. Motion carried unanimously. He requested approval of job descriptions for employment & professional development coordinator (new position); ERSEA specialist; data entry coordinator; administrative assistant; EHS family worker; EHS home visitor; substitute for classroom and/or kitchen; and lead nutrition staff. A motion was made by Diane Olson Schroeder, seconded by Marvin McCann, to approve job descriptions. Motion carried unanimously. Joseph requested board approval for the following policies – data management; staff hiring procedure; use of phones (agency/personal cell phones & office phone). A motion was made by Cathy Reece, seconded by Christina Estes, to approve the policies as presented. Motion carried unanimously. He asked for approval of the

ten personnel listed in his report. Cathy Reece announced a conflict of interest and would abstain from the vote. A motion was made by Marvin McCann, seconded by Diane Olson Schroeder, to approve personnel hired. Motion carried unanimously.

Dan Miller went over the financial reports with the board. He reported \$125,000 available to be invested into CD as approved when locating favorable interest rate. HS/EHS doing a budget revision in order to expend funds allocated. The annual agencywide budget will be presented for board approval at the October board meeting. He asked board if there were any conflict of interest to be reported with none being made. A motion was made by Christina Estes, seconded by Diane Olson Schroeder, to approve the financial reports. Motion carried unanimously.

Committee Reports – Executive committee met on HS/EHS waivers.

Project Director’s Reports – FaDSS virtual only extended through October 16th and weatherization can proceed to step 4.

New Business – A motion was made by Chet Redman, seconded by Marvin McCann, to extend Dan Miller’s contract for a year with a goal of January after audit completed for ending agreement. Motion carried unanimously.

The board chair announced committee appointments remain the same for the coming year with the following additions: Personnel – Diane Olson Schroeder, Cathy Reece, April Bundridge; and Grievance – Diane Olson Schroeder and Marvin McCann with Christina Estes named committee chair. All committees with chairs are attached as part of these minutes.

There being no further business to bring before the board, a motion was made by Marvin McCann, seconded by Chet Redman, that meeting adjourn. Motion carried unanimously. Next meeting will be October 28th. Copies of all reports are attached as part of these minutes.

Sue McCleary, Board Secretary

Bob Bell, Board Chairman