**M I N U T E S**

**SCICAP BOARD OF DIRECTORS MEETING**

**January 27, 2021**

**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 January 27, 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: Clarke County – Austin Taylor; Decatur County – Bob Bell, Gwen Morris, Chet Redman; Lucas County – Cathy Reece, Maxine Willadson; Monroe County – Denny Amoss, Jerry Durian; and Wayne County –Diane Olson Schroeder. Staff members participating were Brenda Fry, Lori Ferris, Larry Johnson and Sue McCleary.

A motion was made by Denny Amoss, seconded by Chet Redman, to approve the minutes of the October meeting. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. Ms. Fry introduced and welcomed new Clarke County board member Austin Taylor who was elected to board of supervisors. Ms. Fry provided training to the board on accessing the board portal on the new SCICAP website. She gave COVID-19 update to board including two outreach coordinators continue to be laid off with outreach offices providing services including LiHEAP with locked doors through phone, mail and email. Alyson Palmer with weatherization is currently not doing home inspections due to the local infection rates.

Ms. Fry reviewed “Funding, Goals & Projections” with total funding of $5,097,522. Embrace Iowa apps are being taken currently with all funds being donated by people of Iowa with all funds distributed to households with no administration fee. Ms. Fry will update strategic plan as part of agency planning with P&E committee in spring. She reviewed with board and asked for approval of CSBG FY21 Individual and Family NPI targets and Wx community initiative target. A motion to approve the CSBG FY21 targets was made by Gwen Morris, seconded by Chet Redman. Motion carried unanimously. Ms. Fry reviewed the February 2020 Community Needs Assessment Executive Summary with the board. This document will be used in agency planning. A motion to approve the summary as presented was made by Denny Amoss, seconded by Jerry Durian. Motion carried unanimously. Ms. Fry informed the board that Joseph Okoduwa was let go after the last meeting and Lori Ferris was promoted to HS/EHS director. A motion to approve the Executive Director’s report was made by Maxine Willadson, seconded by Cathy Reece. Motion carried unanimously.

Lori Ferris, HS/EHS director, gave HS/EHS report on enrollment and CACFP. Enrollment is up with 161 HS and 32 EHS. A public relations video which they developed was shown to board. She asked for board approval of updated in-kind including approval of backdating to November 1, 2020; policy council membership procedure and early childhood parent committee by-laws. A motion was made by Denny Amoss, seconded by Diane Olson Schroeder, to approve the items as presented. Motion carried unanimously. Ms. Ferris asked for approval of the personnel/positions she presented to board. A motion was made by Denny Amoss, seconded by Diane Olson Schroeder, to approve personnel hired as presented. Motion carried unanimously. Ms. Ferris asked for board approval of job descriptions for EHS supervisor/CLASS specialist; EHS teacher assistant; EHS infant/toddler teacher; education/coach/CLASS specialist; account coordinator; family resource specialist and removal of assistant director supervising on all job descriptions. A motion was made by Gwen Morris, seconded by Jerry Durian, to approve job descriptions. Motion carried unanimously.

Larry Johnson went over the financial reports with the board which audit committee was recommending approval. A motion was made by Diane Olson Schroeder, seconded by Austin Taylor, to approve the financial reports. Motion carried unanimously. Larry asked board if there were any conflict of interest with none reported.

Committee Reports – None.

Project Director Reports – LiHEAP could possibly be assisting with water bills; possibly more funds through IFA to help with housing and FaDSS hired a new staff person.

New Business – Ms. Fry had been approached by Lucas County board members about a possible earlier meeting start time and board discussed with no decision made. The auditor will present the annual agency audit for board approval at the March meeting.

There being no further business to bring before the board, a motion was made by Austin Taylor, seconded by Diane Olson Schroeder, that meeting adjourn. Motion carried unanimously. Next meeting will be March 31st. 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