

M I N U T E S
SCICAP BOARD OF DIRECTORS MEETING
March 31, 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 March 31, 2021, 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 in attendance: Clarke County – April Bundridge, Austin Taylor; Decatur County – Bob Bell, Chet Redman; Lucas County – Cathy Reece, Maxine Willadson; Monroe County – Christina Estes, Denny Amoss, Jerry Durian; and Wayne County – Diane Olson Schroeder and David Dotts. Staff members participating were Brenda Fry, Larry Johnson and Sue McCleary. Guest was Bill Bauer, CPA.

A motion was made by Denny Amoss, seconded by Jerry Durian, to approve the minutes of the January meeting. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. She introduced Mr. Bill Bauer, CPA, with Meriwether, Wilson and Company who recently completed annual agency audit. The audit had been sent out to the board before the meeting for review. Mr. Bauer did a short board training on the two parts of the audit – compliance testing and financial. He presented the audit and explained what unqualified opinion is, the letters and schedules included in the audit and what they cover. He pointed out the recently issued accounting pronouncement on page 10 which will need adopted. Mr. Bauer informed board this audit compliance tested Head Start as major program. He reported it is considered a clean audit with no questioned costs/material findings. He went over the management letter and reported the firm had no disagreements with management or other staff. A motion was made by Denny Amoss, seconded by Jerry Durian, to accept and approve the audit as presented. Motion carried unanimously.

Ms. Fry requested board approval to remove Jim Smith and Dan Miller from Great Western Bank safe deposit box signature and entry cards and authorize Brenda Fry, Lori Ferris and Larry Johnson. A motion was made by Diane Olson Schroeder, seconded by Chet Redman, that the South Central Iowa Community Action Program board hereby authorize Executive Director Brenda Fry; Financial Director Larry Johnson; and Head Start/Early Head Start Director Lori Ferris as signatories for Great Western Bank signature and entry cards on behalf of the agency for safe deposit box/s. This authorization removes previous signatories Jim Smith and Daniel Miller and replaces them with the previous three stated individuals. This authorization shall remain in force until a new board action supersedes. Motion carried unanimously. She gave COVID-19 update to board reporting the two outreach coordinators from Lucas and Wayne counties who were laid off will return to work next week. If rates continue downward, the plan is to unlock outreach office doors in May or June. There are plexiglass barriers on desks in place with cleaning supplies and hand sanitizers available. Masks will be required to be worn when assisting customers who will also be required to wear a mask which will be available.

Ms. Fry reviewed “Funding, Goals & Projections” with total funding of \$5,199,560. We should hear next week status of the food bank grant for Monroe and Wayne food pantries. ICAA is still waiting on the contract from IFA for agencies to process their rent and utility apps. LIHEAP will receive same funding or more than current program for crisis assistance including utility assistance for water bills. Ms. Fry reported current 5-year strategic plan has expired so work on new one will start with staff asked for input at next week’s meeting to begin the

process. The P&E committee will review and provide their input to develop new strategic plan in coordination with planning the CSBG FY22 app for presentation at the next meeting. The annual board evaluation should be completed with any training needs and returned to Sue with results presented at April meeting. A motion to approve the Executive Director's report was made by Denny Amoss, seconded by Chet Redman. Motion carried unanimously.

Ms. Fry showed a CACFP training DVD before presenting for Lori Ferris, HS/EHS director. She reported current HS/EHS enrollment and CACFP. She asked for board approval of 2019-20 annual report. A motion was made by Jerry Durian, seconded by Cathy Reece, to approve the annual report as presented. Motion carried unanimously. Ms. Fry and board discussed HS/EHS needs assessment recommendation to make some of the HS slots into EHS slots. She asked for approval of the annual early childhood community needs assessment. A motion was made by Denny Amoss, seconded by Maxine Willadson, to approve community needs assessment as presented. Motion carried unanimously. Ms. Fry asked approval of the 1.22% COLA raise for HS/EHS staff salaries and fringe. A motion was made by Diane Olson Schroeder, seconded by Chet Redman, to approve COLA as presented. Motion carried unanimously. The COVID funding was on number of children with award of \$63,805. A motion was made by Jerry Durian, seconded by Christina Estes, to approve the EHS Farm to ECE Garden app. Motion carried unanimously. A motion to approve the school readiness goals was made by Denny Amoss, seconded by Diane Olson Schroeder. Motion carried unanimously. A motion was made by Maxine Willadson, seconded by Chet Redman, to approve personnel as presented. Motion carried unanimously. A motion was made by Chet Redman, seconded by Jerry Durian, to approve the CDA agreement. Motion carried unanimously. A motion was made by Denny Amoss, seconded by Maxine Willadson, to approve family resource advocate job description. Motion carried unanimously.

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

Committee Reports – None. P&E will meet before April meeting.

Project Director Reports – LiHEAP taking apps through end of April.

New Business – Sue went over the five annual forms which board are asked to sign and return in envelope provided. Christina Estes has submitted her resignation from board as Monroe County representative. A motion was made by Jerry Durian, seconded by Diane Olson Schroeder, to accept resignation. Motion carried unanimously.

Ms. Fry informed board of water damage to Lovilia and a day care provider being interested in purchasing.

There being no further business to bring before the board, a motion was made by Denny Amoss, seconded by Christina Estes, that meeting adjourn. Motion carried unanimously. Next meeting will be April 28th. Copies of all reports are attached as part of these minutes.

Sue McCleary, Board Secretary

Bob Bell, Board Chairman