

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**June 30, 2021**  
**7:00 P.M.**  
**Chariton, Iowa**

The meeting of the SCICAP Board of Directors was called to order at 7:02 p.m. by Bob Bell, Chairman of the Board, on June 30, 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; Decatur County – Bob Bell, Chet Redman; Lucas County – Cathy Reece; Monroe County – Denny Amoss, Jerry Durian; and Wayne County – Diane Olson-Schroeder and David Dotts. Staff members participating were Brenda Fry, Larry Johnson, Lori Ferris and Sue McCleary.

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

The Chairman called on Ms. Fry for her report. COVID-19 Update – She gave status of each county per state data. She asked for board input and their consideration of possibly giving staff some type of incentive for receiving the vaccine. There would have to be a policy in place to do so. After discussion, no decision made at this time. Ms. Fry reported that she has hired FaDSS staff member Tina Cicalone as the LiHEAP coordinator. She will continue to do FaDSS in addition to LiHEAP. Ms. Fry has been the acting LiHEAP coordinator and learning the process. The ICAA IFA contract to assist with rent/utilities apps is in place and Amanda Richards from weatherization staff will be trained to process them.

Ms. Fry reviewed “Funding, Goals & Projections” showing total funding of \$5,504,033. Food pantry donations and usage both have decreased recently. A new program this time was the ICAA IDCM (Iowa Disaster Case Management) for June 24<sup>th</sup> severe weather in Monroe County. There was a housing complex with low-income clients who will need assistance due to sewage backup into their apartments. Strategic plan on target but are now down three low income board members (Clarke/Lucas/Monroe). She has a possibility from Monroe County to run for election as all these positions must be through election at local outreach offices and HS/EHS centers.

The board reviewed and discussed the calendar with meetings set for 2021-22 for months of July, September, October, January, March, April and June. Denny Amoss made a motion, seconded by Dave Dotts, to approve the board calendar. Motion carried unanimously. A motion to approve the Executive Director’s report was made by Denny Amoss, seconded by Dave Dotts. Motion carried unanimously.

Lori Ferris, HS/EHS director, gave HS/EHS report on enrollment and CACFP. She reviewed the school readiness on students with the board as well as the proposed budget for the continuation grant. Motion to approve HE/EHS continuation grant application was made by Jerry Durian, seconded by Denny Amoss. Motion carried unanimously.

Ms. Ferris asked the board for permission to submit the building improvement grant app as presented for the Osceola location in the amount of \$30,000 with half of it reimbursed. A motion was made by Denny Amoss, seconded by Chet Redman, to submit the Osceola Chamber Main Street building improvement grant. Motion carried unanimously.

Ms. Ferris asked permission to use the funds left at the end of the year and sale of Lovilia building towards permanent structure in Osceola. After discussion, a motion was made by Dave Dotts, seconded by Chet Redman,

to set the selling price of the Lovilia property at \$70,000. Motion carried unanimously. Ms. Ferris reviewed the MOU with CHCSI and asked for approval. A motion was made by Denny Amoss, seconded by Diane Olsen-Schroeder, to approve the CHCSI MOU.

Ms. Ferris reviewed the options for the new mission statement for HS/EHS. After discussion, the board chairman asked for a roll call vote for either Option 1 or 2. April Bundridge, Bob Bell, Chet Redman, Cathy Reece, Denny Amoss, Jerry Durian, Dave Dotts and Diane Olsen-Schroeder all ayes for Option 2 with non for Option 1. Option 2 was approved unanimously by the board. The board reviewed with Ms. Ferris the 2020-21 self-assessment. A motion was made by Denny Amoss, seconded by Dave Dotts, to approve the self-assessment as presented. Motion carried unanimously.

Ms. Ferris report on COVID-19 with home visits resuming in June and centers back to normal. Ms. Ferris reported on the personnel changes within HS/EHS. A motion was made by Diane Olsen-Schroeder, seconded by Denny Amoss, to approve the personnel changes as presented. Motion carried unanimously. Ms. Ferris reviewed the job descriptions (data entry, employment and professional development coordinator, ERSEA specialist and account coordinator) which had been sent out to board. A motion was made by Dave Dotts, seconded by Jerry Durian, to approve the job descriptions as presented.

Ms. Ferris requested board permission to offer part time staff PTO based on years of service. A motion was made by Jerry Durian, seconded by Diane Olsen-Schroeder, to approve the PTO for part time HS/EHS as presented, Motion carried unanimously. Ms. Ferris asked approval of the policies/procedures which had been sent out to the board. A motion was made by Denny Amoss, seconded by Chet Redman, to approve the polies/procedures as presented. Motion carried unanimously.

Larry Johnson went over the financial reports with the board which audit committee recommended approval of. A motion was made by Dave Dotts, seconded by Denny Amoss, to approve the financial reports. Motion carried unanimously.

Committee Reports – None met.

Project Director Reports – Ms. Fry reported that FaDSS caseload to 41 with same amount of funding and the PAT PIP participation.

New Business – Bob Bell reported he had only received 5 back from members of the executive director’s evaluation that had been sent out. His analysis of the ones he received was a score of 97. He requested that it be sent out again to members for return before next meeting. The evaluation results will be presented at the next meeting in July.

Chairman Bob Bell appointed Cathy Reece, Denny Amoss and April Bundridge to the nominating committee who will present a slate of officers for election at the July meeting.

There being no further business to bring before the board, a motion was made by Denny Amoss, seconded by Dave Dotts, that meeting adjourn. Motion carried unanimously. Next meeting will be July 28<sup>th</sup>, 2021. 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

