

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**July 28, 2021**  
**7:00 P.M.**  
**Chariton, Iowa**

The meeting of the SCICAP Board of Directors was called to order by Bob Bell, Chairman of the Board, on July 28, 2021, with reading of the mission statement and roll call. Attendance was possible through ZOOM, Leon outreach office or central office Chariton Vredenburg building. Board members in attendance: Clarke County – Austin Taylor; Decatur County – Bob Bell, Gwen Morris; Lucas County – Cathy Reece, Maxine Willadson; 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 June meeting. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. She gave a COVID-19 update with most agency services back to normal routines with safety measures in place. FaDSS will be receiving some pandemic funds to utilize. Ms. Fry reviewed “Funding, Goals & Projections” with total agency funding of \$5,537,095. IIAGP has been activated for Lucas and Monroe for two events each. Strategic plan on target with exception of replacement of three low-income board members (Clarke/Lucas/Monroe). The potential Monroe County person for board member is not low income.

The 990-tax form was reviewed with the board. Ms. Fry reported were a couple of minor changes such as wrong suite number for the agency since moved upstairs. It will be submitted for filing after seven days if there are no questions/objections. Denny Amoss made a motion, seconded by Gwen Morris, to approve the 990-tax form. Motion carried unanimously. A motion to approve the Executive Director’s report was made by Cathy Reece, seconded by Diane Olson Schroeder. Motion carried unanimously.

Lori Ferris, HS/EHS director, gave HS/EHS report on enrollment and CACFP. There are 32 children in Early Head Start and 145 currently in Head Start for the fall. The board watched the recruitment video and discussed. SCICAP HS is celebrating 55 years in 2021. She reported that there have been 3 resignations since her report with the new hires reviewed. A motion to approve the personnel changes was made by Denny Amoss, seconded by Gwen Morris. Motion carried unanimously.

Ms. Ferris requested board permission again to offer part time staff PTO based on years of service with the addition of 1 year level since presented last month. A motion was made by Cathy Reece, seconded by Jerry Durian, to approve the PTO for part time HS/EHS as presented, Motion carried unanimously. Ms. Ferris reviewed the updated Parent Family Community Engagement Plan (PFCE). A motion was made by Denny Amoss, seconded by Diane Olson Schroeder, to approve the PFCE as presented. Motion carried unanimously. The board discussed the situation at Osceola and the landlord. Ms. Ferris stated executive director has been a tremendous leader for the agency and their programs.

Larry Johnson went over the financial reports with the board in detail. The audit committee didn’t meet as he’s out of state. His last day with SCICAP/MATURA will be August 13<sup>th</sup>. Dan Miller will be assisting until the position is filled. A motion was made by Denny Amoss, seconded by Gwen Morris, 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 that Shea Chidester from PAT has accepted position back with Head Start so PAT will be looking to fill her position. FaDSS staff are back doing home visits. She reported that Amanda who was recently hired for the weatherization program will be returning to her former job so that position will also need to be filled.

New Business – Chairman Bob Bell reported to the board the executive director scored 99% on the evaluation analysis. Motion was made by Jerry Durian, seconded by Austin Taylor, to approve the executive director evaluation. Motion carried unanimously. A salary adjustment was tabled for now. The board discussed the CFO position to be filled. A motion was made by Jerry Durian, seconded by Denny Amoss, that a full time CFO for SCICAP be hired instead of sharing with MATURA. Motion carried unanimously.

Chairman Bob Bell asked the nominating committee to give their report. Denny Amoss made a motion after presenting that the current slate of officers that they be retained in office, seconded by Max Willadson. Motion carried unanimously.

There being no further business to bring before the board, a motion was made by David Dotts, seconded by Cathy Reece, that meeting adjourn. Motion carried unanimously. Next meeting will be September 29<sup>th</sup>. Copies of all reports are attached as part of these minutes.

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Jamie Swearingin, Acting Board Secretary

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Sue McCleary, July Board Secretary

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Bob Bell, Board Chairman