

M I N U T E S
SCICAP BOARD OF DIRECTORS MEETING
January 26, 2022
7:00 P.M.
Chariton, Iowa

The meeting of the SCICAP Board of Directors was called to order at 7:00 pm by Bob bell Chairman, at the Chariton Vredenburg building on January 26, 2022, with reading of the mission statement and introductions. Board members present were: Clarke County – Austin Taylor(zoom), April Bundridge (zoom); Decatur County – Gwen Morris (zoom), Bob Bell(zoom); Lucas County – Cathy Reece; Monroe County – Denny Amoss (zoom), Jerry Durian; and Wayne County – David Dotts, Sally Jackson. Staff members present were Lori Ferris (zoom), Erin Hall(zoom), Brenda Fry, Dan Miller, Peggy Rash and Jamie Swearingin.

An addition to the agenda to add WX- Designation of Additional signatories. A motion was made by Jerry Durian and seconded by David Dotts. Motion carried unanimously.

A motion was made by Denny Amos, seconded by Gwen Morris, to approve the minutes of the October and December meetings. Motion carried unanimously.

A training presentation on the Parents as Teachers program was given by the coordinator Erin Hall.

Dan Miller/Peggy Rash went over the financial reports with the board in detail. The audit committee met prior to the meeting. He asked the board if there were any conflicts of interest before voting, a motion was made by David Dotts, seconded by Austin Taylor, to approve the financial reports. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. She gave a COVID-19 update with some agency services running at normal routines with safety measures in place but are taking into considerations the current numbers. Head Start COVID policy is in place but on hold until more guidance is offered. Ms. Fry reviewed “Funding, Goals & Projections” with total agency funding of \$5,442,259.85. Strategic plan is on target with exception of replacement of two low-income board members (Lucas/Monroe) and a vacant seat in Decatur County Private Sector. The Meriwether audit was presented to the board and discussion was had. A motion was made by Jerry Durian, seconded by Cathy Reece, to accept the Executive Director’s report. Motion carried unanimously.

Lori Ferris, HS/EHS director, gave HS/EHS report on enrollment and CACFP. There are 31 children in Early Head Start and 179 currently in Head Start for the fall. She reported that there have been 3 resignations with the 4 new hires and 1 transfer. A motion to approve the personnel changes was made by Denny Amoss, seconded by Cathy Reece. Motion carried unanimously. Ms. Ferris requested approval for the following Job Description Human Resource Coordinator. A motion to approve job descriptions was made by Jerry Durian, seconded by Gwen Morris. Motion carried unanimously. Ms. Ferris presented the following polices for approval: 2021 SCICAP Covid 19 Vaccination and masking policy, 2022 Head Start Staff Retention Pay, Access and Visitation/supervision policy, arrival & pick up policy, child accountability lost or abducted inclement weather policy, Mandatory reporting abuse neglect, mitigation plans for Osceola and Corydon. David Dotts made a motion to approve all polices, Gwen Morris seconded. Motion carried unanimously. Ms. Ferris presented to the board that the Albia Center Director is submitting two grants: Farm Bureau for \$250 for raised garden beds and \$2000 from the Monroe County Foundational grant for a playground shed. A motion to approve the submission of the grants was made by Denny Amoss, seconded by Jerry Durian. Motion carried unanimously.

Committee Reports – None had met no report to give.

Project Director Reports – Ms. Fry reported that currently PAT has 35 families enrolled, they are working on recruiting. FaDSS staff are doing a hybrid of Virtual and home visits and currently have 32 families. Weatherization is in process of hiring a full time Energy Auditor/Inspector and a part time Coordinator. They have closed 8 homes year to date. Liheap started October 1st for the elderly and disabled and they have processed 1454 applications.

New Business – Ms. Fry presented the Sexual Abuse and Molestation Prevention Policy to the board and discussion was had. Jerry Durian made motion to approve the Sexual Abuse and Molestation Prevention Policy and Cathy Reece seconded. Motion passed unanimously.

Ms. Fry presented that a Head Start savings account be open at the Great Western Bank for Head Start funds and signers will remain the same as other accounts. Jerry Durian made motion to open a savings account at Great Western Bank and Austin Taylor seconded. Motion passed unanimously.

Appointment of EEO Officer – Ms. Fry suggested Haley Reece. Jerry Durian made the motion to appoint Haley Reece as the new EEO Officer and Sally Jackson seconded. Cathy Reece abstained from the vote. Motion passed unanimously.

It was presented to the board to add Peggy Rash to all the SCICAP Great Western Bank accounts as an authorized signer with access to online banking. Cathy Reece made the motion to add Peggy Rash to all the SCICAP Great Western Bank accounts as an authorized signer with access to online banking and Gwen Morris seconded. Motion passed unanimously.

Ms. Fry presented the FaDSS FY22-25 RFP and budget to the board. Gwen Morris made motion to approve the submission of the FaDSS RFP FY22-25 and Denny Amoss seconded. Motion passed unanimously.

It was presented for the WX – Designation of Additional Signatories to be approved for the chairperson to designate the Executive Director to execute amendments. David Dotts made motion and seconded by Jerry Durian. Motion passed unanimously.

There being no further business to bring before the board, a motion was made by Gwen Morris, seconded by Denny Amoss, that meeting adjourn. Motion carried unanimously. Copies of all reports are attached as part of these minutes.

Jamie Swearingin, Acting Secretary

Bob Bell, Board Chairman