

M I N U T E S
SCICAP BOARD OF DIRECTORS MEETING
October 27, 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 October 27, 2021, with reading of the mission statement and roll call. Attendance was possible through ZOOM, or at central office Chariton Vredenburg building. Board members in attendance: Clarke County – Austin Taylor(zoom), Robin Black(phone), April Bundridge(phone); Decatur County – Bob Bell, Gwen Morris(zoom); Lucas County – Maxine Willadson, Cathy Reece; Monroe County – Denny Amoss(zoom), Jerry Durian; and Wayne County – Diane Olson Schroeder(zoom), Sally Jackson and David Dotts. Staff members participating were Brenda Fry, Dan Miller (zoom), Lori Ferris(zoom), and Jamie Swearingin(zoom).

A motion was made by Jerry Durian, seconded by Max Willadson, to approve the minutes of the September meeting. Motion carried unanimously.

Dan Miller 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, Cathy Reese abstained from voting, a motion was made by David Dotts, seconded by Gwen Morris, to approve the financial reports. Motion carried unanimously with the abstain of Cathy Reese.

Dan Miller presented the annual agency budget. A motion was made by David Dotts, seconded by Jerry Durian, to approve the annual agency budget. Motion carried unanimously.

The Chairman called on Ms. Fry for her report. She gave a COVID-19 update with some agency services back to normal routines with safety measures in place. They are still waiting to hear from Head Start for guidance for the vaccine mandate. CSBG year end and NPI reports were shared. Ms. Fry reviewed “Funding, Goals & Projections” with total agency funding of \$5,738,960. Strategic plan on target with exception of replacement of two low-income board members (Lucas/Monroe) and a vacant seat in Decatur County Private Sector. The Clarke county low income board seat is now filled by Robin Black. She reviewed with board and asked approval of CSBG year end, agency resources, and FY21 NPI’. A motion to approve the CSBG and supplemental reports was made by Jerry Durian, seconded by Denny Amoss. Motion carried unanimously. She reviewed with the board the CSBG FY22 targets. A motion was made by Jerry Durian and seconded by David Dotts. Motion passed unanimously. A motion was made by David Dotts, seconded by Austin Taylor, 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 32 children in Early Head Start and 179 currently in Head Start for the fall. Ms. Ferris asked the board if they would commit to invest \$50,000 for the purchase of land and associated utility hook up costs for the Osceola property. David Dotts made a motion to move forward with the commitment supporting the potential purchasing property/construction site in Osceola, seconded by Jerry Durian. Motion passed unanimously. Austin Taylor abstained from the vote. She reported that there has been 1 resignation with the 7 new hires. A motion to approve the personnel changes was made by Jerry Durian, seconded by Max Willadson Motion carried unanimously. Ms. Ferris requested approval for the following Job Descriptions Health Assistant, Health and Nutrition Assistant, and Behavior

Specialist/Mental Health Coordinator. A motion to approve job descriptions was made by Jerry Durian , seconded by Max Willadson. Motion carried unanimously.

Ms. Ferris requested board approval for the following policies – Sex offender Procedure, Sex Offender Notification Letter, Professional Development Training, and add “No hats worn by staff inside offices, classrooms, or collaborations’ to Dress Code Policy. A motion was made by Denny Amos and, seconded by Jerry Durian, to approve all other policies as presented. Motion carried unanimously.

Committee Reports – None

A training presentation on the Disaster IIAGP program was given by the coordinator Jamie Swearingin.

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 37 families. Weatherization is advertising for a full time Energy auditor. They have closed 6 homes year to date. Liheap started October 1st for the elderly and disabled.

New Business –Ms. Fry presented the CSBG budget amendment. A motion was made by David Dotts, seconded by Jerry Durian, to accept the CSBG budget amendment. Motion carried unanimously.

The Annual agency budget was presented by Dan Miller. A motion to approve the annual agency budget was made by Max Willadson, seconded by Gwen Morris. Motion passed unanimously.

It was presented to increase the Head Start Credit card limit for CACFP. A motion was made to raise the credit card limit by Jerry Durian, seconded by David Dotts. Motion passes unanimously. Cathy Reece abstained from the vote.

Ms. Fry presented that a new policy will need to be added to our SCICAP handbook for our Philadelphia Indemnity Insurance Company policy, the board approved a draft of the new agency policy to be submitted to Philadelphia and the final policy will be presented at the January 2022 meeting for approval. A motion was made by David Dotts, seconded by Gwen Morris. Motion passed unanimously.

There being no further business to bring before the board, a motion was made by Jerry Durian, seconded by David Dotts, that the meeting adjourn. Motion carried unanimously. Next meeting will be January 26, 2022. Copies of all reports are attached as part of these minutes.

Jamie Swearingin, Board Secretary

Bob Bell, Board Chairman