

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**September 29, 2021**  
**7:00 P.M.**  
**Chariton, Iowa**

The meeting of the SCICAP Board of Directors was called to order by Gwen Morris, Acting Chairman of the Board, on September 29, 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, April Bundridge(phone); Decatur County – Gwen Morris(online); Lucas County – Maxine Willadson; Monroe County – Denny Amoss, Jerry Durian; and Wayne County – Diane Olson Schroeder(online), Sally Jackson and David Dotts. Staff members participating were Brenda Fry, Dan Miller (zoom), Lori Ferris(zoom), and Jamie Swearingin.

A motion was made by Denny Amoss, seconded by David Dotts, to approve the minutes of the July meeting. Motion carried unanimously.

Dan Miller went over the financial reports with the board in detail. The audit committee met prior to the meeting. We will have carry over of funds for Head Start this year, additional funds are due to COVID. Dan suggested to the board to consider supporting HS construction project in Osceola with SCICAP investment in the land. He asked the board if there were any conflicts of interest before voting, being none a motion was made by Denny Amoss, seconded by David Dotts, 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 back to normal routines with safety measures in place. The mask mandate has also been reinstated. Head Start has announced that all Head Start Employees must be vaccinated by January of 2022 per the OHS. Ms. Fry reviewed “Funding, Goals & Projections” with total agency funding of \$5,738,960. Strategic plan on target with exception of replacement of three low-income board members (Clarke/Lucas/Monroe). The Clarke county low income board spot is now up for voting at the centers. The summary of the risk assessment indicated four action steps; Provide training at each board meeting by 10/27/2021, Review agency board self-assessment 6/31/2022, Review employee orientation format by 4/30/2022, Create a driver’s handbook for all who drive on behalf of SCICAP by 6/30/2022. A motion was made by Jerry Durian, seconded by Jerry Amoss, to approve the risk assessment. Motion carried 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. Chariton Center is closed right now due to many positive cases of COVID hope to open back up next week. Proposed to the board for discussion about a construction project in Clarke county using carry over money and proceeds from the sale of the Lovilla property which will plan to close on 10/13/2021. Lori asked for support from the board to consider purchasing the land that the new center will be constructed on. David Dotts made a motion to move forward with the potential of 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 5 new hires. A motion to approve the personnel changes was made by Jerry Durian, seconded by Max Willdason Motion carried unanimously.

Ms. Ferris discussed that HS will be offering a wage adjustment for all staff soon. A vaccine/staff appreciation incentive is being considered for all staff in January to help support retention. Ms. Ferris asked the boards

thoughts on only bringing policies that have changes to the board, not all policies. Board was in agreement. Ms. Ferris requested board approval for the following policies – Dress Code with the change of no jeans with frays or holes that show or don't show skin will be worn during paid time as they aren't work appropriate. Max Willdason made the motion and Jerry Durian seconded. Motion passed unanimously. Mandatory Reporting, New Staff Orientation, Phone Use, Professional Development Training and Teacher Assistant Education Policy were reviewed. 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 met.

Project Director Reports – Ms. Fry reported that currently PAT has 31 families enrolled, they are working on recruiting now that the new Parent Educator Kim Gumphrey has been hired for Lucas and Monroe counties. 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 4 houses since the last meeting. Liheap will be starting October 1<sup>st</sup> for the elderly and disabled.

New Business –Ms. Fry presented the contract for Dan Miller for Fiscal Director through December 31, 2021. A motion was made by Denny Amos, seconded by David Dotts, to accept the contract for fiscal services. Motion carried unanimously.

Ms. Fry made her recommendation to appoint Jamie Swearingin as the new board secretary. A motion was made by David Dotts, seconded by Jerry Durian, to appoint Jamie as the new board secretary. Motion carried unanimously.

There being no further business to bring before the board, a motion was made by David Dotts, seconded by Jerry Durian, that meeting adjourn. Motion carried unanimously. Next meeting will be October 27th. Copies of all reports are attached as part of these minutes.

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Jamie Swearingin, Board Secretary

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Gwen Morris, Acting Board Chairman