

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
September 28, 2022
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 September 28, 2022, 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), April Bundridge(zoom); Decatur County – Bob Bell, Gwen Morris(online); Lucas County – Cathy Reece; Monroe County – Denny Amoss; and Wayne County – Sally Jackson and David Dotts. Staff members participating were Brenda Fry, Brenda McKnight, Peggy Rash, Lori Ferris(zoom), and Jamie Swearingin.

An addition to the agenda to add Bank Depositories under new business. A motion was made by Denny Amoss, seconded by John Dunsdon. Motion carried unanimously.

A motion was made by John Dunsdon, seconded by Denny Amos, to approve the minutes of the July meeting. Motion carried unanimously.

Training was provided by Brenda McKnight with the Weatherization Department.

The Chairman called on Ms. Fry for her report. Ms. Fry reviewed and gave updates on the “Funding, Goals & Projections”. Strategic plan is on target with exception of replacement of two low-income board members (Lucas/Monroe). Online Liheap applications were at 127 and it’s a little lower than what our goal was. Food Pantry numbers are way up and keeping busy across all counties, serving 426 households. We helped 46.47% of families with employment through FaDSS. Ms. Fry presented a CSBG Supplemental Budget amendment to the board for approval. A motion to approve the CSBG Supplemental Budget Amendment was made by David Dotts, seconded by Denny Amoss. Motion carried unanimously. Ms. Fry presented the CSBG FY22 Agency Self-Assessment. A motion to approve the CSBG FY22 Agency Self-Assessment was made by John Dunsdon, seconded by Denny Amos. Motion carried unanimously. The 990 Tax Form was presented to the executive committee by email for a vote and then presented to the board for final approval. A motion to approve the 990 tax form was made by Cathy Reece and seconded by Denny Amos. Motion passed unanimously. A motion to approve the Executive Director’s report was made by David Dotts, seconded by John Dunsdon. 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 180 currently enrolled in Head Start. Ms. Ferris shared that Osceola would have an Open house at Osceola and everyone is invited to attend. Ms. Ferris reported that there have been 5 resignations with the 5 new hires and 4 transfers. A motion to approve the personnel changes was made by Denny Amos, seconded by David Dotts. Motion carried unanimously. Ms. Ferris requested approval for the following Job Description: Account Coordinator/Professional Development Coordinator. A motion to approve job descriptions was made by John Dunsdon, seconded by David Dotts. Motion carried unanimously. Ms. Ferris presented the following polices for approval: 2022 Staff Retention Plan, Lead and Air Quality, TA ED requirements, Tobacco – Nicotine Free and Volunteer Policy. Denny Amos made a motion to approve all polices, David Dotts seconded. Motion carried unanimously.

Peggy Rash went over the financial reports with the board in detail. The audit committee met prior to the meeting. She asked the board if there were any conflicts of interest before voting, being none a motion was

made by John Dunsdon, seconded by Denny Amos, to approve the financial reports. Motion carried unanimously.

Committee Reports – Executive Committee met to approve the 990 Tax Form. Nominating Committee met and made recommendations to the board for the Election of officers. Recommendations as follows: Cathy Reece for Board Chair, April Bundridge 1st Chair, Gwen Morris 2nd Chair, John Dunsdon Treasurer and Jamie Swearingin Board Secretary.

The motion was made by Denny Amos to elect Cathy Reece for Board Chair, and John Dunsdon Treasurer and to add them to the bank depositories. April Bundridge 1st Chair, Gwen Morris 2nd Chair, and Jamie Swearingin Board Secretary will all remain and was seconded by David Dotts. Motion passed unanimously.

Appointment of EEOO Officer – Ms. Fry suggested Layne Louge. Cathy Reece made the motion to appoint Layne Louge as the new EEOO Officer and David Dotts seconded. Motion passed unanimously.

Project Director Reports – Ms. Fry reported that we asked for more funding in WX. PAT has 61 families enrolled; they are working on recruiting. The NEST program is serving 83 families. Food Pantries are keeping busy across the counties. FaDSS staff are currently serving 41 families. Liheap has been providing assistance serving crisis funds and Liheap season will Start Oct. 1. Liheap also is doing an additional supplemental payment to families due to extra funding.

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

Jamie Swearingin, Board Secretary

Bob Bell, Board Chairman