

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**October 26, 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 October 26, 2022, with reading of the mission statement and roll call. Attendance was possible through ZOOM, or at Chariton Vredenburg building. Board members in attendance: Clarke County – Austin Taylor(zoom); Decatur County – Bob Bell, John Dunsdon Gwen Morris(zoom); Lucas County – Cathy Reece, Max Willadson; Monroe County – Denny Amoss(zoom), Jerry Durian; and Wayne County – Sally Jackson and David Dotts. Staff members participating were Brenda Fry, Brenda McKnight, Dan Miller, Lori Ferris(zoom), and Jamie Swearingin.

An addition to the agenda to add the extension of contract for Dan Miller and Fall Davis County Community Foundation Grant for NEST. A motion was made by Max Willadson, seconded by John Dunsdon. Motion carried unanimously.

A motion was made by John Dunsdon with revisions to approve the minutes of the September meeting, seconded by Jerry Durian. Motion carried unanimously.

Training was provided by Brenda Fry on ROMA.

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 will start again on November 1. Food Pantry numbers are up across all counties, serving 418 households year to date. Ms. Fry presented the CSBG FY22 Year-End, Agency Resources, and NPI Reports. A motion to approve was made by John Dunsdon, seconded by David Dotts. Motion carried unanimously. Ms. Fry presented CSBG FY23 Initial Targets. A motion to approve was made by John Dunsdon and seconded by David Dotts. Motion passed unanimously. A motion to approve the Executive Director’s report was made by John Dunsdon, seconded by David Dotts. Motion carried unanimously.

Lori Ferris, HS/EHS Director of Operations, 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 reported that there have been 3 resignations with the 2 new hires and 1 transfer. A motion to approve the personnel changes was made by Max Willadson, seconded by Sally Jackson. Motion passed unanimously. Ms. Ferris presented the following polices for approval: Reporting Child health and Safety Incidents, Access Visitation Supervision Policy, Allegations of Child Maltreatment, Child Accountability Lost or Abducted Policy, Child Accountability Procedure, Child Record Keeping, Childcare Cleaning and Toy Washing, Emergency Policies, Field Trip Policy, Inclement Weather, and Rest time procedure. John Dunsdon made a motion to approve all polices with revisions, Gwen Morris seconded. Motion carried unanimously. Ms. Ferris requested approval for the following Job Description: Director of HS/EHS Programming. A motion was made to approve the job description by John Dunsdon, seconded by Gwen Morris.

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, being none a motion was made by David Dotts, seconded by John Dunsdon, to approve the financial reports. Motion carried unanimously.

Committee Reports – None

Project Director Reports – PAT has 65 families enrolled; they are working on recruiting. The NEST program is serving 80 families. Food Pantries are keeping busy. FaDSS staff are currently serving 42 families. The regular Liheap season will be starting Nov. 1.

Ms. Fry presented the FY22 CSBG Budget Amendment for board approval. A motion was made by John Dunsdon and seconded by David Dotts . Motion carried unanimously.

Dan Miller presented the Annual Agency Budget for FY23. A motion was made by John Dunsdon and seconded by Cathy Reece . Motion carried unanimously.

Ms. Fry made a recommendation to Extend the contract, with a salary increase for Dan Miller. A motion was made by Cathy Reece and seconded by Jerry Durian. Motion carried unanimously.

Ms. Fry presented a grant written by NEST for Fall Davis County Community Foundation Grant for board approval. A motion was made by Max Willadson and seconded by Sally Jackson. Motion carried unanimously.

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

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Jamie Swearingin, Board Secretary

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Bob Bell, Board Chairman