

**MISSION STATEMENT**

**SCICAP empowers individuals and families with services to become self-sufficient and contribute positively to their communities.**

**A G E N D A**

South Central Iowa Community Action Program

GOVERNING BOARD MEETING

April 26, 2023

7:00 P.M.

Chariton, Iowa

<https://us02web.zoom.us/j/85966617133?pwd=bDkvYWlPRUM3VE90dTNZNGEwWHVsdz09>

Call to Order and Introductions	Cathy Reece, Chairperson, SCICAP Board of Directors	
Minutes of Previous Meeting (p. 3-4)	Jamie Swearingin, Board Secretary	Action
Training – CACFP and ERSEA	Jennifer Mitchell	
Executive Director’s Report (p. 5)	Brenda Fry	Action
1. Funding, Goals and Projections/Strategic Plan		
2. Update on Risk Assessment		
3. CSBG FY 23 6 month NPI’s and Final Targets (p. 6-7)		Action
4. Executive Director Evaluation		
HS/EHS Director of Operations Report (p. 8-11)	Jennifer Mitchell	
1. Enrollment/CACFP Update		
2. Personnel –		Action
3. Policy/Procedures- None		
4. Job Descriptions – Quality Assurance Specialist		Action
Financial Report (p. 12-24)	Audit Committee & Janell Staats	Action
Committee Reports	P & E Committee met via email to plan CSBG	
Project Director’s Reports (p. 25-31)		
1. Erin Brooks – PAT/NEST	5. Disaster/ROMA Update – Lori Reed	
2. Jamie Swearingin – FaDSS		
3. Brenda McKnight – Weatherization		
4. Marcy Lane - LiHEAP		
New Business	Brenda Fry	
1. Board Evaluation Results		Action
2. Executive Summary Updated (p. 32 – 36)		Action
3. FY24 CSBG Action Plan/Application/Planned NPI’s (p.37)		Action
4. Salary Increases		Action
Adjourn		

Next Meeting Dates: June 28<sup>th</sup>, Sept 27<sup>th</sup>, Oct 25<sup>th</sup>

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**April 26, 2023**  
**7:00 P.M.**  
**Chariton, Iowa**

The meeting of the SCICAP Board of Directors was called to order by Cathy Reece, Chairperson of the Board, on April 26, 2023, 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 – Randy Dunbar, Robin Black(zoom); Decatur County – John Dunsdon(zoom), Steve Fulkerson; Lucas County – Cathy Reece, Max Willadson; Monroe County – Jerry Durian, Sonny Schroeder; and Wayne County – Lance Lange, Sally Jackson, and Diane Olson-Schroder(zoom). Staff members participating were Brenda Fry, Janell Staats, Jennifer Mitchell, and Jamie Swearingin.

An addition to the agenda to add under new business CSBG Budget Amendment FY23 and add under HS/EHS approval to apply for the KFC Pre-School and childcare mini grant. A motion was made by Jerry Durian, seconded by Lance Lange. Motion carried unanimously.

A motion was made by Lance Lange to approve the minutes of the March meeting, seconded by John Dunsdon. Motion carried unanimously.

Training on CACFP and ERSEA was presented by Jennifer Mitchell.

The Chairman called on Ms. Fry for her report. Ms. Fry reviewed and gave updates on the “Funding, Goals & Projections”. The Strategic plan is on target with the exception of replacement of two low-income board members (Lucas/Monroe) and a Clarke County private sector seat. Online Liheap applications are 144 year to date. Food Pantry numbers are up across all counties, serving 317 households year to date. Garden Vouchers will be starting soon in all counties. Ms. Fry reviewed the CSBG FY23 6 month NPI’s and final targets. A motion to approve was made by John Dunsdon, seconded by Jerry Durian. Motion carried unanimously. Ms. Fry explained about the Executive Director evaluation that would be mailed to each board member. A motion to approve the Executive Director’s report was made by Lance Lange, seconded by Sonny Schroeder. Motion carried unanimously.

Jennifer Mitchell, HS/EHS Director of Operations reported on enrollment, attendance and CACFP. There are 32 children in Early Head Start and 179 currently enrolled in Head Start. Ms. Mitchell reported that there have been 3 resignations with 0 new hires and 0 transfers. Jerry Durian made a motion to approve and seconded by Sally Jackson. Motion passed unanimously. Ms. Mitchell presented no policies this month. Ms. Mitchell asked for approval of a job description for Quality Assurance Specialist. Lance Lange made a motion to approve and seconded by John Dunsdon. Motion passed unanimously. Ms. Mitchell asked for approval to write for the KFC Pre-School and Childcare mini grant. A motion was made by Max Willadson, seconded by John Dunsdon. Motion carried unanimously.

Janell Staats 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 Sonny Schroeder, seconded by Steve Fulkerson, to approve the financial reports. Motion carried unanimously.

Committee Reports – P & E Committee met via email to plan CSBG.

Project Director Reports – PAT has 47 families enrolled; they are working on recruiting. FaDSS staff are currently serving 43 families. The regular Liheap season is coming to a close at the end of April and staff have taken 1652 applications. Shared the dates and times for the Outreach Center’s Open house’s. WX will be closing a house this month and a new WX inspector started April 12, 2023.

Ms. Fry went over the Board Evaluation Results in detail with the board guidance was given on how often the executive committee meets and how often. A motion to approve was made by John Dunsdon and seconded by Jerry Durian. Motion carried unanimously.


Ms. Fry reviewed the Executive Summary in detail, which was sent out to the board. A motion to approve was made by Lance Lange and seconded by Steve Fulkerson. Motion carried unanimously.

Ms. Fry reviewed the CSBG FY24 application which had been sent out to the board. A motion to approve was made by Max Willadson, seconded by Jerry Durian, to approve the CSBG application as presented. Motion carried unanimously.

Ms. Fry recommended 3% salary increases for staff dependent on program availability of funds. This will not include HS/EHS as they just received the COLA increase or the executive director. A motion was made by John Dunsdon, seconded by Sally Jackson, to approve salary increases as presented effective with next payroll. Motion carried unanimously.

Ms. Fry presented a CSBG Budget amendment for FY23. A motion was made by Lance Lange to approve and seconded by John Dunsdon. Motion carried unanimously.

There being no further business to bring before the board, a motion was made by Jerry Durian, seconded by John Dunsdon, 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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Cathy Reece, Board Chairperson