

MISSION STATEMENT

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

AGENDA

South Central Iowa Community Action Program

GOVERNING BOARD MEETING

January 25, 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	Jamie Swearingin, Board Secretary	Action
Training – Website and Board Portal	Jamie Swearingin	
Executive Director’s Report	Brenda Fry	Action
1. Funding, Goals and Projections/Strategic Plan		
2. Update on Risk Assessment		
3. Meriwether Audit		
HS/EHS Director of Operations Report	Lori Ferris	
1. Enrollment/CACFP Update		
2. Updated Community Needs Assessment		Action
3. Personnel		Action
4. Policy/Procedures- 6 See directors report		Action
5. Job Descriptions – 2 See directors report		Action
Financial Report	Audit Committee & Janell Staats	Action
Committee Reports		
Project Director’s Reports		
1. Erin Brooks – PAT/NEST		
2. Jamie Swearingin – FaDSS		
3. Brenda McKnight – Weatherization		
4. Marcy Lane - LiHEAP		
5. Disaster/ROMA Update – Lori Reed		
New Business	Brenda Fry	
1. Update Code of Conduct Policy		Action
2. Close Hometown Care Bank account		Action
3. Approval to Solicit bids for agency audit		Action
4. Approve Corporate Resolution on Principle Check not received		Action
5. Review Principle Shares Investment		Action
6. Approval for Designation of Additional Signatories Forms		Action
7. Approval of making June Annual Meeting for 2023		Action
8. Committee Assignments – Cathy Reece		
Adjourn		

Next Meeting Dates: March 29th, April 26th, June 28th, July 26th, Sept 27th, Oct 25th

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
January 25, 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 January 25, 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(zoom); Decatur County – John Dunsdon, Gwen Morris(zoom); Lucas County – Cathy Reece; Monroe County – Jerry Durian, and Sonny Schroeder; and Wayne County – Sally Jackson, Lance Lange and Diane Olson-Schroder(zoom). Staff members participating were Brenda Fry, Janell Staats, Dan Miller, Lori Ferris, Jennifer Mitchell, and Jamie Swearingin.

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

Training was provided by Jamie Swearingin on the SCICAP website.

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 exception of replacement of two low-income board members (Lucas/Monroe). Online Liheap applications are at 113 year to date. The LIHWAP Water program has served 41 unduplicated households. Food Pantry numbers are up across all counties, serving 236 households year to date. Ms.Fry gave an update on the Meriwether Audit. A motion to approve the Executive Director’s report was made by Lance Lange, seconded by Jerry Durian. Motion carried unanimously.

Lori Ferris outgoing, HS/EHS Director of Operations, and Jennifer Mitchell, incoming HS/EHS Director of Operations gave HS/EHS report on enrollment, attendance and CACFP. There are 32 children in Early Head Start and 180 currently enrolled in Head Start. Ms. Ferris presented the Updated Community Needs Assessment. A motion was made by Lance Lange to approve the Updated Community Needs Assessment and seconded by Sally Jackson. Motion passed unanimously. Ms. Ferris reported that there has been 1 resignation with 0 new hires and 2 transfers. A motion to approve the personnel changes was made by Jerry Durian, seconded by Lance Lange. Motion passed unanimously. Ms. Ferris presented the following polices for approval: Marketing and Networking Plan, ERSEA Enrollment Policy, ERSEA Recruitment Policy, ERSEA Selection Policy, On-going Reporting to Central Office, and Tobacco Free Environment. John Dunsdon made a motion to approve all polices with revisions, Sally Jackson seconded. Motion carried unanimously. Ms. Ferris requested approval for the following Job Descriptions: Behavior Specialist, and Health and Nutrition Specialist. A motion was made to approve the job descriptions with revisions by John Dunsdon, seconded by Jerry Durian.

Dan Miller and 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 Lance Lange, seconded by Jerry Durian, to approve the financial reports. Motion carried unanimously.

Committee Reports – None

Project Director Reports – PAT has 50 families enrolled; they are working on recruiting. The NEST program is serving 83 families. FaDSS staff are currently serving 42 families. The regular Liheap season is underway and staff have taken 1330 applications.

Ms. Fry presented an update to the Code of Conduct policy. A motion to approve was made by John Dunsdon and seconded by Sally Jackson. Motion carried unanimously.

Ms. Fry recommended that the board close the Hometown Care Bank account and move funds to the general checking account for SCICAP at First Interstate Bank. A motion to approve was made by John Dunsdon and seconded by Lance Lange. Motion carried unanimously.

Ms. Fry asked for board approval to Solicit bids for the agency audit. A motion to solicit bids was made by Jerry Durian and seconded by Sally Jackson. Motion carried unanimously.

Ms. Fry asked for approval for a Corporate Resolution on a Principle check not received. A motion was made by John Dunsdon to approve a Corporate Resolution and seconded by Lance Lange. Motion carried unanimously.

Ms. Fry asked for review of the Principal Shares Investment. A motion was made by John Dunsdon to remove all shares of the Principal Shares to invest into CD's at different banks in varying amounts. Motion died for lack of a second. After discussion John Dunsdon made a motion to sell 75% of Principle Shares and retain 25% invested with Principle and give Brenda, Janell, and Dan permission to invest the money from the sell into in CD's at different banks with varying maturity dates with the highest interest rates possible. Motion was seconded by Jerry Durian. Motion carried unanimously.

Ms. Fry requested approval for the Board Chairperson and herself to sign Designation of Additional Signatories Forms on state contracts. A motion to approve was made by John Dunsdon and seconded by Lance Lange. Motion carried unanimously.

Ms. Fry asked for approval to change the annual meeting to June 2023 and cancel the July 2023 meeting. A motion to approve was made by Jerry Durian and seconded by John Dunsdon. Motion carried unanimously.

Board Chairperson Cathy presented New Committee Assignments to the board.

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

Jamie Swearingin, Board Secretary

Cathy Reece, Board Chairperson