

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

January 31, 2024

7:00 P.M.

Chariton, Iowa

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

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| Call to Order and Introductions | Cathy Reece, Chairperson, SCICAP Board of Directors | |
| Minutes of Previous Meeting | Jamie Swearingin, Board Secretary | Action |
| Training – FaDSS/Diaper Program | Jamie Swearingin | |
| Executive Director’s Report P. 5 | Brenda Fry | Action |
| 1. Introduction of New Board Members | | |
| 2. Funding, Goals and Projections/Strategic Plan - Verbal Update | | |
| 3. Risk Assessment Update – Verbal Update | | |
| 4. Meriwether Audit update – Verbal update | | |
| 5. Policy: Workplace Environment: Break Time for Nursing Mothers | | Action |
| 6. Board Evaluation/Review 2023 Board Training – Verbal Update | | |
| HS/EHS Director Report P. 6-26 | Jennifer Mitchell | |
| 1. Enrollment/CACFP - Verbal Update | | |
| 2. Personnel - Verbal Update | | Action |
| 3. Job Descriptions – ERSEA Specialist, Education Specialist- Mentor | | Action |
| 4. Policy/procedures – 4 Policies | | Action |
| Financial Report P. 27-53 | Audit Committee & Janell Staats | Action |
| Committee Reports | | |
| Project Director’s Reports P. 54-63 | | |
| 1. Erin Brooks – PAT | | |
| 2. Jamie Swearingin – FaDSS/Diaper Program | | |
| 3. Brenda McKnight – Weatherization | | |
| 4. Marcy Lane – LiHEAP/Disaster/Embrace IA | | |
| New Business | | |
| 1. Review of Principle Shares Investment | | Action |
| Adjourn | | |

Next Meeting Date: March 27, 2024

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
January 31, 2024
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 31, 2024, 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, Maribel Torres(zoom); Decatur County – John Dunsdon, Steve Fulkerson; Lucas County – Cathy Reece, Max Willadson; Monroe County – Sonny Schroeder, Mikel Diakite; and Wayne County – Sally Jackson, Lance Lange. Staff members participating were Brenda Fry, Janell Staats, Jennifer Mitchell, and Jamie Swearingin.

An addition to the agenda to add under New Business #2 New Board Member – Eric Murphy. The motion was made by John Dunsdon, seconded by Lance Lange. Motion carried unanimously.

A motion was made by Randy Dunbar to approve the minutes of the October meeting, seconded by Lance Lange. Motion carried unanimously.

Training on FaDSS and the Diaper Program was provided by Jamie Swearingin.

The Chairperson called on Ms. Fry for her report. Ms. Fry reviewed and gave updates on the “Funding, Goals & Projections”. The Strategic plan is on target and will be requesting approval for a new Monroe County Private Sector board member Eric Murphy. Mikel Diakite has been elected by the Monroe Outreach Center and Monroe Head Start Center parents and will fill the vacant low-income position for Monroe County. The replacement of one low-income board member (Lucas) seat is still open. We have taken 133 online Liheap applications year to date. Food Pantry numbers are up across all counties, serving 255 households’ year to date unduplicated. Ms. Fry presented an update on the Meriwether Audit conducted in January. Ms. Fry presented an update to the policy Workplace Environment: Break time for Nursing Mothers to the board for approval. A motion to approve was made by Lance Lange and seconded by John Dunsdon. Motion passed unanimously. Ms. Fry presented the upcoming Board Evaluation that will be sent in February and also gave a review of training offered the past year and what trainings are planned for the upcoming year. A motion to approve the Executive Director’s report was made by John Dunsdon and seconded by Steve Fulkerson. 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 164 currently enrolled in Head Start. She presented that they will be submitting a under enrollment plan to Head Start due to Head Start under enrollment. Presented a verbal update on CACFP. Ms. Mitchell reported that there have been 3 resignations with 6 new hires and 0 transfers. John Dunsdon made a motion to approve and seconded by Steve Fulkerson. Motion passed unanimously. Ms. Mitchell presented ERSEA Specialist and Education Specialist -Mentor job descriptions for approval. Lance Lange made a motion to approve and seconded by John Dunsdon. Motion passed unanimously. Ms. Mitchell presented the following policies to the board for changes: Access and Visitation/Supervision policy, Bus Discipline Policy, Inclement Weather Policy, and Releasing Children Procedure Policy. A motion to approve the Releasing Children Procedure with a change to add parental emergency was made by John Dunsdon and seconded by Max Willadson. Motion passed unanimously. A motion was then made to approve Access and Visitation/Supervision policy, Bus Discipline

Policy, Inclement Weather Policy as presented by John Dunsdon and seconded by Steve Fulkerson. Motion passed 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, but being none, a motion was made by Sonny Schroeder seconded by Sally Jackson to approve the financial reports. Motion carried unanimously.

Committee Reports –

Project Director Reports – PAT has 71 families enrolled; they are working on recruiting. FaDSS staff are currently serving 42 families and at full capacity. LIHEAP has approved 1267 applications for heating assistance. WX closed one home in January and has two in process.


Janelle Staats presented the board with information about principal shares Investment. A motion was made to rescind the original motion made on 1/25/23 to sell 75% of stock. The board now chooses to leave Principal Shares as they are, made by Lance Lange and seconded by Randy Dunbar. Motion carried unanimously.

Ms. Fry made a recommendation to the board and asked for approval to seat Eric Murphy from Monroe County for the open private sector board position. The motion to approve was made by Sonny Schroeder and seconded by Randy Dunbar. Motion carried unanimously.

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



Jami Swearingin, Board Secretary



Cathy Reece, Board Chairperson