

## 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

June 28, 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 – ROMA	Lori Reed/Brenda Fry	
Executive Director's Report P. 4	Brenda Fry	Action
1. Funding, Goals and Projections/Strategic Plan - Verbal Update		
2. Board Calendar - Discussion		Action
3. 990 Tax Form -Discussion		Action
4. CSBG Self-Assessment - emailed		Action
5. Risk Assessment P. 5		Action
HS/EHS Director Report P. 6-11	Jennifer Mitchell	
1. Enrollment/CACFP Update		
2. Personnel - Verbal Update		Action
3. Job Descriptions – none this month		
4. Policy/procedures – 2 policies	P. 9-11	Action
5. FY 2024 MOU's and Contracts	Emailed	Action
6. HS/EHS Budget Approval	Emailed	Action
Financial Report P. 12-33	Audit Committee & Janell Staats	Action
Committee Reports		
Project Director's Reports P. 34-40		
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	Cathy Reece	
1. Executive Director Evaluation Report		Action
2. Executive Director Salary Adjustment		Action
3. Nominating Committee Appointments		Action

Adjourn

Next Meeting Date: September 27, 2023

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**June 28, 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 June 28, 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, Gwen Morris(zoom); Lucas County – Cathy Reece, Max Willadson; Monroe County – Sonny Schroeder; and Wayne County – Sally Jackson. Staff members participating were Brenda Fry, Janell Staats, Jennifer Mitchell, and Jamie Swearingin.

An addition to the agenda to add under HS/EHS Directors report #7 HS Self-Assessment. The motion was made by John Dunsdon, seconded by Steve Fulkerson. Motion carried unanimously.

A motion was made by John Dunsdon to approve the minutes of the April meeting, seconded by Sonny Schroeder. Motion carried unanimously.

Training on ROMA was presented by Brenda Fry.

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. Food Pantry numbers are up across all counties, serving 379 households year to date. Garden Vouchers this year are at 62 households. Ms. Fry reviewed the board calendar. A motion to approve with no changes from last year was made by Sonny Schroeder, seconded by Steve Fulkerson. Motion carried unanimously. Ms. Fry gave an update on the 990 Tax form. Ms. Fry presented the CSBG FY23 Agency Self-Assessment. A motion to approve the CSBG FY23 Agency Self-Assessment was made by Randy Dunbar, seconded by Steve Fulkerson. Motion carried unanimously. Ms. Fry went over the Risk Assessment with the board. A motion to approve was made by Gwen Morris and seconded by Randy Dunbar. Motion passed unanimously. A motion to approve the Executive Director’s report was made by John Dunsdon and seconded by Randy Dunbar. Motion carried unanimously.

Jennifer Mitchell, HS/EHS Director of Operations reported on enrollment, attendance and CACFP. There are 31 children in Early Head Start and 180 currently enrolled in Head Start. Ms. Mitchell reported that there have been 3 resignations with 3 new hires and 0 transfers. John Dunsdon made a motion to approve and seconded by Sonny Schroeder. Motion passed unanimously. Ms. Mitchell presented no job descriptions this month. Ms. Mitchell presented the Policy Council Membership and Volunteer Policy. A motion to approve the policies was made by John Dunsdon and seconded Gwen Morris by. Motion passed unanimously. Ms. Mitchell asked for approval for FY24 MOU’s and Contracts. A motion was made by John Dunsdon with corrections, seconded by Max Willadson. Motion carried unanimously. Ms. Mitchell asked for approval of the HS/EHS Budget for FY24. A motion was made to approve by John Dunsdon and seconded by Max Willadson. Motion carried unanimously. Ms. Mitchell presented the HS Self-Assessment. A motion was made to approve with corrections by John Dunsdon and seconded by Max Willadson. Motion carried unanimously.

Janell Staats went over the financial reports with the board in detail. The audit committee met prior to the meeting and also gave an update on the audit RFP. She asked the board if there were any conflicts of interest

before voting, being none, a motion was made by Max Willadson, seconded by Sonny Schroeder, to approve the financial reports and to go with Meriwether for the Auditor for FY24. Motion carried unanimously.

Committee Reports –

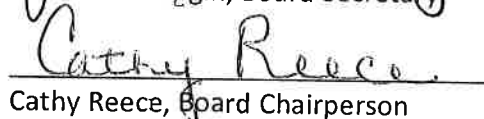
Project Director Reports – PAT has 52 families enrolled; they are working on recruiting. FaDSS staff are currently serving 39 families. The regular Liheap season is closed and they are helping with crisis funds. Shared the successes of the Outreach Center’s Open house. WX closed a house in May and a new WX inspector is busy with training.

Chairperson Cathy Reese reported to the board on the executive director evaluation analysis. Motion was made by John Dunsdon to approve the Executive Evaluation and seconded by Sonny Schroeder. Motion carried unanimously. A salary adjustment of 3% was recommended by the board. John Dunsdon made a motion to approve a salary increase and Steve Fulkerson seconded. Motion carried unanimously.

Chairperson Cathy Reese appointed a Nominating Committee of Max Willadson, Steve Fulkerson, and Sonny Schroeder.

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

  
Jamie Swearingin, Board Secretary

  
Cathy Reese, Board Chairperson