

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

March 29, 2023

7:00 P.M.

Chariton, Iowa

<https://us02web.zoom.us/j/85966617133?pwd=bDkvYWlPRUM3VE90dTNZNGEwWHVsZDZ09>

Call to Order and Introductions	Cathy Reece, Chairperson, SCICAP Board of Directors	
Minutes of Previous Meeting	Jamie Swearingin, Board Secretary	Action
Training - Meriwether Audit Report	Bill Bauer	
Executive Director's Report	Brenda Fry	Action
1. Funding, Goals and Projections/Strategic Plan		
2. Update on Risk Assessment		
HS/EHS Director of Operations Report	Jennifer Mitchell	
1. Enrollment/CACFP Update		
2. Personnel		Action
3. Policy/Procedures- 5 See directors report		Action
4. Job Descriptions –		
5. Cola & Quality Improvement Funds		Action
6. 2021-2022 Annual Report		Action
7. COVID – Budget Revision		Action
Financial Report	Audit Committee & Janell Staats	Action
Committee Reports		
Project Director's Reports		
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. Employee Handbook policy – Payroll		Action
2. Discontinue ICAPP and Decat Funding for the NEST Program		Action
3. Annual Forms		
4. Board Resignation- April Bundridge		Action
5. Janell Added to Bank Accounts – Community First, American State Bank		Action
Adjourn		

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

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
March 29, 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 March 29, 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, Steve Fulkerson, Gwen Morris(zoom); Lucas County – Cathy Reece, Max Willadson; Monroe County – Jerry Durian,; and Wayne County – Sally Jackson, and Diane Olson-Schroder(zoom). Staff members participating were Brenda Fry, Janell Staats, Jennifer Mitchell, and Jamie Swearingin. Guests Bill Bauer.

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

Ms. Fry introduced Mr. Bill Bauer, CPA, with Meriwether, Wilson and Company who recently completed annual agency audit. The audit had been sent out to the board before the meeting for review. Mr. Bauer did a short board training of the audit – compliance testing and financial audit with no findings. A motion was made by John Dunsdon, seconded by Jerry Durian, to accept and approve the audit as presented. Motion carried unanimously.

An addition to the agenda to add ECI HS Transportation grant approval. A motion was made by Max Willadson, seconded by John Dunsdon. Motion carried unanimously.

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) and Clarke county private sector. Online Liheap applications are at 140 year to date. Food Pantry numbers are up across all counties, serving 297 households year to date. A motion to approve the Executive Director’s report was made by John Dunsdon, seconded by Jerry Durian. 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 has been 1 resignation with 0 new hires and 0 transfers. Jerry Durian made a motion to approve and seconded by Max Willadson. Motion passed unanimously. Ms. Mitchell presented the following polices for approval: Assessment Process Policy, Birth -5 Social Emotional, Disabilities Service Plan, Individualization Education Plan, Covid Mitigation Plan. John Dunsdon made a motion to approve all polices Max Willadson seconded. Motion carried unanimously. Ms. Mitchell asked for approval to apply for the COLA grant for 5.6% increase for fringe and benefits. A motion was made by Sally Jackson and seconded by Steve Fulkerson. Motion passed unanimously. Ms. Mitchell presented the 2021-2022 Annual Report. A motion was made by John Dunsdon and seconded by Gwen Morris. Motion passed unanimously. Ms. Mitchell asked for approval for a budge revision for COVID funding. A motion was made by John Dunsdon and seconded by Steve Fulkerson. Ms. Mitchell asked for approval to write for the ECI Transportation Grant. A motion was made by Gwen Morris and seconded by Steve Fulkerson. 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 John Dunsdon, seconded by Jerry Durian, to approve the financial reports. Motion carried unanimously.

Project Director Reports – PAT has 51 families enrolled; they are working on recruiting. FaDSS staff are currently serving 42 families. The regular Liheap season is coming to a close at the end of April and staff have taken 1585 applications. WX will be closing a house this week soon and a new WX inspector has been hired.

Ms. Fry asked for a Payroll policy update to the Employee Handbook. A motion to approve was made by Max Willadson and seconded by Sally Jackson. Motion carried unanimously.

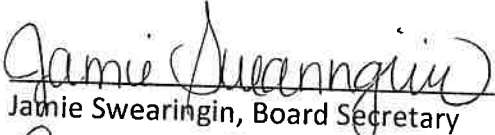
Ms. Fry recommended to the board for the ICAPP and Decat funding for the NEST program be discontinued. A motion to approve was made by Sally Jackson and seconded by Gwen Morris. Motion carried unanimously.


Ms. Fry presented to the board the annual forms for yearly signatures and discussed the board evaluation that will be mailed out for completion.

Ms. Fry asked for board approval for the board resignation of April Bundridge. A motion to approve was made by Jerry Durian and seconded by Sally Jackson. Motion carried unanimously. A motion was then made by Jerry Durian to have Sally Jackson move to first chairperson to replace April Bundridge, seconded by Max Willadson. Motion passed unanimously.

Ms. Fry asked for approval that Janell Stats be added to bank accounts at Community First Bank and American State Bank. A motion was made by Sally Jackson to approve and seconded by Jerry Durian. Motion carried unanimously.

There being no further business to bring before the board, a motion was made by John Dunsdon, seconded by Randy Dunbar, 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