

**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 27, 2024

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 – Meriwether Audit Report	Bill Bauer	
Executive Director’s Report P. 5	Brenda Fry	Action
1. Funding, Goals and Projections/Strategic Plan - Verbal Update		
2. Risk Assessment Update – Verbal Update		
3. Data Software Universal Intake System P.6		Action
4. CSBG-24-13 Budget Amendment P.7		Action
HS/EHS Director Report P. 8-29	Jennifer Mitchell	
1. Enrollment/CACFP - Verbal Update		
2. Personnel - Verbal Update		Action
3. Policy/procedures – 5 Policies P. 9-20		Action
4. Under Enrollment Plan P.20-23		Action
5. 2024 Community Needs Assessment P.24-30		Action
6. 2024-2025 4 Counties for Kids RFP P.31		Action
Financial Report P. 31-52	Audit Committee & Janell Staats	Action
Committee Reports		
Project Director’s Reports P. 53-58		
1. Erin Brooks – PAT		
2. Jamie Swearingin – FaDSS/Diaper Program		
3. Brenda McKnight – Weatherization		
4. Marcy Lane – LiHEAP/Disaster/Embrace IA		
New Business		
1. Annual Forms		
Adjourn		

Next Meeting Date: April 24<sup>th</sup>, June 26<sup>th</sup>, July 31<sup>st</sup>, Sept 25<sup>th</sup>, Oct 30<sup>th</sup>

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**March 27, 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 March 27, 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; Decatur County – John Dunsdon, Gwen Morris(zoom); Lucas County – Cathy Reece, Max Willadson; Monroe County – Eric Murphy; and Wayne County – Sally Jackson, Lance Lange, 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 Lance Lange to approve the minutes of the January meeting John Dunsdon seconded with changes. 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 Lance Lange, to accept and approve the audit as presented. 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 and we currently have 14/15 board members and have a Lucas County representative to be voted on in through the centers and that will make a full board. Online Liheap applications are at 151 year to date. Food Pantry numbers are up across all counties, serving 408 households year to date. Ms. Fry presented a Data Software Universal Intake System to the board and answered questions. A motion to approve the Provisio/Nexus program for the agency was made by Johns Dunsdon and seconded by Max Willadson. Motion carried unanimously. Ms. Fry presented a CSBG-24-13 budget amendment to the board for approval. A motion to approve was made by John Dunsdon and seconded by Lance Lange. Motion Carried unanimously. A motion to approve the Executive Director’s report was made by Lance Lange, seconded by John Dunsdon. 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 170 currently enrolled in Head Start. Ms. Mitchell reported that there has been 2 resignations with 1 new hire and 0 transfers. Lance Lange made a motion to approve and seconded by Max Willadson. Motion passed unanimously. Ms. Mitchell presented the following polices for approval: Death or Serious Injury policy, Emergency Preparedness Plan, ERSEA Attendance Policy, ERSEA Recruitment Policy, Marketing & Networking Plan. John Dunsdon made a motion to approve all polices Max Willadson seconded. Motion carried unanimously. Ms. Mitchell presented an Under Enrollment Plan to the board for approval. A motion to approve was made by John Dunsdon and seconded by Sally Jackson. Motion carried unanimously. 2024 Community Needs Assessment was presented to the board for approval. A motion was made to approve by Sally Jackson and seconded by Lance Lange. Motion carried unanimously. The 2024-2025 4 Counties for kids RFP was presented to the board for approval. A motion was made by Max Willadson and seconded by Gwen Morris. Motion carried unanimously, Cathy Reece abstained from the vote.

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 Sally Jackson, to approve the financial reports. Motion carried unanimously.

Committee Reports – None

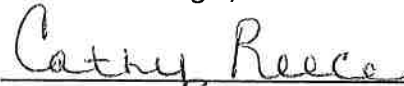
Project Director Reports – PAT has 71 families enrolled. FaDSS staff are currently serving 42 families. The regular Liheap season have taken 1524 applications. WX has two homes open currently.

Ms. Fry presented to the board the annual forms for yearly signatures. Those who were in person signed and the those online or not in attendance will be mailed.

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