

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

October 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 – PAT	Erin Hall	
Executive Director’s Report P. 5-7	Brenda Fry	Action
1. Funding, Goals and Projections/Strategic Plan - Verbal Update		
2. Risk Assessment Update – Verbal Update		
3. CSBG FY23 Year End, Agency Resources, NPI Reports		Action
4. CSBG FY24 Targets		
HS/EHS Director Report P. 24-44	Jennifer Mitchell	
1. Enrollment/CACFP - Verbal Update		
2. Personnel - Verbal Update		Action
3. Job Descriptions – 1 job description		
4. Policy/procedures – 6 policies		Action
Financial Report P. 10-23	Audit Committee & Janell Staats	Action
Committee Reports		
Project Director’s Reports P. 45-50		
1. Erin Brooks – PAT	5. Disaster/ROMA Update – Lori Reed	
2. Jamie Swearingin – FaDSS		
3. Brenda McKnight – Weatherization		
4. Marcy Lane – LiHEAP		
New Business	Cathy Reece	
1. FY23 CSBG Budget Amendment p.6-7		Action
2. FY24 Annual Agency Budget p.8-9		Action
Adjourn		

Next Meeting Date: January

Page #'s reflect the mailed paper packet not email packet

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
October 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 October 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; Decatur County – John Dunsdon, Steve Fulkerson(zoom); Lucas County – Cathy Reece, Max Willadson; Monroe County – ; and Wayne County – Sally Jackson. Staff members participating were Brenda Fry, Janell Staats, Jennifer Mitchell(zoom), Erin Hall, and Jamie Swearingin.

An addition to the agenda to add under New Business #3 New Board Member – Maribel Torres. The motion was made by John Dunsdon, seconded by Randy Dunbar. Motion carried unanimously.

A motion was made by John Dunsdon to approve the minutes of the September meeting, seconded by Sally Jackson. Motion carried unanimously.

Training on Parents as Teachers was presented by Erin Hall.

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 will be requesting approval for a new Clarke County Private Sector board member. We have taken 14 online Liheap applications so far. The replacement of two low-income board members (Lucas/Monroe) and Monroe County private sector seat are still open but are hopeful to fill those soon. Food Pantry numbers are up across all counties, serving 70 households’ year to date. Ms. Fry presented the CSBG FY23 Year-End report, FY23 Agency Resources report, and the FY23 Year-End NPI Report. A motion to approve was made by Max Willadson, seconded by Randy Dunbar. Motion carried unanimously. Ms. Fry presented the CSBG FY24 Initial Targets. A motion to approve was made by Randy Dunbar and seconded by Sally Jackson. Motion passed unanimously. 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 30 children in Early Head Start and 160 currently enrolled in Head Start. Presented a verbal update on CACFP. Ms. Mitchell reported that there has been 1 resignation with 1 new hire and 0 transfers. John Dunsdon made a motion to approve and seconded by Sally Jackson. Motion passed unanimously. Ms. Mitchell presented the Chariton TA/Nutrition Floater job description for approval. John Dunsdon made a motion to approve and seconded by Randy Dunbar. Motion passed unanimously. Ms. Mitchell presented the following policies to the board for changes: Childhood Illness and Exclusion Criteria, Fever Guidelines & Information, Lead & Hemoglobin Testing Policy, and Medication Policy. A motion to approve all policies was made by Randy Dunbar and seconded by John Dunsdon. 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 Randy Dunbar seconded by Max Willadson to approve the financial reports. Motion carried unanimously.

Committee Reports –

Project Director Reports – PAT has 54 families enrolled; they are working on recruiting and were awarded additional funding. FaDSS staff are currently serving 39 families and are working on 4 new referrals. The regular LIHEAP season will start November 1st they have been busy with Elderly and disabled applications this month. WX has sent one home out for bid and is working on the paperwork to submit a second home for bidding. A new WX Auditor/Inspector has been hired.

Ms. Fry presented the FY23 CSBG Budget Amendment for board approval. The motion was made by John Dunsdon and seconded by Randy Dunbar. Motion carried unanimously.

Janelle Staats presented the Annual Agency Budget for FY24. The motion was made by John Dunsdon and seconded by Steve Fulkerson. Motion carried unanimously.

Ms. Fry made a recommendation to the board and requested board approval to seat Maribel Torres as the newest board Director from Clarke County private sector. The Improving Head Start for School Readiness Act of 2007 requires that at least one of the Board of Directors within the board structure shall have a background in early childhood. Maribel has almost 15 years' experience as a Parents as Teachers Parent Educator. The motion to approve was made by Max Willadson and seconded by Steve Fulkerson. Motion carried unanimously.

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

Jamie Swearingin, Board Secretary

Cathy Reece, Board Chairperson