

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

September 27, 2023

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 – LiHEAP | Marcy Lane | |
| Executive Director’s Report P. 3-7 | Brenda Fry | Action |
| 1. Funding, Goals and Projections/Strategic Plan - Verbal Update | | |
| 2. Risk Assessment Update – Verbal Update | | |
| HS/EHS Director Report P. 8-19 | Jennifer Mitchell | |
| 1. Enrollment/CACFP Update | | |
| 2. Personnel - Verbal Update | | Action |
| 3. Job Descriptions – None this month | | |
| 4. Policy/procedures – 8 policies | P. 9-19 | Action |
| Financial Report P. 20-62 | Audit Committee & Janell Staats | Action |
| Committee Reports | | |
| Project Director’s Reports P. 63-70 | | |
| 1. Erin Brooks – PAT | | |
| 2. Jamie Swearingin – FaDSS | | |
| 3. Brenda McKnight – Weatherization | | |
| 4. Marcy Lane – LiHEAP | | |
| 5. Disaster/ROMA Update – Lori Reed | | |
| New Business | Cathy Reece | |
| 1. Election of Officers | | Action |
| 2. Meriwether Terms of Audit Engagement P.71 | | Action |
| 3. Employee Handbook/Fiscal Procedures – 5 policies P. 80 | | Action |
| Adjourn | | |

Next Meeting Date: October 25, 2023

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

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
September 27, 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 September 27, 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, Jerry Durian; and Wayne County – Sally Jackson, Lance Lange. Staff members participating were Brenda Fry, Janell Staats, Jennifer Mitchell, Marcy Lane, and Jamie Swearingin.

An addition to the agenda to add under New Business #4 Resignation Letter – Jerry Durian. An addition to the agenda under HS/EHS #5 Strategic Plan. The motion was made by John Dunsdon, seconded by Lance Lange. Motion carried unanimously.

A motion was made by John Dunsdon to approve the minutes of the June meeting, seconded by Randy Dunbar. Motion carried unanimously.

Training on Liheap was presented by Marcy Lane.

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 and Monroe County private sector seats. Hope to bring two members to the board in October for approval. Food Pantry numbers are up across all counties, serving 450 households year to date. Ms. Fry gave an update on the Risk Assessment and has offered staff training on scam emails. Gave an update on the upcoming Diaper program. A motion to approve the Executive Director’s report was made by Lance Lange and seconded by Steve Fulkerson. Motion carried unanimously.

Jennifer Mitchell, HS/EHS Director of Operations reported on enrollment, attendance and CACFP. There are 29 children in Early Head Start and 157 currently enrolled in Head Start. Presented a verbal update on CACFP. Ms. Mitchell reported that there have been 4 resignations with 3 new hires and 0 transfers. Randy Dunbar made a motion to approve and seconded by Lance Lange. Motion passed unanimously. Ms. Mitchell presented no job descriptions this month. Ms. Mitchell presented the following polices to the board for changes: Child Abuse Procedure, Communication Plan, Dress Code Policy, Exit Policy, Staff Hiring Procedure, Inclement Weather Policy, New Staff Orientation Policy, and Stress Management Guidelines. A motion to approve all policies was made by John Dunsdon and seconded by Gwen Morris. Motion passed unanimously. Ms. Mitchell presented the Head Start strategic plan. A motion to approve was made by Lance Lange and seconded by Jerry Durian. 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, being none, a motion was made by Lance Lange seconded by Sally Jackson to approve the financial reports. Motion carried unanimously.

Committee Reports – Nominating Committee met

Project Director Reports – PAT has 53 families enrolled; they are working on recruiting and were awarded additional funding and have applied for even more additional funds. FaDSS staff are currently serving 42 families and are fully enrolled. The regular Liheap season will start November 1st they also received some extra funding and the contract will be extended through end of year. WX has closed 1 home and opened new ones.

The nominating committee made recommendations for officers to remain the same and a motion was made by Max Willadson for Cathy Reece for Board Chair, and John Dunsdon Treasurer, Sally Jackson 1st Chair, Gwen Morris 2nd Chair, and Jamie Swearingin Board Secretary and was seconded by Steve Fulkerson. Motion passed unanimously.

The Meriwether Terms of Audit Engagement was presented to the board for approval. A motion was made by John Dunsdon and seconded by Lance Lange. Motion carried unanimously.

Ms. Fry presented changes to the employee handbook for the following policies: Commitment to Diversity, Expense Reimbursement, Leave, and Workplace Environment. A motion was made by Max Willadson and seconded by Lance Lange. Motion carried unanimously.

Ms. Fry asked for board approval for the board resignation of Jerry Durian. A motion to approve was made by John Dunsdon and seconded by Randy Dunbar. Motion carried unanimously.

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