

MINUTES
SCICAP BOARD OF DIRECTORS MEETING
March 30, 2011
7:00 P.M.
Chariton, Iowa

The meeting of the SCICAP Board of Directors was called to order by Dennis Ryan, Chairman of the Board, at 7:00 p.m. at the Chariton Vredenburg building on March 30, 2011, with introductions. Board members present were: Clarke County – Jack Cooley, April Cavitt; Decatur County – Ted Smith, Morris Boswell; Lucas County – Ella McDermott; Monroe County – Gail Wirtjes, Dennis Ryan; and Wayne County – Amy Sinclair. Staff members present were Jim Smith, Dan Miller, Cheryl Downard and Sue McCleary.

A motion was made by Amy Sinclair, seconded by Jack Cooley, to approve the minutes of the previous meeting. Motion carried unanimously.

Jim Smith, Executive Director, went over his report with board. He reported he had visited with boards of supervisors regarding CSBG resolution for support of the agency and CSBG funding. There is a possibility of a 50% cut and the President has recommended it become a competitive grant. Senator Harkin is a strong supporter of CSBG as it currently operates. There is a possibility Head Start could also be cut in funding. There have been no personnel changes since last meeting.

Mr. Smith reviewed the funding, goals and projections report indicating program progress. Total funding at current time is \$6,725,879. Weatherization has completed 16 homes in March which is outstanding. Child care resource and referral will be changing in the coming year with new regions.

Mr. Smith reported the Head Start review will be mid-May. Board members will be asked to participate in the review process. The SAVI was recently completed. The Head Start CACFP monitoring response sent to board was discussed and all findings have been corrected. HPRP monitors recently were at agency and there were no findings. Letter will be sent out to the board for their information.

Mr. Smith did board training on CSBG and how it works nationwide through 1,000 community action programs.

Mr. Smith presented early childhood program proposal to be part of pilot project with empowerment working with Iowa Department of Education. Students will receive a unique ID number which will follow them through school. A motion was made by Jack Cooley, seconded by Ted Smith, to support this pilot project with state. Motion carried unanimously.

Mr. Smith discussed with the board the change in the child care resource and referral service areas. Our service area is region 4 which is now combined into 20 counties and includes the Des Moines area. The RFP will be coming out and will be \$1.2 million for the five service areas with due date of April 25th. An in-kind match of quarter million dollars is required for this area. A letter of intent has been submitted. Mr. Smith requested board support for pursuing if match can be met. A motion was made by Ted Smith, seconded by Morris Boswell, to pursue this opportunity for region 4 as long as it's feasible to meet requirements. Motion carried unanimously.

Mr. Smith reported Head Start is fully enrolled and meal count was sent to board as part of the Head Start director's report. Board discussed the collaborations and problems encountered with partners meeting performance standards. All partners seem to be moving along to meet standards except for The Village in Osceola. Letters have been received from Ned Cox, Clarke Community High School Superintendent, and Steve Waterman, The Village Board Chairman. MOU's may not be signed/offered after the end of this school year. A letter received from Mr. Waterman indicated a decision will be made by April 19th. The agency may also choose not to renew. The partner would need to agree to meet performance standards and follow through. Board reviewed the collaboration expenses at The Village. Head Start has 40 slots at a cost of \$841 per child. A motion was made by Amy Sinclair, seconded by Ella McDermott, to follow Executive Director and Head Start director's recommendation that a letter be sent to Clarke Community High School superintendent and The Village board chairman stating that no offer of memorandum of understanding for the coming year will be offered without guarantee from both that the Head Start performance standards will be met and request reply by April 15th. Motion carried with Jack Cooley abstaining.

The board was sent a financial summary report prior to board meeting. Amy Sinclair, audit committee, discussed the two new board reports which are the balance sheet and statement of activities. The audit committee met prior to the meeting to receive training on new reports and review financial status reports as well as these reports. Annual review of the financial procedures manual was completed with some changes needed including changing address to current location. Other items changing were purchasing amounts needing prior approval, leases having clause to be able to terminate due to loss of funding and indirect cost charges. The indirect cost charge change is a result of Head Start being overcharged approximately \$4-5,000. Dan Miller, interim financial director, has addressed this issue with the Head Start regional office and has resolved. The annual agency wide audit has been completed and should be received by the next meeting. Credit card statements were reviewed. Check register had been sent to board and Amy asked if any board members had a conflict they needed to report with none reported. A motion was made by Morris Boswell, seconded by Jack Cooley, to approve the updated financial procedures manual. Motion carried unanimously. A motion was made by Ted Smith, seconded by Gail Wirtjes, to approve the financial status reports. Motion carried unanimously.

There were no additions to the director's reports which had been mailed.

In new business, Mr. Smith requested extending Meliora Partners agreement for one year at cost of \$5,000 per month with Dan Miller being off one week per month with 30 days out clause. The agency attorney will be asked to look at the agreement and give opinion. A motion was made by Amy Sinclair, seconded by Ella McDermott, to approve the contract subject to attorney opinion. Motion carried unanimously.

Head Start strategic plan, job descriptions, transportation policies and policy council by-laws were reviewed. Transportation will need to be looked at in the near future as some changes may be necessary for the new year due to rising transportation costs. A motion was made by Amy Sinclair, seconded by Ted Smith, to approve items as presented. Motion carried unanimously.

Mr. Smith reported that agency will become compliant with IRS on commuting mileage for agency vehicles. The agency discussed outsourcing payroll functions with three companies. Timesheets will be done online when this process starts. Heritage out of Des Moines appears to be the best for the agency with a \$1,500 start up fee and \$7,000 annual cost. A motion was made by Ted Smith, seconded by Morris Boswell, to approve outsourcing payroll with Heritage. Motion carried unanimously.

Committee reports – Executive committee report covered previously in regard to contracting with Meliora. Audit committee will continue meeting prior to each board meeting to review financial status reports and credit card charges. Any board member who would like to participate is welcome and copies can be provided upon request. Facility, health and safety committee reviewed monthly reports with things going well currently with no outstanding issues. Work continues to get the Albia building ready for the Monroe County outreach office to move to in conjunction with PAT which is already housed at the site. Planning & evaluation committee will be utilized for Clarke County HS site.

There being no further business to bring before the board, Ted Smith made a motion, seconded by Amy Sinclair, to adjourn the meeting. Copies of all reports are attached as part of these minutes.

Sue McCleary, Secretary