

**MINUTES**  
**SCICAP BOARD OF DIRECTORS MEETING**  
**January 26, 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 January 26, 2011, with introductions. Board members present were: Clarke County – Jack Cooley, April Cavitt; Decatur County – Ted Smith, Morris Boswell; Lucas County – Ella McDermott, Dan Kozak; Monroe County – Dennis Ryan; and Wayne County – Amy Sinclair. Staff members present were Jim Smith, Dan Miller, Cheryl Downard, Nancy Schnurr, Anne Swartz and Sue McCleary.

A motion was made by Morris Boswell, seconded by Dan Kozak, to approve the minutes of the previous meeting. Motion carried unanimously.

There was an addition to the agenda for training on environmental, health and safety. A motion was made by Amy Sinclair, seconded by Ella McDermott, to approve the addition to the agenda.

Jim Smith, Executive Director, went over his report with board. He updated board on fiscal department. After last board meeting, an agreement couldn't be reached with selected candidate so Executive Committee met with decision to proceed with contracting with Melinora Associates. Dan Miller from the company has been at the agency since November and will be at agency through agency wide audit. He has gotten all reports current with proper billings made. He has made suggestions to help improve and streamline the agency financial department. Mr. Smith reported to board that the agency had a cash flow problem due to reports not being submitted on a timely basis so the executive committee approved a loan which was repaid in December. The board calendar for 2011 has 7 governing board meeting dates with board approval. There may need to be additional ones as need arises. Head Start review deficiencies were monitored for compliance and said plan was good and program in compliance but we have not yet received report in writing.

Mr. Smith reviewed the funding, goals and projections report indicating program progress. Total funding at current time is \$7,718,463. DOE ARRA received lots of funding but its possible nationwide that some funding could be taken back. A motion was made by Jack Cooley, seconded by Morris Boswell, to approve the executive director's report including approval of Melinora contract, loan and funding/goals/projections as presented. Motion carried unanimously.

Nancy Schnurr, Head Start director, reported program is fully enrolled with 212 HS children and 48 EHS children. Community assessment updates were sent out this month. We are still expecting the triennial review at any time. Board members will be involved in the triennial review; not sure how many members or when at this time. Work plan has been done including disability plan. With corrections of previous review deficiencies, this is the first time in five years program has been in compliance. During RAM call today, the issues with the collaborations not meeting performance standards was discussed and they must comply in order to have Head Start funding included. Jim and Nancy will be meeting with staff from Village collaboration in Osceola on Thursday morning to reinforce they must follow performance standards or we can no longer collaborate. Nancy will be presenting at the national Head Start conference in Kansas City. Board reviewed updated Head Start job descriptions, work plan, revised policy council by-laws, disability plan and ERSEA policy and procedures. A motion was made by Ted Smith, seconded by Amy Sinclair, to approve job descriptions and policies as presented. Motion carried unanimously.

Mr. Smith did board training on the environmental, health and safety policy. Each agency facility will have monthly facility checklist report completed and submitted to central office. Minor issues are resolved immediately and major ones are discussed with staff for resolution. Board members receive compiled summary report each month with committee reporting at board meetings.

The board was sent a financial summary report prior to board meeting. Dan Miller, interim financial officer, is recommending using the audit committee to go over the full financial status reports with financial officer and bring recommendation for approval to the whole board. Indirect costs are not reported separately currently. Dan is proposing board receive at least quarterly profit and loss statement with balance sheet. The agency wide audit will be starting in February. The annual review by the Department of Human Rights was completed last week but no report received yet. Dan reviewed the agency credit cards which are basically at gas stations, Hy-Vee and Sam's Club. Purchase orders are used for all purchase with the exception of gas. Monthly gas statements are gone over by audit committee as part of their review. A motion to approve the revised financial report format was made by Morris Boswell, seconded by Ella McDermott. Motion carried unanimously.

Executive director's job description was revised to include monitoring facilities and community assessment. A motion was made by Amy Sinclair, seconded by Dan Kozak, to approve the revised job description. Motion carried unanimously.

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

In new business, the annual CSBG narrative, national performance indicators and funding report were reviewed. A motion was made by Morris Boswell, seconded by Dan Kozak, to approve the CSBG annual reports. Motion carried unanimously.

Audit committee had check register distributed to board. Mr. Smith reminded board members to go through vendors so they could check to see if there were any conflicts of interest which needed to be reported.

Committee reports – Executive committee report covered previously in regard to loan and contracting with Melinora. Audit committee will be 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.

Mr. Smith reminded board that 10-12 Head Start peer review staff will be anticipated for a week. Board members will be requested to meeting with team as part of their review. He will be sure to email the board the protocol questions for the review.

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.

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Sue McCleary, Secretary