

ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

BOARD MEETING MINUTES

January 3, 2019

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, January 3, 2019, at 7:30 p.m., at 302 S. Joplin Avenue, Joplin, Missouri. Jim Jackson, Vice-President, called the general session to order. The invocation was given by John Joines. New member Melissa Lance was introduced.

Roll call was taken and those present were: Mike Davis, Darieus Adams, Janice Franklin, Jim Jackson, Chester Neel, David Holloway, Jeanetta Sullivan, Nikki Tappana, Randy Evans, Paula Carsel, Kevin Johnson, Thomas Wilson, Melissa Kennon, Becky Crane, Yanet Pacheco, Phillip Knott, Melissa Lance and Erwin Stanchait. A quorum was present.

Board members Henry Lopez, Doris Fast, Cleo Crosby, Karen Buckman and Bethany Knoll were absent, as was Policy Council Liaison Chandler Edwards. Jeanna McGarrah has resigned.

Kevin Johnson made a motion to excuse the absent members, who had so requested. This motion was seconded by Nikki Tappana and approved unanimously. Introductions were exchanged between those present and the new member, Melissa Lance. John then introduced the four visitors from the CSBG unit in Jefferson City who were visiting this evening.

Old Business

There was no old business to be discussed.

Executive Director's Report

Jeff Goldammer, Leisa Harnar, Terry Grooms, and John Joines traveled to Kansas City for the GAM (Grantee Assessment Meeting). This meeting is held annually. This year it was a great, very satisfying meeting. Others attending asked several questions regarding how we attained certain goals, so that our methods could be utilized by other programs.

The community action agency directors in Missouri have made up two groups in Missouri. The MCADA (Missouri Community Action Directors Association) and through MCAN (Missouri Community Action Network). It has been suggested that MCADA be done away with and an advisory board be formed in its place. At the most recent meeting, the members voted down this action, and MCADA will continue.

Once again, we are facing delays in the Joplin Bungalows project. We have been having problems getting permits from the City of Joplin. This week, we were finally able to get a partial permit so that at least we can finally begin breaking ground. Taking this start date into consideration, the expected finish date is now between September and November 2019.

Head Start Policy Council Report

There was no Policy Council meeting in December, therefore no report for this evening.

Head Start Update Report

To start off, Jeff offered kudos on the recent wrapping party held in Neosho. Kevin and his firemen group, as well as other volunteers, wrapped over 200 children's gifts in less than an hour! A week later these gifts were delivered to some very excited children. Good fun for all involved.

Our Head Start Program just underwent a Focus Area One Head Start Review via conference call. We are awaiting the official notice in a written report, but have been told there were no findings. These interviewers also asked how we handle things that other programs are struggling with. They will pass this information on to those other programs.

At our last meeting, Jeff had informed the Boards that we had four grant applications to submit. We did in fact submit the fourth one the last week of December. These grants totaled \$10.2million.

The staff have completed their second school readiness assessments, and the results will be reviewed during the next self-assessment meeting. We are looking at disposing of some buses that have been replaced, and possibly purchasing more.

Board Training

Board training focused on our Weatherization Department and was presented by Director Ryan Peterson. Through use of a slide show of scenes within the home of one of the clients, Charlene and Leon Kunkler, Ryan gave a graphic example of the different services provided and partners utilized in the work.

Before we could do the repairs utilizing funding from the Department of Energy, Department of Economic Development, we had to make some other repairs to make the home safe. These repairs were paid for by Liberty Utilities, and included fixing a roof leak, replacing a back door, a window, some sheetrock, and installing a new breaker box and electrical system.

The DOE/DED funding then allowed us to install a water heater jacket, insulation, alarms for fire and carbon monoxide, and a heat pump for which the Kunklers already had ductwork in place. We replaced six broken window panes and re-glazed all of the windows. This took 30 tubes of caulking! An exhaust fan and moisture regulator were installed.

Some background on the clients were given as an illustration of the clients we often serve in the Weatherization Department. Leon is a Viet Nam vet. He and his wife have adopted and are raising a grandson. Both Charlene and the grandson suffered from the allergens present due to the unsafe conditions in the home.

The Kunklers had utilized five window air conditioning units, which are no longer needed. The heat in the home was not consistent, with some rooms hot while others were frigid. Charlene did laundry working around six buckets set to catch the water from the leaky roof. She then carried the clean laundry to another section of the house to load the dryer. The washer and dryer are now located together and no buckets are needed!

Although it is too early to tell the whole story regarding the reduction in their electric bill, as the work was done between October 29 and November 1, Charlene reported that she has already seen some reduction. The bill for December 2017 was \$1000.00. The average bill for the last year has been \$700-\$750.00, but the bill she just received for this November was \$426.00.

Executive/Finance/Audit Committee Report

Paula Carsel reported in Henry's absence. The committee had reviewed and approved the minutes of the last meeting. Paula made a motion to approve the minutes from the December 6, 2018 Board meeting. The motion was seconded by Thomas Wilson and approved unanimously.

Paula stated the committee had also reviewed and approved the financial statements. Paula made a motion to approve the Financial Statements for the month of November 2018. She reminded members that this included the credit card statements and balance sheets, and that the green pages were those to be reviewed in regards to Head Start requirements. This motion was seconded by Nikki Tappana and approved unanimously.

The committee discussed Item C, but decided not to take any action at this time. The company the buses were placed with for selling did not accomplish the sale. Therefore, we are going to make our own effort to sell them, using Craig's list, reaching out to partner organizations, churches, etc. The bus models vary from 1998 to 2002, with \$65,000 to \$100,000 miles. We plan to sell them using a bidding process.

The Missouri Department of Economic Development, Department of Energy has purchased \$30,000.00 of NEST thermostats at \$100 each. These thermostats are to be installed between January 1 and June 30, 2019, and we would like to be one of those departments chosen to do this by the DOE. Paula made a motion to apply to partner with the DOE/DED on the NEST project. This motion was seconded by Kevin Johnson and approved unanimously.

Community Relations Committee Report

Kevin Johnson reported the members received packets, as will all Board members, which included forms that needed to be completed annually for Community Services Block Grant compliance. The first page is a summary of items received, with noted dates of the most recent updates and which members receive when they first receive their Board notebook. As updates are done, members are given copies to replace the outdated ones in their notebooks. Also in the packet were the Conflict of Interest and Standards of Fiscal Conduct forms. These forms are all to be signed and returned to ESC as soon as possible, but definitely by the February meeting. We must have all of the signed forms from all members.

Kevin reported that the committee had reviewed first quarter Customer Satisfaction Surveys. These surveys are for the year October 2018 through September 2019, so the first quarter is actually October through December 2018. There were 333 surveys returned. The portion of surveys returned were provided and showed that McDonald County had the most with 39.5%, with Jasper County second at 37.30%. There were fourteen surveys returned where the client did not answer the question of what county the service was provided in.

The surveys were very positive overall with positive ratings of 97%-99%. The majority of our clients heard about our agency from family and friends, with 12% hearing from other agencies.

Agency Personnel and Planning Committee Report

This committee had no items, and did not have a meeting or report.

Program Monitoring and Evaluation Committee Report

Yanet Pacheco reported that this committee had reviewed the Final Agency Impact Report. They had started with reviewing the ROMA Cycle, which everyone has been given a copy of for their notebook. One of the steps in the cycle is Assessment, and that is what this report is on. The results were summarized on one page for the Board to review. There were two areas where the target results were not what we would have wished, but the why of this was able to be determined, and the results should correct themselves over the next year. First, the target set employment indicators was set unrealistically high, and has been corrected. Secondly, the savings program was only begun in August, so there were only three months of data to measure, not an entire year. Finally, the housing funding was not received on time, so we were not in control of the results for this area. No action was required for this agenda item.

The committee had also reviewed the Head Start Data reports. Despite multiple illnesses reported, average attendance was above target at the HS centers. The one center that fell below the 85% target was Neosho, where the public schools were closed the week before Christmas, as well as the week of Christmas and the week after. When this happens, parents tend to keep their younger children at home as well.

The committee asked the Head Start Department for flyers to dispense. The goal is to spread the word that we are recruiting families for the wait list. We currently have approximately the same number of families on the wait list for Head Start who are over income as we do those who are under income. We may be able to accept more families in the future who are over the income margin.

Announcements

Jim Jackson thanked the ladies from CSBG for attending this evening. Debbie reminded everyone that if she has not gotten a recent picture, she will be doing so at the next meeting, as well as taking pictures of the new members.

The next Board meeting is scheduled for Thursday, February 7, 2019.
This meeting adjourned at 8:20 P.M.

Henry Lopez, President

Attest: Nikki Tappana, Secretary