

ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

BOARD MEETING MINUTES

April 4, 2019

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, April 4, 2019, at 7:30 p.m., at 302 S. Joplin Avenue, Joplin, Missouri. Henry Lopez, President, called the general session to order. The invocation was given by John Joines.

Roll call was taken and those present were: Henry Lopez, Darieus Adams, Jim Jackson, Chester Neel, David Holloway, Doris Fast, Jeanetta Sullivan, Randy Evans, Paula Carsel, Kevin Johnson, Cleo Crosby, Karen Buckman, Thomas Wilson, Becky Crane, Yanet Pacheco, Phillip Knott, Melissa Lance, Erwin Stancheit, Joy Williams, and Joe Crosthwait. A quorum was present. Spring Knott represented the Policy Council.

Board members Mike Davis, Nikki Tappana, and Melissa Kennon had asked to be excused. Henry made a motion to excuse the absent members as requested. This motion was seconded by Thomas Wilson and approved unanimously.

Henry Lopez made a motion to accept the amended agenda. The motion was seconded by Kevin Johnson and passed unanimously with no discussion.

Old Business

There was no old business to be discussed.

Executive Director's Report

John has visited with the bank regarding our credit cards. They have been discussing details to protect our financial records, accounts, and credit cards. We have received four calls recently to verify charges rather than just shutting the card off. Previously, if there was a questionable charge, the bank shut the card off and we had to get a new one. This method should work much more smoothly for us.

Curtis and John traveled to Carthage to close on two lots in Sarcoxie. We will be building houses on the lots, which will sell to our clients. It will take approximately six months to build them. Once built and sold, the money from the sales will be used to buy more lots and build more houses to sell, and so on.

The line of credit secured for the Joplin Bungalows, LLC project has been revised to \$850,000.00. The interest rate is 5.5 prime plus 1.5, so 7.0%. No collateral was required, we paid a \$250.00 origination fee, and the line is for one year. This line of credit is to cover expenses from the time billed to when we receive reimbursement from the City of Joplin.

Pete Randall is the former director of the Missouri Housing Development Commission. Following the floods of 2017, there was money allocated to rehousing those displaced by the floods. There is money left over. They are going to give priority to those agencies who are a CHODO. If approved for these funds, we would be given tax credits which we would then sell to fund building costs, to construct affordable housing. As a non-profit, we would have no liabilities in these projects.

We have done such construction projects before, with various companies. We are now looking at such a project with O'Reilly Construction as our partner. The project would be on seven acres directly behind the Elk's Lodge. This would provide 42 units of affordable housing should it come to be. At this time, we have just began discussion.

Last week, Missouri Community Action Network hosted the annual Advocacy Day in Jefferson City. This is an opportunity for the network and the legislators to meet and network. Last Saturday evening, Lincoln Days was celebrated and offered another chance for them to talk to legislators again.

John had two items that he wanted to add to the agenda for the executive, finance, audit committee. There would be more on this later in the meeting.

Head Start Policy Council Report

Spring Knott reported that the Policy Council had approved the hiring of four new Teacher Aides, one Janitor, one Health and Development Assistant and two new bus drivers. Attendance in some of the classrooms had dropped below goal, with the average being 78% for the month due to the inclement weather. The Early Head Start Classroom Based had reported an average attendance of 82% for the month, and the Home Based Option for Early Head Start reported an average attendance for the month of 82% as well. The waiting list for the Home Based Option is looking better. The Board was given an update on the School Readiness standing of the students, and an election was held to officially appoint Spring as the Policy Council Liaison again. Jeff gave the Director's Report, and the regular budget and performance reports, etc. were as well. There were attendees for a parent focus group.

Head Start Update Report

Jeff first reminded everyone that he had told the Board previously that we have applied for five grants for his programs. Out of the five, we have received a total of \$6.8 million dollars for three, with a fourth approved but not yet paid to us. The fifth, the Early Head Start Expansion Grant, has not been approved yet.

Six to eight weeks into the Head Start year, we start the meetings of the annual assessment program. Generally, the group meets once a month. At the April meeting, there will be a focus group for parents, wherein members can ask questions of the parents and get feedback on the processes of the program. In May, the group will put together the report which they will be presenting to the Board.

This month's Policy Council meeting incorporated the Chromebooks. Once the Policy Council has utilized these for three months, Jeff and John will review how this has worked out. If that review goes the way Jeff expects, the Board of Directors will then give them a try.

There was a bus accident last Friday morning. The bus was on its way to class and was loaded. Luckily, there were no injuries, although the bus was severely damaged. We were not at fault, and the driver was not cited. The good news was that our policy worked, and within five minutes another bus had arrived and picked up the children for safe delivery to the center.

Presentation of ESC's 2019 Annual Report

John pointed out the Annual Report which each Board member had received this evening. The report is also available on our agency website and on the national community action agency website.

The report is published every year and, among other purposes, is intended to inform the public about what we do and the affect we have on clients and communities. Many times, our funding sources ask to see these and they are required for Organizational Standards for some of our divisions. Some of the enclosed reports have changed a little, but you can see that there has been a decrease in homelessness thirteen years in a row.

Once the Board member has had a chance to review these, he/she may have questions. Please direct the questions to either John or Debbie Markman. John furnished their phone numbers, which are also in the Board notebooks.

Board Training

Debbie Markman presented this evening's Board ROMA training. ROMA gives us information on the outcome of our processes, which is measured by data. There is a lot of money out there on the table, and we must demonstrate what makes us different and worthy to win this money. Data shows we do the job better and make the money go further.

The ROMA cycle starts with assessment, which we do via the Community Needs Assessment we conduct. We determine what kind of services we need to employ to meet our goals and develop a Strategic Plan for this. The Implementation stage is when we put that plan into action. We then measure the achievement of results and report those to the Board on the quarterly grade card. Finally, we evaluate how the whole thing worked. The data tells us if our current strategies are working and giving us the desired results, or do we need to tweek them, or even if we need to drop the plan and start over from scratch.

The Strategic Plan was approved by the Board last September. The Board will receive the final report for this cycle in late September or early October of this year.

Debbie wanted the Board to know that the City of Joplin had received some VASH voucher. We have signed a memorandum of understanding with them, and they have agreed to dedicate some of those vouchers to the Joplin Bungalows.

Community Action Agencies have more than 51 Organizational Standards they must abide by that affect or are affected by ROMA. Some of them are set at the federal level. They may be items such as Customer Satisfaction Surveys, Community Needs Assessments, etc.

Outcomes fit into one of the following categories: Community, Family, Agency. We are required to address all of these areas. Some items might fall into more than one category. We also must develop and update our Theory of Change. There is a National Theory of Change and a Community Action Network Theory of Change. This is based on broad agency goals, and correlates to Head Start's goals.

ROMA focuses on Outcomes, Services/Strategies, Core Performance, and Performance Management. Each Board member was given a folder of handouts explaining these things.

Executive/Finance/Audit Committee Report

Henry made a motion to approve the minutes of the March 7, 2019 meeting. This motion was seconded by David Holloway, and approved unanimously. All members had received a copy prior to the meeting for review, and no discussion was required.

Second, Henry made a motion to approve the minutes of the March 12, 2019 conference call meeting of the Executive, Finance, Audit Committee. This motion was seconded by Paula Carsel, and also approved unanimously. These were furnished to all members in advance.

Henry then made a motion to approve the Financial Statements for the month of February 2019, including the credit card statements and balance sheets. He reminded everyone that the items printed in green were reports for the Head Start/Early Head Start programs. This motion was seconded by Darieus Adams, and passed with no nay votes.

Henry then made the motion to approve the Policy Council By-Laws. He explained the items in red on the handout for this motion detailed the changes to the By-Laws. No one had any questions. Darieus Adams seconded the motion, and it passed unanimously.

One of the two items John had mentioned adding for this committee's agenda was approval to apply for the funds from Housing Resource Management which he had discussed in his report. Henry made the motion to approve applying for these funds, the motion was seconded by Kevin Johnson, and approved unanimously.

The final item for this committee, which was also added by John per his report, was to work with Missouri Housing Development Commission and O'Reilly Construction on the project to build the 42 units of Affordable Housing. Henry made the motion to approve John to proceed with this, the motion was seconded by David Holloway, and passed unanimously.

Community Relations Committee Report

The sole item for this committee was to report on the Customer Satisfaction Surveys for the

second quarter. Kevin Johnson reported that there were a total of 627 surveys submitted. Of these, 98.7% reported being very satisfied/satisfied with the responsiveness of ESC to their questions and concerns. Their visit was rated positive by 98.06%, while 98.37% rated the facilities positively. Almost 100% reported they were likely to recommend our services. The majority of our clients heard about our agency from family or friends, while only 13% heard about us from another agency. The number of responses were spread pretty evenly over three of our counties, but only a little over 4% of them came from Barton County. Twenty-six respondents did not answer this question.

Agency Personnel and Planning Committee Report

The first item on the agenda for this committee was approval to apply for a \$5000.00 grant from US Bank. These funds are used to assist in providing intensive case management services, specifically for transportation and employment related items. Darieus Adams made the motion to approve applying for the US Grant, the motion was seconded by David Holloway, and passed unanimously.

Next, was a grant for Tire Scrap material for playgrounds. We received this grant last year, which provided for the covering for the North and South Joplin Head Start playgrounds. This year, we would like to apply for \$30,000.00 to do the same treatment on the Webb City and Midtown Centers' playgrounds. Darieus explained that this is not shredded material, but actually a spongy solid layer of material. Darieus made the motion to approve applying for the Missouri Department of Natural Resources Tire Scrap Playground grant in the amount of \$30,000.00. The motion was seconded by Randy Evans and approved unanimously.

Program Monitoring and Evaluation Committee Report

Yanet Pacheco reported for this committee. On March 6th and 7th of this year, a monitoring was conducted by the Missouri Housing Development Commission covering several of our housing programs. These included the MHTF Rental Assistance program. There were two areas of improvement for this group. The first was better tracking of the dates of stay for when clients stayed in a motel. The second was to attach the cleared checks with the correct files for those who received housing assistance. During the year, we had overbilled Administration by \$160.76.

Next, they reviewed the Operating Support funds. There were no areas of improvement and we were found to be in compliance.

The third area reviewed was the MOHIP housing assistance for rents and deposits, fourth was the Coordinated Entry MOHIP funds, and fifth was the Emergency Solutions Grant which helps pay for the CHANCE program case manager. Again, there were no areas of improvement and we were found to be in compliance.

No action was required by the Board for this item.

Last but not least, the committee had reviewed the Head Start Data Reports. As Spring had

reported earlier, attendance was down for the month due to inclement weather. Head Start averaged 78%, while Early Head Start averaged 82%. The goal is 85% attendance for all options.

The wait list for Early Head Start Home Based Option has improved, but there is still work to be done as several fall below the goal of 15%. Overall, the Head Start and Early Head Start Center based options look good, with only a few sites needing improvement.

Current enrollment and funded enrollment for these last two sites are at 100%. The Home-Based option currently has three openings. The demographics of the current enrollment were also reviewed. Home Visitors are receiving resources and training to aide them in meeting their recruitment goals.

No action was required of the Board for these items, and this concluded this evening's business.

Announcements

The next Board meeting is scheduled for Thursday, May 2, 2019.
This meeting adjourned at 8:35 P.M.

Henry Lopez, President

Attest: Nikki Tappana, Secretary