

ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

BOARD MEETING MINUTES

December 5, 2019

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, December 5, 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, Joe Crosthwait, Jim Jackson, Joy Williams, Chester Neel, David Holloway, Doris Fast, Jenny Sullivan, Nikki Tappana, Sarah Alumbaugh, Paula Carsel, Kevin Johnson, Cleo Crosby, Karen Buckman, Thomas Wilson, Jessica Bryant, Erwin Stanscheit, Kourtney Connelly, Tamara Serr, Phillip Knott, and Melissa Lance. Darieus Adams and Mike Davis were absent. A quorum was present. Spring Knott represented the Policy Council and was present.

Henry Lopez made a motion to excuse the absent members. Kevin Johnson seconded the motion, which was then approved unanimously. Introductions were then made to put faces and names together for the new members, and to allow the new members to tell the Board a little about themselves.

Old Business

There was no old business to be discussed.

Executive Director's Report

John reported that due to Open Enrollment and changes to the plan year that needed to be explained to the employees, Human Resources has been very busy this last month.

Legal Aid of Western Missouri did indeed move out on November 15, and staff have been working on getting the vacated offices on the second floor ready for the new occupants. Floors have been cleaned, tiles replaced, walls painted, etc. The Head Start staff moving to those offices expect to do so the week of December 16-20.

John had spoken to the Board last month regarding the status of grant funding from CSBG. CSBG received a check from the federal office yesterday for \$1,300,000, and these issues have been resolved.

Because we have not yet received our Low Income Home Energy Assistance funds from CSBG, we have been paying the pledges for our clients from our Reserve Fund. There have been some disagreement about the wording of the contract between CSBG and the receiving agencies. We did receive word today that progress is being made on this, and John will participate in a phone call on Monday to discuss it. Once we receive our funds from CSBG, we will replace what was borrowed from the Reserve Fund. John will also be attending a meeting in Jefferson City on

December 19th to work on building a better relationship with state officials.

In response to questions, John stated we expect to have the Joplin Bungalows project completed by the end of January and start moving people in on February first. We are still working on two other housing projects.

Head Start Policy Council Report

Spring reported that at the most recent Policy Council meeting the Council approved new hires including a classroom safety monitor, three teacher aides, one substitute, one bus driver, one family resource specialist, and two teachers. The Nutrition Coordinator issued the report talked about last month regarding food waste. She explained that staff are required to prepare ten extra servings above the number of children in each class. This is in case they have visitors (such as parents), a child asks for seconds, spillage, etc. Any unwrapped food must be disposed of, even if it was only unwrapped for that meal.

Head Start Update Report

Jeff went over the Head Start/Early Head Start Continuation Grant application to be submitted next month in more detail. We asking for \$6,657,853.00 for Head Start. This will be our 55th year of funding and is for the operation of the Head Start program from April 3, 2020 to March 1, 2021. Of this amount, \$75,130 is budgeted for training; \$225,000.00 for staff salaries, \$550,000.00 for children's services, and costs for 35 buses. We will be required to provide \$1,660,000.00 in non-federal matching funding including in-kind, other grants, donations, etc. Ninety percent of the participants will be from low-income families, and 10% will be disabled or suffer behavior issues.

For the Early Head Start Program, this will be our 21st year of funding. We have budgeted \$34,617.00 for training. We plan to serve 145 pregnant moms, and pay for thirty staff salaries. We will need to provide \$385,125.00 for the non-federal match. There are not expected to be any changes in the number of children served. We still face some challenges for the Home Based Program, due to being able to complete all the requirements between the time a mother is enrolled and the deadline for having those items completed.

We have full enrollment for all of the Head Start classrooms, and families on the wait list for all centers except Granby and Lamar. The Early Head Start classrooms also have full enrollment, again with none on the wait lists for Granby and Lamar. The Home-Based option has full enrollment, but Carthage has no wait list for this program.

There was some discussion regarding the disposal of the unwrapped food mentioned in Spring's report. Members were told that they are not allowed to donate the food to any groups such as the homeless population. However, Erwin suggested that it be donated to hog farmers and Jeff stated he would look into this.

Items for the month of December for the Head Start/Early Head Start Department include the federal review set for the week of December 16-20, the EHS monitoring conducted the last week, the Grantee Assessment Meeting next week (to be held here at ESC), and the production

and submission of the Continuation grants. It will be a full schedule for this month!

Board Training

Tammy Walker presented the training this evening focused on Case Management. These services are provided to the client for free, upon the clients voluntary participation. Last year we served 250 clients through case management. So far this year, which began October 1, we have 128 participants.

Each client, with their case worker's assistance, sets goals. These may be employment, education, Stabilization of the family unit, housing, budgeting, etc. The case manager makes referrals for services we don't provide as well as assisting the client to apply for our services. Referrals may be made for assistance such as those provided by the Department of Family Services, as well as housing, employment, transportation, health care, basic necessities, documents, and education. Some supportive services offered to make the goals possible are assisting in obtaining necessary documents, providing bicycles, trolley tokens, gas, phone minutes, proper clothing for interviews, etc. We may help with education fees or day care.

We want these families to become invested in their community. To this end, we keep track of how many social groups, such as church or Parent Teacher Association, that they become participants in. Tammy showed a list of education and employment achievements obtained by these clients. She also showed four success stories of past clients.

Executive/Finance/Audit Committee Report

Thomas Wilson made the motion to approve the minutes of the November 7th Board Meeting. The motion was seconded by Chester Neel. The motion was approved unanimously.

Henry then made a motion, seconded by Thomas Wilson, to approve the financial statements for the month of October 2019. Henry explained for the benefit of the new members that the green sheets in this packet covered the information for Head Start/Early Head Start. He further explained that the financial statements covered 43 different budgets for the various programs we operate, and that due to time constraints, these statements are a month behind. This motion also passed unanimously.

Community Relations Committee Report

Chairman Kevin Johnson reported that we are still short one member on our Board, due to the resignation of Becky Crane after the last meeting. Tammy has been holding an election, but has not received enough interest to have a winner for the Jasper County Low-Income seat yet. The expectation is to have the candidates ready for approval at the January meeting.

Agency Personnel and Planning Committee Report

Jim Jackson reported for this committee in the absence of Darieus Adams. The committee had gone over the facts and figures for the Continuation Grants Jeff will be submitting at the end of December. Jim reiterated some of the information Jeff had gone over in his report earlier. He then made a motion to approve applying for the Head Start/Early Head Start Continuation Grant in the amount of \$8,198,351.00. The motion was seconded by Kevin Johnson and approved.

Program Monitoring and Evaluation Committee Report

In the absence of Mike, Chester Neel reported for this committee. He reported that staff are focusing on the 83 children who were severely absent previously. This number has been somewhat reduced due to those efforts. Also, the tracking of this number is now being done by child, rather than by center.

Community Development were short of target on three items for the reporting period. They are working with the CHANCE program to improve setting and meeting their goals.

The state has responded to the letter sent by our Director of Weatherization regarding findings on the recent monitoring. We developed a plan to correct those items, the state approved the corrective action, and all of those efforts have now been completed and approved.

Jeff had reviewed the Head Start Data Reports with the committee. These included the summary budget and performance reports, the child adult care food program (CACFP) report, recent news from the Office of Head Start, and the eligibility and enrollment report.

There were no actions taken in response to these items.

Announcements

The next Board meeting is scheduled for Thursday, January 2, 2020 at 7:30 P.M. We will also hold the annual meetings for the Economic Security Community Development Corporation that evening.

The meeting adjourned at 8:30.



Henry Lopez, President



(Attest: Nikki Tappana, Secretary)