

ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

BOARD MEETING MINUTES

January 2, 2020

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, January 2, 2020 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: Mike Davis, Henry Lopez, Darieus Adams, Joe Crosthwait, Jim Jackson, Joy Williams, Chester Neel, David Holloway, Doris Fast, Jenny Sullivan, Sarah Alumbaugh, Paula Carsel, Kevin Johnson, Karen Buckman, Thomas Wilson, Jessica Bryant, Kourtney Connelly, Tamara Serr, Phillip Knott, and Melissa Lance. Nikki Tappana, Cleo Crosby, and Erwin Stanscheit were absent. A quorum was present. Spring Knott represented the Policy Council and was present.

Kevin Johnson made a motion to excuse the absent members. Paula Carsel seconded the motion, which was then approved unanimously. Guest Melanie Sellers from the state office of the CSBG was introduced.

Old Business

There was no old business to be discussed.

Executive Director's Report

We received notice that the Missouri Housing Development Commission has awarded its grant funding. The HeRO programs received \$1million. Supplemental services asked for \$150,000.00 and was awarded \$75,534.75. Rental Assistance was allotted \$75,000.00.

We are still working with O'Reilly Construction on the development of the 42 unit housing complex to be called Forest Park II. Four of these units would dedicated for use by veterans, a few leased at market value, but most would be for low-income individuals and families. For our participation in the project, we would receive an \$80,000.00 development fee. We would also be given an office on site for a case manager's use, and anywhere from \$0 to \$20,000.00 for this person.

At the same time, we are also working on a Kodiak housing site in Neosho. This housing community would provide what is called "Workforce Housing". There would be 34-36 moderately priced units for working class families. This is the third year the application for this project has been made and it has finally been approved. We would also maintain an office and provide services at this location as part of the contract.

We are approximately one month away from being ready to move tenants into the Joplin Bungalows, and are still seeking donations for furnishings for the units. We need \$91,200.00 in

donations for this project.

Three months late, we have finally received news of the CSBG contract for the utility assistance programs and can start billing the state for reimbursement. There is still \$862,000.00 left in crisis funds, and referrals are encouraged for this program.

For the first time ever, the Grantee Assessment Meeting for Head Start was held in Joplin last month. Regional Manager Clarence Small participated in a Home Visit through the Early Head Start program while here. Afterwards, the meeting was held and staff felt there were some very positive outcomes.

We have been having a lot of problems with our HVAC units here at the main office. Trane is working on correcting issues with the units. Parts and service for these units, as well as utility bills, are very high because they are so old. We may end up having to purchase a new boiler.

Legal Aide has completely moved out of our building and into the Griffin Building. Maintenance staff have completed sprucing up their former offices on the second floor. These offices are now occupied by Head Start/Early Head Start staff.

Head Start Policy Council Report

Spring reported that the last Policy Council meeting was held via conference call due to the weather. The Council approved new hires including a classroom safety monitor, two teacher aides, and one Early Head Start teacher. They approved the grant application for the next grant cycle. The review of the Behavior Guidance Policy was tabled until the next meeting.

Head Start Update Report

Jeff noted that everyone in the Head Start/Early Head Start programs had stayed busy the last couple of months with all of the monitoring visits, grant applications, moving locations, etc. Next month, they will be able to move on to reviewing policies, budgets, School Readiness assessments, Parent/Teacher conferences, and so on. A \$550 million increase for the programs has been signed by Congress. We will be applying for some of these funds this coming summer.

Board Training

Melanie Sellers from the State of Missouri, Community Services Block Grant (CSBG), presented the training this evening. She works directly with the directors, including Tammy Walker.

First, she presented a little history, with a snapshot of Economic Security Corporation's funding. There would be no community action agencies (CAAs) without CSBG funds. Ninety percent of the CSBG funds are distributed to the state's nineteen CAAs. The remaining ten percent is used for administration by the Department of Social Services. The federal office distributes the funds to the state offices, and the state in turn submits reports to the federal office of how the funds were spent and the results of those programs funded.

Of course, as always, there are rules and guidelines the various offices and programs must go by. The CAAs and their Boards have responsibilities they must meet. The Board must be a Tri-

partite Board, meaning it must be made up of one third each of low income members, elected officials, and private interest members. Term limits are set out in the By-Laws of the agency. Members have three broad duties: Duty of Care, Duty of Loyalty, and Duty of Obedience. An important component of these duties is data collection and what to do with this data.

There are fifty-eight organizational standards agencies must comply with and they submit documentation of this compliance to the state office. We just did this, the information was reviewed by the state office, and some requests for more information were sent to Tammy. Once Tammy has provided this additional information to the state, Melanie then enters it into the data collection system.

Of the fifty-eight standards, twenty-two are reported as needed, fourteen are updated annually, five are updated every two years, seven are updated every three years, and ten are updated every five years. Examples of the annual updates are the current signed minutes, agendas, programmatic and fiscal reports, etc. Biennial reports are the agency risk assessment; the by-laws, conflict of interest, and fiscal policies are reviewed and signed off on by the Board members; and training is provided to the members on their duties and responsibilities.

Of those standards with triennial requirements, the basis is conducting a community needs assessment. The assessment is summarized in a report covering five key sectors. These include an analysis of client data; information from the five sectors covered (CBO, FBO, Private, Public, and Education); current data specific to poverty, gender, age, and race/ethnicity; qualitative and quantitative data; and key findings such as the number of homeless, the lack of a living wage, low attainment of education in the community, etc. Once completed, the Board must accept the Community Needs Assessment and this must be reflected in the appropriate minutes.

Every five years the Board must review and approve the agency's mission statement, strategic plan, procurement policy, personnel policies, and other documents as reviewed by an attorney. An attorney must also review the personnel policies. Every ten years an attorney must review and the Board must approve the bid for audit services.

Historically, our agency has been in compliance with all fifty-eight standards. This last year, we were 100% compliant! Ms Sellers wants to make it a practice to meet with the program directors and travel to each CAA at least once a year.

Executive/Finance/Audit Committee Report

Henry Lopez made the motion to approve the minutes of the December 5, 2019 Board Meeting. The motion was seconded by Philip Knott. The motion was approved unanimously.

Henry then made a motion, seconded by Thomas Wilson, to approve the financial statements for the month of November 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 presented to the Board a month in arrears. This motion also passed unanimously.

Henry explained that items C and D were essentially the same thing, as the changes to the fiscal policies pertained to the Cost Allocation Policy. In the handout provided to the members, the changes were noted in green print on page 3. Tony, our Fiscal Director, reviewed the changes with the committee members. The focus was a change to allocate 12.7% of salaries to space costs. This motion to approve the combined items, Approval of the Cost Allocation Policy as stated in the Financial Policies and Procedures Manual, was made by Henry. This motion was seconded by David Holloway and approved unanimously.

Community Relations Committee Report

Per Chairman Kevin Johnson, there were 227 surveys completed and returned this quarter. Of those, 96% were positive for their experience. Over 99% were likely to recommend our services to others. There was no motion made in regards to this item.

Tammy Walker reported on the candidates for the vacant low-income board seat for Jasper County. Each member had received a handout of information on the three candidates. The winner of the election was Sarah Rearrick. The motion to approve Sarah Rearrick as the Low Income Representative for Jasper County was made by Kevin Johnson and seconded by Darieus Adams. It was approved unanimously.

Kevin then made a motion to approve Chantel Verren as the alternate Low Income Representative to the Board, and to keep Jessica Rogers in the pool for this position. Thomas Wilson seconded the motion and it passed with no nay votes.

One exit survey was submitted by a leaving Board member. No information was available on that survey at this time.

Agency Personnel and Planning Committee Report

There were no items on the agenda for this committee and no meeting was held.

Program Monitoring and Evaluation Committee Report

Jeff Goldammer reported that there were still two centers with issues with their waiting lists. These were Lamar and Longview. Both are improving, but still have a ways to go. The method for measuring severe absenteeism has changed because of the reason for the absenteeism. Most of the centers with a large number of absentees showed that those numbers were due to multi-day illness of the child. The program's overall attendance is over 91%.

Absenteeism for the Home Based program has improved. However, the Lamar and Carthage areas still need to work on the waiting list for this program. A plan of action for this is being developed.

Clarence Small was very impressed with the Home Visitor and the visit made to the client's home when he was here last month. He is very interested to see the reports from this program.

There was no action taken by the Board on this item, and this concluded the items on the agenda.

Paula Carsel reported that at the wrapping party in Newton County last month, 187 presents were wrapped in 42 minutes. Twenty people participated in the wrapping, and approximately 450 children were scheduled to receive presents. Next year, the Longview Head Start children will be added to the list to receive gifts. Member Kourtney Connelly's daughter was a recipient of a gift, and was absolutely thrilled according to her mother. Kourtney expressed her gratitude to Paula and Kevin and their group who operate the program.

Announcements

The next Board meeting is scheduled for Thursday, February 6, 2020 at 7:30 P.M.

This meeting adjourned at 8:10.



Henry Lopez, President



Attest: Nikki Tappana, Secretary