

SEK-CAP Governing Board Meeting
Thursday, January 18, 2024
Central Office
401 N. Sinnet, Girard KS 66743
2:00 pm – 5 pm

1. Call to Order

Board Chairman, Steve Fincher, called the meeting to order at 2:00 pm.

2. Promise of Community Action

The Promise of Community Action was recited by those present for the meeting.

3. Roll Call

Attending the meeting in person were Board members Steve Fincher, Joe Grisolano, Boyd Koehn, Christy Vulgamore, C.W. Betz, and Marilyn Logan. Stacey Wood and Ayla Daugherty participated in the meeting via Zoom. Board member Heather Spauer was not present for the meeting.

Staff present meeting were Jamey Whitney, CEO, Janel Scales, CFO, Craig Leabo, Housing Manager, Joanie Burke, Director of Early Childhood Education Services, Casey Brown, Community Engagement Coordinator, Scott Christiansen, Transportation Director and Tiffany Romine, Program Development, Compliance, and Reporting Manager.

Guest: No guests were present for the meeting.

4. Agenda

The agenda for the January 18, 2024 meeting of the Governing Board was uploaded to the BOARDnetWORK prior to the meeting for members of the Board to review. Board members discussed amending the agenda to go into Executive Session mid-way through Ongoing Business, after Sun Crest View Reserve for Replacement. Additionally, the CEO Annual Appraisal Report and Compensation Recommendation would also be moved to coincide with the Executive Session.

A motion to amend and approve the augmented agenda to move Executive Session and the CEO Annual Appraisal Report and Compensation Recommendation was made by Marilyn Logan for the Thursday, January 18, 2024, meeting of the Board of Directors. The motion was seconded by Boyd Kohen. There was no further discussion. A vote was taken. The motion was approved unanimously.

5. Consent Agenda

The following items were included as part of the Consent Agenda and were uploaded to BOARDnetWORK prior to the meeting. Steve Fincher, Governing Board Chair, asked if any member wanted to remove any items from the Consent Agenda for discussion or if there were any additions or corrections to the Consent Agenda.

- a. Meeting Minutes for the Governing Board meeting held November 16, 2023.
- b. Policy Council Meeting Agendas for November 14, 2023 and December 2023. Approved Policy Council Meeting Minutes for November 14, 2023.
- c. Personnel Reports for October 2023 through December 15, 2023. Check this
- d. Credit Card Statements for the months of December 2023 and January 2024 for VISA, Wal-Mart, and WEX.

Joe Grisolano made the motion to approve each item on the Consent Agenda as presented to the Board. The motion was seconded by C.W. Betz. No further discussion was had. A vote was taken, and the motion was approved unanimously.

6. Ongoing Business

a. Financial Reports

Janel Scales presented the Financial Reports to the governing board members. The November Financials were provided for all programs except for Early Childhood. Janel commented that since our fiscal year ends on November 30th, the numbers presented weren't the final numbers, but were close. She presented the Early Childhood Head Start Grant which starts over December 1st, with a balance that would carry over and a request would be made in March for approval of that carry over number. Scales also presented December Financials and noted that she had cleaned up grants for this month. All TBRA funds will be spent by 2025. Took off expended grants from COVID from the sheet. She presented the balance sheet for the entire agency and commented that the audit is scheduled for Feb. 5-9th in which we will be using the same audit firm as last year, and then we'll be going out for bid to comply with the Organizational Standards. Jamey asked under total liabilities and assets, why the liabilities were higher than assets. Janel let him know that some audit adjustments are not accounted for in the sheet which would affect both those. They are also still processing payments from November which will also affect the asset amounts. Some grants have access funds that we're trying to spend down, which also affects the liability.

Marilyn Logan made the motion to approve the financial reports and current audit firm to conduct our 2023 audit as presented to the Board for review. The motion was seconded by Joe Grisolano. There was no further discussion. A vote was taken, and the motion was approved unanimously.

b. Agency Bank Business

Janel Scales presented to the Board members a document with IntraFi. She let them know that they had a Brad Ulbrick and another gentleman with GNBANK come visit her and Jamey in December to discuss the proposition of transitioning pledge securities to IntraFi, which is a program that replaces those pledge securities while allowing us to still be covered with our fullest bank balance. Joe Grisolano, the Crawford County Treasurer has already transitioned his department over to IntraFi and has experience with the program. He explained to the board that the program is designed to ensure your money by spreading it across several banks instead of keeping it contained to one bank where a higher level of money is only secured for \$250,000. It is legal with the state government, and several counties use it. The bank will pay a fee to have the program which is a better deal for the bank than pledge securities. Christy Vulgamore commented that it was easier. Joe continued that if you're not fully covered your more likely to get written up in your audit. He said it was more of a seamless process in his bank reconciliations as well and the program has worked well for the county. Boyd asked if it would hinder us from getting access to those funds if we needed it, and Joe said no it works well.

Janel then also discussed the account 457F which is the retirement savings (deferred compensation) account that SEK-CAP holds at GNBANK. She commented that Jamey Whitney and Joanie Burke were the next two up for retirement in the next ten years. As such Janel and Jamey have been looking at moving that money into a CD account instead of a savings account. As we look forward in the future to provide grant match funding, we might look into spreading the money to different banks in town to spread the wealth and if we need to approach another bank for a donation, we can provide proof that we're supporting them with having a CD with them. This would allow us to not be restricted in accessing the funds. Joe Grisolano asked how we would ask for a certain rate at each bank? He commented that one bank might want it all for a fee. Jamey Whitney said in his experience he would shop by county to find the going rate for CDs and then they would lock them in yearly and then make the decision with the highest rate. Joe Grisolano commented that CDs must be secured and if we're doing \$200,000/bank he would suggest having a rate that we come up with and then present that to the bank. Janel commented that we've never had CDs before and she's searching for a way to utilize those funds in a way that's better for the agency. Joe asks for a specific rate and if a bank will give securities that's what he goes with.

A motion was made by Joe Grisolano to replace the agency's pledge securities with IntraFi as presented to the Board. The motion was seconded by Marilyn Logan. A vote was taken, and the motion was approved unanimously. Further discussion revolved around the possibility of opening CD's to put our retirement savings into, spread evenly at Girard banks. Board members asked to table any decisions until further research by Janel Scales could be had.

c. FY24 & FY25 CSBG Non-Discretionary Grant and Goals

Tiffany Romine presented the goals for both FY24 and FY25 to the Board Members. She let them know that in June 2023 the percentages were reallocated to 8.3%, the second lowest in the state. She presented the amount that we are to receive for FY24 and as the federal government has not released the amount they intend to release to CSBG for FY25, that's the same amount we will use as we apply for the CSBG FY25 Non-Discretionary Grant. She also provided the FNPI goals for FY24 along with the goals for FY25. Currently we are in the reporting period for FY24, and are applying for FY25 money. She also let them know that a budget revision would need to take place for the CSBG FY24, as the final number for that grant was released in December 2023.

A motion was made by Marilyn Logan to accept the CSBG FY24 budget revision, the application of the CSBG FY25 Non-Discretionary Grant and the FY24 and FY25 Grant FNPI goals as presented to the Board. The motion was seconded by Christy Vulgamore. There was no further discussion, and a vote was taken. The motion was approved unanimously.

d. FY24 CSBG Eligibility Criteria

Tiffany Romine presented the FY24 CSBG Eligibility Criteria for the CSBG Standards of Operation Policy 8001. Tiffany let Board members know that this is a standard document that the Agency is required to submit with our CSBG Non-Discretionary Grants. The document states how the agency works with clients in a direct capacity. Craig Leabo updated the Tenant Based Rental Assistance (TBRA) section with changes this year.

A motion was made by Joe Grisolano to accept the FY24 CSBG Eligibility Criteria per the Standards of Operation Policy 8001 as presented to the Board. The motion was seconded by

Marilyn Logan. There was no further discussion, and a vote was taken. The motion was approved unanimously.

e. 2023 TBRA Award Notice

Craig Leabo presented the Tenant Based Rental Assistance (TBRA) Award notice with the Board. He let them know that we applied for the grant and we were awarded the \$400,000 we requested, and we in turn opened the TBRA wait list in which we received 240 applicants in the 18 days we were open. The need was great with that response, with no other assistance available open to the public at that time. This document was for the review of board members. Jamey Whitney said we were approached and asked if we could get more money for this program. He said he wasn't sure the future of HOME funds from the state and federal government, but it would be nice if we could get more funds. Craig Leabo commented that the state sets aside \$1,600,000.00 for this program of which we received about 25% of those statewide funds. They have increased the overall amount this year to \$1,800,00.00 but kept the cap at \$400,000 for agencies to apply for.

f. Small Area Fair Market Rent Special Admin Fees Certification

Craig Leabo presented to board members the small area fair market rent special administration fee certification. He let them know that Linn County is a metro of Kansas City. We have had the option to do small area market rents there, which is meant to make available more housing options to those we serve. It makes the fair market rent lower in Linn County as they are considered higher due to being a metro of Kansas City. The state is requiring us to utilize FMRs by 2025 and offered us \$10,000 to implement this in order to incentivize administration of the program.

g. Sun Crest View Rent Increase

Craig Leabo presented the Sun Crest View Rent Increase, which is the yearly increase for rent that is charged in addition to utility allowance. We were not required to do a utility allowance study. The state let us know what we needed to increase to and we accepted. We were required to send in the document to KHRC prior to the meeting, which was signed by Steve Fincher ahead of the board meeting.

A motion was made by Marilyn Logan to accept the Sun Crest View Rent Increase as presented to the Board. Boyd Kohen seconded the motion. There was no further discussion, and a vote was taken. The motion was approved unanimously.

h. Sun Crest View Rent Schedule

Craig Leabo presented the Sun Crest View Rent Schedule which coincides with the Rent Increase. It takes the numbers and puts the schedule together along with board members listed on the second page.

i. Sun Crest View Reserve for Replacement

Craig Leabo presented the Sun Crest View Reserve for Replacement which stated that we are required to increase that account based on the rent increase to Sun Crest View that was approved. The document stated that we will do that and we got notification from HUD on the increase that was needed and took action accordingly.

7. New Business

a. HOME-ARP 2024 Full Grant Application

Craig Leabo presented the plan for the full application that he will be working on with Jamey Whitney, Casey Brown and Tiffany Romine. He let members know that with their approval we submitted the preliminary application back in September 2023. We have had technical assistance review and asked us to submit a full application to KHRC. Our proposal utilizes a partnership with the City of Pittsburg to project base vouchers to ensure rental income. Acting much like our Weir property where renters pay 30% of their income to rent and HUD pays the rest. This will allow us to have project sustainability moving forward. Marilyn asked if we were only providing this project in Pittsburg, which Craig affirmed. He also commented that our hope is that this project would be a springboard to develop more rental properties with partners in various funding sources, in addition to divesting properties to increase our housing services throughout southeast Kansas.

A motion was made by Marilyn Logan to accept the submission of the HOME-ARP 2024 full application as presented to the Board. Joe Grisolano seconded the motion. There was no further discussion, and a vote was taken. The motion was approved unanimously.

b. SEK-CAP's Transportation Drug and Alcohol Policy

Scott Christiansen presented SEK-CAP's Transportation Drug and Alcohol Policy to the board. He let members know that we had a compliance review at the end of November 2023 wherein they let us know that our Drug and Alcohol and employee assistance policies were out of date. We were sent the new KDOT Drug and Alcohol prevention policy in addition to the employee assistance program policy. SEK-CAP has a policy around employee assistance, however, KDOT has asked that drivers read, sign and return a document specific to KDOT. The updated Drug and Alcohol misuse policy has updated language around medical marijuana and CBD oils which are both still a federal offense. Office holding members of the Board were asked to sign a document in the back of the policy stating that they have received notice of those changes and approve the new policy for KDOT drivers, maintenance workers, and dispatchers.

A motion was made by Marilyn Logan to accept the SEK-CAP Transportation Drug and Alcohol Policy with the required board member signatures as presented to the Board. The motion was seconded by Boyd Kohen. There was no further discussion, and a vote was taken. The motion was approved unanimously.

8. Executive Session

The Board members went into Executive Session to discuss Attorney/Client issues with CEO, Jamey Whitney, CFO, Janel Scales, and Early Childhood Director, Joanie Burke at 2:51pm for a period of 15 minutes. The Board came out of Executive Session at 3:06pm. The Board members then took a 5 minute break at 3:10pm.

Christy Vulgamore made a motion to enter Executive Session for a period of 15 minutes. Marilyn Logan seconded the motion. A vote was taken, and the motion was approved unanimously.

The board members went back into Executive Session for Employee matters at 3:16 pm. After a period of 5 minutes, Jamey Whitney was invited to come into the executive session to conduct the CEO Annual Appraisal and Compensation Recommendation. The board exited the second Executive Session at 3:26pm.

Joe Grisolano made a motion to enter back into Executive Session for an additional 10 minutes. C.W. Betz seconded the motion. A vote was taken, and the motion was approved unanimously.

The board went back into Executive Session at 3:27pm for a period of 2 minutes and exited at 3:29pm. This concluded the Executive Sessions.

Joe Grisolano made another motion to enter back into Executive Session for 2 more minutes. Marilyn Logan seconded the motion. A vote was taken, and the motion was approved unanimously.

9. CEO Annual Appraisal Report & Compensation Recommendation

This was conducted during the second Executive Session. Steve Fincher commented that the board overall was very pleased with Whitney's performance and position over the past year. The result was a 5% salary increase for the year. The Board said that staff were more settled with him in charge.

Boyd Kohen made the motion to approve the CEO Annual Appraisal Report and 5% Compensation increase for the CEO over the coming year as presented to the Board. The motion was seconded by Christy Vulgamore. No further discussion was had. A vote was taken, and the motion was approved unanimously.

10. Ongoing Business (Resumed)

j. CCL Memo Fingerprint Background Check

Joanie Burke presented the CCL Memo on Fingerprinting Background Checks to the board members. She informed them that Head Start is changing how they want agencies to hire new staff. We are no longer allowed to bring staff on board until the fingerprint background check has passed. This means that the slow process in which fingerprinting is returned to the agency will slow down the hiring process. The state let us know that hiring any staff without having their fingerprint background check back would result in a citation. Joanie asked the state to let her know how many citations would equal a violation to which they replied that it wouldn't add up that way. Joanie told the board that SEK-CAP does not allow staff to be alone with children until all the background checks have been passed and are on file with us. In the meantime, we will hire staff and provide training while we wait for those fingerprints to be returned. She also reminded the board members that we are at the five-year mark where all staff with children need to be re-fingerprinted due to state law. The issue of background fingerprinting being slow in combination with also having to re-fingerprint all staff is very burdensome to the program. We currently have money from COVID that covers the cost of sending in fingerprinting background checks, but once that money runs out we will be required to pay at minimum, \$50 per person. Steve Fincher asked Joanie who the agency has doing fingerprinting, to which she replied we have staff who are trained to take those in house. Additionally, we had sought to purchase an electronic fingerprinting machine but with all these changes the bids have expired and new vendors would need to be put into bid for KBI approved machines. Joanie mentioned that she should hear something back from the state by February 1st to allow us to go back to the table to readdress these concerns. Currently our process for fingerprinting is to take the paper form, mail it to KDHE who then mails it to KBI. The purchase of a machine would allow us to send the prints directly to KBI and get a response quicker. C.W. made a comment that KBI is so inundated with fingerprinting when they are still working on cases dating 5 years back, which Joanie replied was part of the issue they are having with quick turn around. Joanie voiced her frustration that the agency will hire a new staff member and because of the delays in

fingerprinting coming back often two weeks later, by the time we are able to bring that new staff member on-board, they will have disappeared with no regard of letting us know. Steve Fincher asked Joanie if she could possibly get an MOU in place with the local Sheriffs office to help speed up the process. Joe Grisolano interjected and let the board know that it was possible to do fingerprinting with the Sheriffs office; however, they would still have to mail off the paper form, and it wouldn't be any quicker. Joanie replied that was why she wanted to get an electronic machine to help speed up the process. The machine would be portable and help the entire communities we serve by assisting other childcare providers in getting fingerprinting done quicker.

A motion was made by Joe Grisolano to accept the CCL Memo on Fingerprinting Background Checks and continue the process of fingerprinting at the applicant level as presented to the Board. The motion was seconded by Marilyn Logan. There was no further discussion, and a vote was taken. The motion was approved unanimously.

k. HS & EHS Under enrollment Letter

Joanie Burke presented the Head Start and Early Head Start under enrollment letter to the board members. She remarked that we had four months where we were below 97% enrollment – we've been at 83%, 87%, 91%, and are back up to 87% currently. The Office of Head Start had put the 97% rule in place a year ago and due to COVID they rescinded it temporarily; however, January 1, 2024 they would start to enforce it. Since prior to January 1, 2024, our prior four months were below that 97% we received the letter. Upon receiving and reviewing the letter, Joanie followed the instructions to set up a call with the state and our board Chairman to discuss the enrollment of our program. During the meeting, the state let us know that we needed to develop a plan to show good faith effort in trying to bring up enrollment levels to 97% or we could lose up to \$750,000 in federal funding. Joanie said that currently her staff have identified barriers around the workforce, and an increase in home visits throughout the counties where staff don't take the initiative to find impoverished families to work with in their homes. The majority of her concerns fall within Early Head Start Home Visitation. Steve Fincher commented that something that was shocking to find was that Early Childhood Services had experienced an 86% turnover rate in personnel. He said it's hard to get forward momentum when you're constantly introducing new people every month. Joanie agreed, saying it's a constant cycle of training and trying to get stabilized. On further inspection of those counties where we're underenrolled, she said in some instances, staff are stable, they just aren't going out and recruiting as they should, and some of that is due to COVID scaring families off of having people in their homes. Joanie assured the board that she and her staff are working on a plan that they will present to the state on Friday, January 26, 2024. She also informed the board that our program is currently at 87% enrollment which is much higher than other programs nationwide. We will have until December 2024 to get our enrollment up or show a good faith effort with documentation and data to support that effort, wherein the state will advocate to keep our funding. C.W. asked Joanie how many people we had to have to be considered fully staffed? Joanie responded by saying if we only had 20 openings it would help us look better. (We have 61 openings currently for Early Childhood. Center managers, Lead Teachers and Center supervisors are the key positions to be filled in order to stabilize staff across the board.

l. KS EHS Child Care Partnership Grant FY24

Joanie Burke presented the Kansas Early Head Start Child Care Partnership Grant application for FY24 to the board. The RFP was released and this year is competitive, which will allow us to

change slots. We are working to develop a proposal with status quo, as she's not trying to add any slots.

A motion was made by C.W. Betz to accept the KS EHS Child Care Partnership Grant FY24 as presented to the Board. The motion was seconded by Boyd Kohen. There was no further discussion, and a vote was taken. The motion was approved unanimously.

m. KS EHS Home Visitation Grant FY24

Joanie Burke presented the Kansas Early Head Start Home Visitation Grant application for FY24 to the board. She asked the board for approval to look at the feasibility of the program throughout all our counties to see how it's affecting our overall enrollment and to evaluate if we need to make reductions which would be a potential decrease in the budget.

A motion was made by Christy Vulgamore to accept the KS EHS Home Visitation Grant FY24 application as presented to the Board. The motion was seconded by Joe Grisolano. There was no further discussion, and a vote was taken. The motion was approved unanimously.

n. KS EHS Home Visitation Grant Budget Revision FY23

Joanie Burke presented the Kansas Early Head Start Home Visitation Grant Budget Revision for FY23 to the board. Joanie remarked that with staff variances we aren't able to spend all the personnel money and we can only move 10% around. They have talked about potentially purchasing more vehicles but won't be sure yet until March.

A motion was made by Christy Vulgamore to accept the KS EHS Home Visitation Grant Budget Revision FY23 as presented to the Board. The motion was seconded by Marilyn Logan. There was no further discussion, and a vote was taken. The motion was approved unanimously.

o. KS EHS Child Care Partnership Grant Budget Revision FY23

Joanie Burke presented the Kansas Early Head Start Child Care Partnership Grant Budget Revision FY23 to the board. She notified members that with staff vacancies they will be allowed to move 10% around in the budget. The plan is to purchase equipment with that 10%. Janel Scales and Joanie Burke are working together to submit this grant and the KS EHS Home Visitation Grant Budget Revision for FY23 by March in order to get the revisions approved and money spent before the end of June 2024.

A motion was made by Marilyn Logan to accept the KS EHS Child Care Partnership Grant Budget Revision FY23 as presented to the Board. The motion was seconded by C.W. Betz. There was no further discussion, and a vote was taken. The motion was approved unanimously.

p. HR Policies: Inclement Weather

Jamey Whitney presented the changes to the HR Policies and Procedures for Inclement Weather. He informed the board that this policy would be one in flux for changes over the years. There were changes made to the policy to help benefit staff. Steve Fincher remarked that with the weather throughout 12 counties it can be difficult to call inclement weather across the board. Jamey remarked that Head Start had different rules following the school districts, but central office would rarely be closed due to him being so close to this office. There were changes made to the policy and he believes it's "leak proof" and hopefully it will take care of existing problems.

A motion was made by Christy Vulgamore to accept the HR Policies: Inclement Weather changes as presented to the Board. The motion was seconded by Joe Grisolano. There was no further discussion, and a vote was taken. The motion was approved unanimously.

q. Website Login Training for Board Members

Tiffany Romine and William Holloway provided the board members with training on how to log in to the new website portal. This portal will allow members of the board to access documents such as the by-laws, the meeting calendar dates, the board roster and other necessary links/documents.

11. Leadership Reports

a. Chief Executive Officer

Jamey Whitney presented the Programmatic Reports from all departments in the agency. The board members all received a hard copy in their board packets to review. He remarked that it covered everything they needed to know about. Board members also discussed the purchase of a home/property recently with the intent to use the house for low-income individuals to rent. We plan to apply for funding to restore the foundation and replace the garage door. The storage shed will be used to store supplies for Early Childhood services. They will be boarding up the windows of the shed and installing security.

b. Director of Early Childhood Services

Joanie Burke addressed the board members letting them know that there is a strong applicant for an Assistant Early Childhood Director who is currently in the background check phase of the hiring process. They are a good applicant who has worked for community schools and spark wheel. There is a new job description to replace the Administrative Support, previously held by Bev O'Malley, transitioning to be called the Early Childhood Support Coordinator which will be involved with Policy Council, licensing for centers, and keeping up with ongoing safety reviews. In Fort Scott, the center was fully staffed at the beginning of the school year, the staff all quite and our existing staff had to cover those openings. One coaching staff had to be out for a surgery making it difficult to keep ratio, so they switched to double sessions temporarily to keep enrollment. Joanie has had conversations with the school district there and has a contact with the special education teacher who used to work for SEK-CAP. They have offered to have her be the lead teacher in our classroom if we can provide \$10,000 towards their salary for the rest of the year. This person already knows Head Start and will be a good fit. The CHOICES Kitchen remodel should be done this week. The only thing they were waiting on was chemicals to be installed for the dishwasher. The cooks have been really great during this time of remodel. She's looking forward to getting it going. Feb. 8th she has a Federal T/TA meeting with staff to develop a plan for under enrollment.

12. Board Member Input

Steve Fincher asked the board to authorize enrollment in the 457f retirement plan for a new member of the Management Team.

A motion was made by Joe Grisolano to authorize the enrolment of the management team member into the 457f retirement plan. Marilyn Logan seconded the motion. There was no further discussion. A vote was taken and the motion approved unanimously.

13. Other/As the Need Arises

Casey Brown presented to the Board an opportunity for SEK-CAP to work with the local Health Equity Action Team (LHEAT) in partnership on a grant that would promote the housing services and look at growing our opportunities for acquisition, building, rehabilitation with a focus on low-income individuals. WE will be having conversations with this group further going forward. Jamey Whitney let the board know that we were approached with being a lead agency in the five proposed counties (Bourbon, Cherokee, Crawford and Montgomery) within this grant. If approved, LHEAT would write a planning grant for two years and if successful we have the opportunity to write the implementation grant which could be an ongoing grant.

14. Adjournment

Steve Fincher reminded the board members that there were only four more regularly scheduled board meetings to go before his retirement and the need to elect and seat new members to the board. He also let the members know that he would be reminding them of this at every meeting going forward. Jamey Whitney reminded the board that if they have potential candidates to let him know so that he could be reaching out to those individuals and getting more people on the waiting list.

A motion was made by Boyd Koehn for the adjournment of the meeting of the Board of Director's. The motion was seconded by C.W. Betz. There was no further discussion. A vote was taken. The motion was approved unanimously, and the meeting was adjourned at 2:02pm.

Respectfully Submitted,

STEPHEN FINCHER  03/21/2024
Governing Board Official Name Signature Date