



Board of Directors Meeting

Central Administrative Offices - 401 N. Sinnet Girard, KS 66743

Thursday, May 16, 2024

2:00pm – 4:30pm

1. Call to Order

Board Chairman, Steve Fincher called the meeting to order at 2:06pm.

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, Boyd Koehn, Christy Vulgamore, Ayla Daugherty, and Marilyn Logan. Board Members Heather Spaur, Stacey Wood, Joe Grisolano, and C.W. Betz were not present for the meeting.

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

Guest: No guests were present for the meeting.

4. Meeting Agenda

The agenda for the May 16, 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 the agenda, Jamey Whitney, CEO asked the members to add the Purchase of Early Bird Preschool under Section 10, Other. Board members agreed to add that to the agenda, along with the Civil Rights Certification & Board Resolution document under Section 7.g HUD notices.

A motion to amend and approve the augmented agenda to add the Purchase of Early Bird Preschool under Section 10, and the Civil Rights Certification and Board Resolution document under Section 7.g, was made by Marilyn Logan for the Thursday, May 16, 2024, meeting of the Board of Directors. The motion was seconded by Boyd Koehn. There was no further discussion. A vote was taken, and the motion was approved unanimously.

5. Executive Session

The Board members went into Executive Session to discuss confidential information with Jamey Whitney, CEO, and Janel Scales, CFO at 2:10pm for a period of 30 minutes. The Board came out of Executive Session at 2:39pm.

A motion to enter into Executive Session was made by Ayla Daugherty for a period of 30 minutes. The motion was seconded by Marilyn Logan. A vote was taken, and the motion was approved unanimously.

6. Consent Agenda

The following items were included as part of the Consent Agenda and were uploaded to the 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. Board Meeting Minutes for the Governing Board meeting held March 21, 2024.
- b. Special Board Meeting Minutes for the May 10, 2024, board meeting.
- c. Policy Council Minutes for March 2024 and Self-Assessment Update.
- d. Personnel Reports for April and May 2024.
- e. Credit Card Statements for the month of April for VISA, Walmart, and WEX.

A motion to approve the Consent Agenda as presented to the Board was made by Boyd Koehn. The motion was seconded by Marilyn Logan. There was no further discussion, and a vote was taken. The motion was approved unanimously.

7. Ongoing Business

a. **Financial Reports**

Janel Scales presented the Financial Reports to the governing board for the months of March and April 2024. Janel went through the March columns of spending and noted that the month of March held normal expenses. CSBG expenditure allows for an extra six months to finalize spending which we are currently spending down and will end at the end of September 2024. TBRA program spending is currently finished with one year and into the next year including HUD. For Early Childhood Education Services, the ECBG MOU/grant with Coffeyville School District will end in June 2024. For the month of April many of the fiscal years began anew at the beginning of the month. With this new fiscal year in CSBG there are now two grants being spent concurrently. Marilyn Logan asked Janel if the previous CSBG dollars in March would roll over into April. Janel reiterated that CSBG allows agencies an extra 6 months to spend the grant which will end on September 2024. Janel commented that we would be looking at how to expend those extra funds over the next few weeks with the possibility of purchasing new vehicles for maintenance. Marilyn Logan then asked about other grants that still had a balance remaining and asked if that was due to lack of employees/staff, which Janel responded in the affirmative.

Boyd Koehn made a motion to accept and approve the financial reports for March and April as presented to the Board. The motion was seconded by Christy Vulgamore. A vote was taken, and the motion was approved unanimously.

b. **Indirect Cost Rate Agreement**

Janel Scales presented the approved Indirect Cost Rate Agreement for FY23 to the board members. She noted that we finally received the ICR that she submitted a year ago with the new application due at the end of May 31, 2024. We were approved at 20.2%; however, we don't apply that full amount to any grant as the only grant who would allow that percentage is CSBG. As we can't do it across the board, we don't ask for that amount. We'd like to apply a 15% across every grant going forward.

c. Auditor RFP Results

Janel Scales shared with board members that she had sent out bid packets for the audit to five agencies. One to an agency in Ottawa, Kansas City, Joplin, Topeka, and Chanute. One agency responded that they wouldn't submit a packet as they had not been chosen in the past, two others didn't respond. The two agencies that responded both submitted bids and one was significantly higher than the other. Janel proposed to accept the lower bid from our current auditors at Jared, Gilmore, and Phillips. The board members discussed and chose to move forward with the lower bid presented by Jared, Gilmore and Phillips out of Chanute.

Christy Vulgamore made a motion to accept the lower bid from auditors Jared, Gilmore and Phillips as presented to the Board. The motion was seconded by Marilyn Logan. A vote was taken, and the motion was approved unanimously.

d. Agency Fiscal Year Change

Janel Scales presented to the board members that the current fiscal year begins December 1st and runs to November 30th. This corresponds to the Federal Head Start/Early Head Start grant. The HUD program year is October 1st through September 30st, along with CACFP, and other grants run on different fiscal year cycles. The auditor suggested to the CEO and CFO this year that we look at changing our fiscal year. In years past there was a need for a separate HUD audit as when they submit their documents, they need up-to-date audited statements. The way we have been reporting is to split the years due to their system and when we have our audit. The auditors were not comfortable doing that and suggested we look at making a change to our fiscal year, as that would be easier to change, rather than paying for two separate audits. Making the change this year would shorten our audit but that next year would be a full year.

Boyd Koehn made a motion to change the agency fiscal year from December 1st – November 30th to October 1st to September 30th as presented to the Board. The motion was seconded by Marilyn Logan. A vote was taken, and the motion was approved unanimously.

e. Head Start and Agency COLA

Janel Scales presented the agency COLA 2.5% increase to the staff. She presented a chart showing the amounts that would impact each funding source. May 23rd is when it will be paid out to staff members. This increase will be effective December 1, 2023 for all staff.

Marilyn Logan made a motion to approve the 2.5% Agency COLA for all employees as presented to the Board. The motion was seconded by Boyd Koehn. A vote was taken, and the motion was approved unanimously.

Joanie Burke asked that we apply for the Head Start COLA increase.

Marilyn Logan made a motion to accept and approve the application of the Head Start COLA as presented to the Board. The motion was seconded by Ayla Daugherty. A vote was taken, and the motion was approved unanimously.

f. Community Needs Assessment 2024 Update

Tiffany Romine uploaded a copy of the Community Needs Assessment update for 2024 to the BOARDnetWORK prior to the meeting. A brief snapshot of changes occurring from a one-year period were also provided to the board members. There was not too much of

an increase as it's just a one-year period. There were slight variations; increases in workers in poverty, unemployment also went up, the median income was significantly lower than the entire state. This will be the last update. We are currently working on gathering data for a five-year period for the next version of the Community Needs Assessment, as well as surveys being developed. Jamey let board members know that if they needed a hard copy, he would be willing to provide that to them. Tiffany also let the board know that a copy of the full assessment would be available on the website under the Resources tab for anyone to look at.

Marilyn Logan made a motion to accept the updates for the Community Needs Assessment as presented to the Board. The motion was seconded by Ayla Daugherty. A vote was taken, and the motion was approved unanimously.

g. HUD Notices

Craig Leabo presented the various HUD notices that were received by Jamey Whitney over the course of the past two months. Jamey Whitney said this process recently changed wherein Craig was cut out of the process and sent directly to Jamey instead who in turn provides a copy to Tiffany Romine to upload to the board members at each meeting. Craig went through the various funding obligations to the agency, provided to us by HUD.

h. Civil Rights Certification & Board Resolution

Craig Leabo presented the HUD Civil Rights Certification and Board Resolution which calls for an annual board resolution and for board members to comply with all of the civil rights requirements. The Board Chair is asked to sign on behalf of the board. This has to be submitted 75 days prior to our fiscal year end which falls on the next board meeting in July.

Ayla Daugherty made a motion to approve the board Chairman signature of the Civil Rights Certification and Board Resolution for HUD to be uploaded into the system as presented to the Board. The motion was seconded by Marilyn Logan. A vote was taken, and the motion was approved unanimously.

i. 2024 HOME Rent Review

Craig Leabo presented the 2024 HOME Rent Review to the board members. A copy of the Review was uploaded to the BOARDnetWORK prior to the meeting for board members to view. This pertains to the Cherokee Duplexes still on the affordability period with KHRC. The proposal is to increase rent \$10/month beginning on 10-01-2024.

Marilyn Logan made a motion to approve the 2024 HOME Rent Review and subsequent \$10 monthly rent increase as presented to the Board. The motion was seconded by Boyd Koehn. A vote was taken, and the motion was approved unanimously.

j. Appliance Rental Fees Proposal May 2024

Craig Leabo presented the Appliance Rental Fee Proposal for May 2024 to the board members. A copy of this proposal was uploaded to the BOARDnetWORK prior to the meeting. He outlined the current replacement costs that's offered to most tenants and properties. Tenants have the option to rent appliances from us or they can supply their own without rental fees. Brian Wells talked with local hardware stores who indicated a 5% increase in cost beginning in July 2024. The average lifespan we've been getting out

of appliances is 3 years. Within our lease agreements it's noted that they are responsible for any damage; however, it's difficult to prove tenant damage to an appliance. Craig said we have about a 50/50 with tenants renting appliances from us. Prior to this, appliances rental fees were included in their monthly rent. Brian Wells will be taking inventory to know who exactly should be charged for appliances going forward after some confusion with prior tenants. The proposal is to increase the rental cost to \$30/month to offset the cost of replacing them. Marilyn Logan made a comment about showing tenants the cost offset of renting vs owning the appliances to help educate tenants on the benefits of owning their own appliances. Craig indicated that he didn't want to be in a rent-to-own situation that some tenants might interpret that conversation to be, but appreciated the educational portion of what Marilyn was suggesting. Craig said he could provide a document that would show the benefits Marilyn referred to and place it in tenants' packets for their information. This will go into effect 10-1-2024.

Christy Vulgamore made a motion to accept the proposal of Appliance Rental Fee increase to \$30/month, effective 10-1-2024, as presented to the Board. The motion was seconded by Marilyn Logan. A vote was taken, and the motion was approved unanimously.

k. Pet Deposit & Fees Proposal

Craig Leabo presented the Pet Deposit and Fees Proposal to the board members. A copy of the proposal was uploaded to the BOARDnetWORK prior to the meeting. Currently we have a policy for \$100 refundable pet deposit for one pet/household with no monthly fee. This proposal seeks to increase that policy to a \$200 non-refundable pet deposit and a monthly fee of \$20, with a limit of one pet per household. The increase would apply to new tenants or to current tenants who add a pet to their household. It will take effect for all tenants on 10-1-2024. This does not include service animals with proper documentation. Marilyn Logan asked if there were issues with tenants claiming they are pet-setting? Craig said they do run into that issue and it's hard to police. However, the cost of property damage we incur will be offset with the increase and monthly payments. We have seen a substantial increase in costs related to pet damage. It's hard to recoup that money when tenants are on fixed incomes, and we end up eating the costs for repairs.

Christy Vulgamore made a motion to accept the Pet Deposit and Fee Proposal and increase the policy to \$200 nonrefundable with a \$20/month fee for one pet as presented to the Board. The motion was seconded by Marilyn Logan. A vote was taken, and the motion was approved unanimously.

l. Rental Property Rent Increase Proposal May 2024

Craig Leabo presented the Rental Property Rent Increase Proposal to the board members. A copy of the proposal was uploaded to the BOARDnetWORK prior to the meeting. Craig let members know that all our rental properties would be affected by the rental increase. When most of these houses were coming off the affordability period, we didn't have a set process in place to ensure that they were safe and affordable for moderate to low-income individuals to inhabit, while keeping within our mission of who we serve. To that end, Craig came up with a rental increase and how they will be phased in over a 4-year period to help offset the burden that could be caused by our current tenants. He also showed what the current Fair market rent would be for today and what the proposed rent is and how it will be affected year after year. The spreadsheet showed how each tenant might be burdened by a rental increase in addition to those tenants

who would be able to handle a rental increase. He intends to make tenants aware of this increase. The hope is to work with the tenants so that no one becomes burdened by the increases over the four years. Through the full implementation period we'd still be providing affordable low-rent properties but will help the agency pay for necessary upkeep and property maintenance.

Marilyn Logan made a motion to approve the Rental Property Rent Increase Proposal as presented to the Board. The motion was seconded by Ayla Daugherty. No further discussion occurred. A vote was taken, and the motion was approved unanimously.

m. OHS Monitoring Report

Joanie Burke presented the OHS Monitoring Report to the board members. A copy of the report was uploaded into the BOARDnetWORK prior to the meeting. Joanie let members know that she had received the report of the monitoring review on May 8th which found 2 areas of noncompliance. Monitors were here the first week of April and met with staff and board members to discuss Head Start needs. Steve Fincher asked if the board had done well speaking with monitors, Joanie indicated that it all went well with board members. The areas of noncompliance were around tracking and completion of children's ASQSE within the first 45 days. Part of the reason for this was staff were doing it by hand and the system who rolled over was being counted to re-start the 45 days, even though they had already completed this task. Joanie has already begun working on this systematic input error with staff. The other area of noncompliance was around the health of children receiving their health and hearing screenings also within the 45-day period. Joanie indicated that some of the second area had to do with the Home-based option, not being fully enrolled currently. Overall, Joanie reported that she believed we did well. Monitors visited with a variety of staff and centers while they were here. She let board members know that she will have to send in a plan of action within 120 days on how we will make sure going forward that we don't have this issue. If we do not correct the issue within 120 days we would fall into a deficiency, which can throw an agency into re-competition for the grant. Janel Scales did her portion all via zoom which was difficult with a new reviewer not understanding the complexities of multi-grants.

Boyd Koehn made a motion to approve the OHS Monitoring Report and anticipates the plan of action as presented to the Board. The motion was seconded by Christy Vulgamore. No further discussion occurred. A vote was taken, and the motion was approved unanimously.

n. Head Start Strategies & Recommendations Mental Health Support

Joanie Burke presented Head Start Strategies and Recommendations for Mental Health Support to the board members. This memorandum was sent out by the Office of Head Start to support and ensure that mental health services are available to children and families who are more proactive than they have been in the past. The document encourages programs to foster good relationships with mental health providers and that agencies are increasing or changing the support in the classroom to be focused on social/emotional development to support children in being mentally healthy. Joanie expressed that she feels our program excels in this area.

o. OHS Eligibility for Migrant and Seasonal Head Start Programs

Joanie Burke presented the OHS Eligibility for Migrant and Seasonal Head Start Programs to the board members. This document was uploaded to the BOARDnetWORK prior to the meeting. Joanie let members know that this document is changing the conversation around migrant and seasonal workers to where at least one parent should be a migrant/seasonal worker and looking at the definition of what a migrant worker is

in order to ensure that when your serving families you know if they are migrant or not. We don't specifically receive migrant/seasonal dollars, but it is possible to write in the grant for that if there is a need.

p. Transportation New Driver Policies

Scott Christiansen presented the New Driver Policies to the board members. This document was uploaded to the BOARDnetWORK prior to the meeting. Scott let board members know that through the KDOT audit there were some issues with our policies around the drivers. One of those issues was our PACT route, which we were calling a fixed route; however, we were asked to change that to a deviated fixed route for ADA compliance. This means that we can make an unscheduled stop for people who are in a wheelchair or disabled and take them where they need to go or drop off unexpectedly. We were sent suggested language which Scott incorporated into our Drivers Policies and Procedures. We were also told that we needed to announce our stops for those who are impaired. The language was updated, a chart was provided to us which riders can fill out while on the bus and we will collect on a quarterly basis for auditors. The Wheelchair lift and ramp usage was changed per the drivers to let them know that anyone can ride/use the ramp. The two bag limit policy has been an issue since Scott arrived at SEK-CAP. The two bag limit for individuals trying to make a trip to the grocery store to get what they need. After lengthy discussions with drivers, the conclusion was made that whatever passengers can carry they will be allowed to ride on the bus. Jamey mentioned that last year we provided reusable bags which were bigger which were well received by passengers.

Christy Vulgamore made a motion to accept and approve the Transportation Policies for PACT Passenger Route Deviation Request, Announcements of all PACT stops and on-request, Wheelchair lift and ramp usage, and Packages and Personal Items as presented to the Board. The motion was seconded by Marilyn Logan. No further discussion was had. A vote was taken, and the motion was approved unanimously.

q. Transportation Grant Award

Scott Christiansen presented the Transportation Grant Award to the board members. He let them know that we were funded at the same level that we asked for the year prior so there were no increases to the budget. We did receive new buses and vans which were significantly higher in price than what we had originally budgeted for. Janel let board members know that we would be conducting a Purple Wave auction for our outdated vehicles which would help offset some of those increased costs. Board members were interested to know when that auction would take place, which Janel indicated that someone from Purple Wave would be out next week to take pictures of the vehicles so that the auction could start soon.

8. Executive Director Report

Jamey presented the Executive Directors Report and noted to the board that the format had been changed to what is happening.

9. New Business

a. HOME-ARP Update

Craig Leabo presented to the board some updates occurring with the HOME-ARP opportunity. He let the members know that we have a signed MOU with the City of Pittsburg to provide Project Based Vouchers within their limits via this project. We are currently waiting for KHRC to make the announcement of award; however, we also have

some programmatic changes to add into the Administrative Plan for Housing which will come before the board members next meeting.

b. TBRA Application

Craig Leabo let the board know that the TBRA grant had not been released yet. This grant is typically released in April and due at the end of June. He has heard talk that the funding might increase this year. He indicated that if we're able to write for an increase we will do that.

Marilyn Logan made a motion to approve that we apply for the TBRA grant as presented to the Board, with the possibility of increased funding, if applicable. The motion was seconded by Boyd Koehn. A vote was taken, and the motion was approved unanimously.

10. Board Member Input/Other

a. Purchase of Early Bird Preschool

Jamey Whitney let board members know that an opportunity presented itself in connection with Casey Brown for the possible purchase of the Early Bird Preschool in Girard. This property is located on Long Avenue and is 1.8 acres. It does need some modification as Joanie pointed out. They are asking \$65,000 for the purchase of the building and the land. The sellers would like to see it sell and remain a preschool. We are unsure about the expansion grant; however, we do have the \$200,000 from the county which would help with this project. Currently there is no kitchen facilities which we are looking at contracting with the local school district to provide meals. Because of its size, we would be reduced in the number of slots (10) available; however, there is a potential to expand with the land that is also available on that site. They aren't currently using a realtor for this property; it's only listed on Facebook. Board members asked if we could potentially purchase the property now, Jamey indicated that it would be used for 3–5-year-olds, partnering with the school district and the local mental health facility. There are several offers on the table, and Jamey indicated that he felt good about it and would like to move forward with board approval. Joanie indicated that the center would be open from 5am-5pm and that she's looking together with the mental health facility to find staff for this center so that the full burden of staffing is not on us but shared with the Crawford County Mental Health center. Boyd asked about the Apico building being affected by this purchase, Jamey replied no, we will still be pursuing that project. The board discussed and determined that a purchase price of \$75,000 would be acceptable.

Marilyn Logan made a motion to approve the pursual of purchasing the Early Bird Preschool up to \$75,000 as presented to the Board. The motion was seconded by Ayla Daugherty. A vote was taken, and the motion was approved unanimously.

11. Adjournment (Action Item)

Boyd Koehn made a motion to adjourn the governing board meeting. The motion was seconded by Marilyn Logan. A vote was taken, and the motion was approved unanimously.

Respectfully submitted,

STEPHEN FISCHER *Stephen Fischer* 07/18/2024
Governing Board Official Name Signature Date