

**SEK-CAP Special Governing Board Meeting**  
**Thursday, May 24, 2024**  
**Central Office**  
**401 N. Sinnet, Girard KS 66743**  
**3:00 pm – 3:30 pm**

**1. Call to Order**

Board Chairman, Steve Fincher, called the meeting to order at 3:00 pm.

**2. Roll Call**

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

The staff present at the meeting were Jamey Whitney, CEO, Janel Scales, CFO, and Joanie Burke, Director of Early Childhood Education Services.

**3. Meeting Agenda**

The agenda for the May 23, 2024, meeting of the Governing Board was uploaded to the BOARDnetWORK and emailed out prior to the meeting for members of the Board to review.

*A motion to approve the agenda as uploaded and shared for the Thursday, May 23, 2024, meeting of the Board of Directors was made by Marilyn Logan. The motion was seconded by Boyd Koehn. There was no further discussion. A vote was taken. The motion was approved unanimously.*

**4. New Business**

**a. Head Start Under Enrollment Plan**

Prior to the meeting the board members received a Change in Scope Application along with the Head Start Current Enrollment Chart. Joanie explained that Head Start was placed on an improvement plan due to being under enrolled by 90% for more than three months. The objective is to meet funded enrollment by December 1, 2024. We were asked to look at our trends to see why we were down in enrollment. Woodson County has been down in enrollment for three years. Currently they have three when there should be ten. We are also under-enrolled in Neosho County while we have hired staff, they are working to build their caseloads, but one of the Family Educator's has been onboard for over a year and still doesn't have a full case load of 10. The Home-Based program has been consistently under-enrolled, for the past three years. It has been a struggle to locate and retain staff, which contributes to the under-enrollment issue. In Cherokee and Bourbon County a different approach was taken wherein Family Advocates were given a partial caseload of home-based families; however, they continue to be under-enrolled as well. Joanie said that the recommendation is to reduce the Kansas Home Visitation from 153 to 102, and the Head Start Home Visitation from 61 to 10 slots. Many of the school districts are and while those children could access home-based services as well, we have seen that not many want to access the home visitation due to the mandatory 90-minute weekly visit. The

recommendation for the Head Start Center-Based reduction is from 368 to 319. Most of this reduction was based on the Coffeyville Center where transitioning our services is currently taking place. We have 75 slots throughout Coffeyville that were blended throughout 9 classrooms in the district. We don't have enough funding to provide services to 75 children and the review of the Community Needs Assessment (CNA) determined what service needs are in Coffeyville - full-day preschool program with extended care, which would also be the best approach to meeting family's needs as well as our funded enrollment. Additionally, Joanie added that the Head Start/Early Head Start Expansion grant she just applied for included 13 slots which would be duly served with Crawford County Mental Health Center, and the Early Head Start slots of 8 in Girard and 16 in Pittsburg at the new Washington School center. This would bring us back to a total of 533 funded slots. Reducing our enrollment numbers helps to show our effort in bringing up enrollment. Our federal grant does allow us to reduce enrollment and keep the money to improve services and salaries while the state will not allow the same. If we reduce slots, the state will require the money to be returned for those slots. Joanie then asked the board for approval to apply for a change in scope to reduce the number of funded slots to 492 total. Marilyn Logan asked if giving up the slots would prevent us from expanding later on. Joanie replied that she would then have to apply for expansion at that time as we've done this year to regain those slots.

*Christy Vulgamore made the motion to approve the application for the change in scope for reduction in enrollment for the Head Start Under Enrollment Plan as presented to the Board members. The motion was seconded by Marilyn Logan. No further discussion was had. A vote was taken, and the motion was approved unanimously.*

#### **b. Indirect Cost Rate Agreement**

Janel Scales presented to the board the application for the Indirect Cost Rate Proposal for FY2024 to the board members. At the meeting held the week before Janel shared that we had just received approval from the Indirect Cost for our application submitted last year. The application to apply for this year is due on May 31<sup>st</sup>. Therefore, we are proposing a 15.4% Indirect Cost Rate, based on the audited numbers for fiscal year end 2023. Janel continues to use audited numbers to come up with the rate, the difference does not include the depreciation, which she ran by the auditors, as long as we can give the feds an explanation. As we cannot get other grants to provide 20%, bringing it down will be more in line with other grants to provide equal pay across the board. Thus the 5% decrease from last year to this year.

*A motion was made by Joe Grisolano to approve the submission of the Indirect Cost Rate Agreement application for FY24 as presented to the board. Marilyn Logan seconded the motion. No further discussion was had. A vote was taken, and the motion was approved unanimously.*

#### **5. Other**

There's no other business needed at this time.

#### **6. Adjournment**

*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 3:31pm.*

Respectfully Submitted,

STEPHEN FINCKER      Stephen Fincker      07/19/2024  
Governing Board Official Name      Signature      Date