



## Board of Directors Meeting

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

Thursday, January 16, 2025

2:00pm – 4:30pm

### 1. Call to Order

Board Chairman, Boyd Koehn, 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 Boyd Koehn, Ayla Daugherty, Joe Grisolano, Jami Crowder, Christy Vulgamore, and Marilyn Logan. Stacey Wood attended via Zoom.

Staff present at the meeting were Jamey Whitney, CEO, Janel Scales, CFO, Tiffany Romine, Program Development, Compliance, and Reporting Manager, Craig Leabo, Housing Director, Lindsay Knopp, Early Childhood Education Director, and Casey Brown, Community Engagement Coordinator.

Guests attending the meeting via Zoom were Neil Phillips, CPA of Jared, Gilmore & Phillips, PA.

### 4. Meeting Agenda and Board Minutes

The agenda for the January 16, 2025, meeting of the Governing Board was uploaded to the BOARDnetWORK prior to the meeting for members of the board to review.

*A motion was made by Marilyn Logan to approve the agenda as presented to the governing board for the Thursday, January 16, 2025, meeting. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

Prior to the meeting, the board minutes from the November 21, 2024, meeting was uploaded to the BOARDnetWORK for members of the board to review.

*A motion was made by Joe Grisolano to approve the board minutes from November 21, 2024, meeting as presented to the governing board. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

## 5. Committees

**Audit/Finance Committee:** Annual Audit Review: prior to the meeting the Audit/Finance Committee met with Neil Phillips, CPA for Jarred, Gilmore & Phillips, PA, to discuss the results of the SEK-CAP, Inc. annual audit for fiscal year 2024. Members of the board were provided with a copy of the Final Independent Auditor's Report and Consolidated Financial Statements with Supplementary Information for the Fiscal Year End September 30, 2024.

Mr. Phillips reported to the Governing Board via Zoom for the portion of his report. He began by stating that the audit resulted in an unmodified opinion indicating that the numbers in the audit, based on testing, are a materially accurate representation for SEK-CAP's fiscal year ending September 30, 2024. The basis of opinion explains that the auditors follow generally accepted auditing standards for the United States as well as governmental auditing standards as a two-layer approach of testing due to federal funding received by SEK-CAP, Inc. The report provides clarification of the responsibilities of both SEK-CAP, Inc., management and auditors. Mr. Phillips continued his report by discussing the financial information which was included in the audit with board members. Information included balance sheet items such as assets: current and non-current, liabilities: current and non-current, and net assets. Of the amount received by the federal government, 92.7% of those funds are being spent towards fulfilling SEK-CAP's mission. Mr. Phillips informed members that the economic impact SEK-CAP has on its service area is estimated to be a 7 times factor resulting in an \$88 million dollar impact. The audit results found no issues with internal controls of finances or compliance. He ended his report with a synopsis for the Federal Government for the audit which reports no non-compliance, no material weaknesses, and an audit resulting in an Unmodified Opinion. Additionally, SEK-CAP has successfully completed more than four years with no findings resulting from annual audits. Members of the board were provided with an opportunity to ask questions concerning the audit report.

*Marilyn Logan made a motion to receive and accept the formal annual Audit for Fiscal Year 2024 as presented to the governing board. The motion was seconded by Joe Grisolano. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

**Form 990:** Neil Phillips, CPA of Jared, Gilmore & Phillips, PA, presented the Form 990 for 2023/24 to the board members. He reported that all financial information on the 990 is reconciled to the audit for the IRS so they know that the numbers match. Form 990 shows the functional expenses of the agency. Mr. Phillips was excused from the meeting at 2:30pm.

*Christy Vulgamore made the motion to receive and accept the Form 990 as presented to the governing board. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

## 6. Membership

The following documents were uploaded to BOARDnetWORK prior to the meeting for members to review. Jamey Whitney and Casey Brown discussed the board vacancy that is currently available in our public sector. There are two strong candidates that they are currently in talks with to apply for the position. Casey Brown then discussed the need for an updated job description for board members. This will now be known as Board Members Duties and Responsibilities. He invited each member to sign the new copy once approved. Ayla Daugherty agreed to become the Early Childhood Liaison as well as the Nominating Committee Chair.



- a. Vacancies
- b. Job Description Changes
- c. Early Childhood Liaison + Nominating Committee Chair Acknowledgement

*A motion was made by Joe Grisolano to approve the new Board Member Duties and Responsibilities as presented to the governing board. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

## **7. Executive Session**

The board members went to the Executive Session to discuss personnel needs with the CEO, Jamey Whitney, and CFO, Janel Scales, at 2:45pm for a period of 15 minutes. The board exited the Executive Session at 3:00 pm.

*A motion was made by Marilyn Logan to enter the Executive Session for a period of 15 minutes. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

*A motion was made by Joe Grisolano to approve the 457 plan for new management team member Lindsay Knopp, as discussed during the Executive Session. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

## **8. Consent Agenda**

The following items were included as part of the Consent Agenda and were uploaded to the BOARDnetWORK prior to the meeting. Boyd Koehn, Governing Board Chair, asked if any member wanted to remove, add or correct any items in the Consent Agenda.

- a. Policy Council Agenda and Meeting Minutes for January
- b. Personnel Reports for the month of January
- c. Correspondence: HUD Notices and ECLKC Notice

*A motion was made by Marilyn Logan to approve the Consent Agenda as presented to the governing board. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

## **9. Management Briefings**

### **a. CEO**

Jamey Whitney presented the Director's report to the board members. He let members know that this time he asked management team members to provide three goals that they wanted to accomplish over the next year. As we are going through our Strategic Planning process, the departmental goals will help with the formulation of our overall agency wide goals to be set in the Strategic Plan. There are several new projects coming up this year, some of those include the purchase of our Coffeyville building, and HOME building development.

**b. Finance**

**Agency/Organizational Wide Budget 2025:** Janel Scales presented the agency's Organizational Budget for 2025. She stated that moving forward, this budget will come out in September, prior to the fiscal year starting, so that the board can approve the budget for the upcoming fiscal year. Typically, she waits until the audit is completed before presenting the budget for the year.

*A motion was made by Joe Grisolano to approve the agency's Organizational Wide Budget for FY25 as presented to the governing board. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

**Financials for October and November 2024:** Janel Scales presented the financial reports for October and November of 2024 to the board members. These reports show balances for each grant by each department and how much was spent towards those grants during those months. She took members through each section by department and explained the expenses for each month.

*A motion was made by Marilyn Logan to approve the financial reports for October and November 2024 as presented to the governing board. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

**Checks over \$5,000:** Janel Scales informed board members that the list of checks over \$5,000 included taxes, insurances, groceries, Craw-Kan, Verizon, and WEX (fuel).

**c. HR**

**Smoking/Tobacco Use Policy:** Janel Scales and Jamey Whitney presented the updated policy to the board members. They informed the board that the change needed to happen so that confusion would not continue. Many forms of tobacco and smoking have turned into alternative measures such as vaping and herbal tobacco. This created a negative response to those who appear to be smoking or using tobacco on the premises, even if it's an alternative method. As such, the policy was changed to include those alternative measures as unallowable moving forward.

*A motion was made by Joe Grisolano to approve the updated Smoking/Tobacco Use Policy as presented to the governing board. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

**d. Community Engagement**

**By-law Review Changes:** Casey Brown presented the board members with the current By-laws and comments/suggested updates to those By-laws. Casey reminded board members that during our Strategic Planning process, it is time to review our mission and visions in order to make any changes the board deems necessary. Board chair, Boyd Koehn, formed a committee consisting of Jami Crowder and Marilyn Logan, to work on updating the By-laws all year and will bring those changes/suggestions back to the full



board at their annual meeting in November for final approval. Boyd Koehn also elected Jami Crowder as the chair for the By-law committee

**Board Signatures – By-laws + EPLS:** Every year we have a packet of documents that need signed by the board for our Organizational Standards. Part of those documents included the receipt of the By-laws, which was presented to each board member, along with a check in the Excluded Parties List at SAM.gov. Each member was checked in Sam and no exclusions were found. These signed documents will go into the system that KHRC uses to monitor agencies per the Organizational Standards, which are due at the end of March.

**e. Housing**

**Sun Crest View OCAF Rent Increase:** Craig Leabo presented the rent increase to the board members. Every year KHRC informs us what increases in rent can be, we then decide to either keep or reject that proposal. This year, those rents will be increased, as presented to us and Craig asked that Boyd sign the document for upload today.

*A motion was made by Ayla Daugherty to approve and accept the Sun Crest View OCAF Rent Increase as presented to the governing board, allowing Boyd Koehn to sign the document for submission to KHRC. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

**Sun Crest View Monthly Deposit Change Notification:** Craig Leabo presented the monthly deposit change notification to the board members. This item was for the board to review, and Craig will be getting into contact with HUD for the reserves and make necessary adjustments as needed.

**Sun Crest View Rent Schedule:** Craig Leabo presented the rent schedule for Sun Crest View Apartments to the board members. Since the board approved the OCAF rent increase above this was the schedule for those increases to take place beginning April 1st. The board will need to approve the schedule to implement those increase changes to take effect at Weir's Sun Crest View Apartments.

*A motion was made by Joe Grisolano to accept the Sun Crest View Monthly Deposit Change and the Sun Crest View Rent Schedule as presented to the governing board, with approval for Boyd Koehn to sign the documentation for upload today. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

**Utility Reimbursement Policy Change:** Craig Leabo presented the reimbursement policy change for utilities to the board members. Program participants on the TBRA programs, low-income or no-income, typically receive a reimbursement check each month, depending on the utilities paid by the tenant/income of participants. We've had issues with some of those checks being sent to program participants instead of utility providers. That process will be changing so that those checks will be sent directly to utility providers, which will be a process as we serve 12 counties. This will allow us to send one check to a utility provider for multiple participants at once.

*A motion was made by Joe Grisolano to approve the Utility Reimbursement Policy Change as presented to the governing board. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

**Pittsburg HOME Project:** Craig Leabo updated members of the board on the progress towards the HOME project in Pittsburg. He informed members that KHRC asked us to redo our application as the original was for HOME-ARP. We resubmitted the application for the HOME parameters. We completed the environmental review on all three properties, which came back clean, and sent those results to KHRC. KHRC has their own environmental review that they are now working to complete on the three identified properties, which they shared could take up to two months to complete. We are waiting for those results and review of the excel spreadsheet we submitted. Once we have more guidance, we'll work to acquire those three properties from the Pittsburg Land Bank to move forward with development.

**f. Transportation**

**Advertising Policy Change:** Scott Christiansen presented the Advertising Policy to the board members. This change will allow companies to purchase advertising space for their business on our bus windows. The exceptions will be no tobacco, or alcohol can be featured/sold/advertised on our buses. This will help generate income for our Transportation Department to help offset growing costs. Casey Brown added that they hope to engage communities more to allow for ownership of the transportation services they see in their communities. It will help the agency increase revenue dollars for local match funding we're required to have for our grants. Boyd Koehn asked where ads would be placed, Scott answered that the windows would be utilized for advertising space on the outside of the buses. Marilyn Logan asked about the tobacco/alcohol policy in regard to promoting the cessation of those habits to the public. Casey responded that no images could portray smoking or drinking in the ad. Ads will be sold for one year at a time.

*A motion was made by Marilyn Logan to approve the Advertising Policy Change as presented to the governing board. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

**g. CSBG**

**CSBG Goals/Services 2025:** Tiffany Romine presented board members with the goals and services for the CSBG 2024-2025 reporting year. This grant was written last year with the goals set to align with previous years. However, the Office of Community Services (OCS) has decided to make a big change to the annual report, eliminating goals and reframing/wording goals. With that in mind, we are working to implement a change across the board that will allow us to seamlessly transition once the new annual report is required. For now, our goals and services will stay the same for this year and we have adjusted our target outcomes based on the outcomes we achieved last year.

**CSBG Policies (Eligibility Criteria 8001):** Tiffany Romine presented the CSBG Policies (Eligibility Criteria 8001) to the board members to review and allow the board chair to



sign. The policies lay out how the agency works with clients via CSBG and the criteria that must be met by any direct service provided. Currently the only clients who receive funding from CSBG are in the Tiny Houses, Big Beginnings program in Pittsburg. As those homes are run in conjunction with our Housing Program, TBRA standard operations are also included in this document.

*A motion was made by Joe Grisolano to approve the board minutes from November 21, 2024, meeting as presented to the governing board. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

**Strategic Planning:** Tiffany Romine updated the board members on the progress of the Strategic Planning we're currently doing with Cindy Mile, CEO of the Kansas Alliance for Non-Profits. She informed them that at the end of the month we would begin to review the results from the SWOT survey all staff were asked to complete. The plan after that is to begin formulating and writing out the goals. We have several dates on the calendar in which Tiffany invited all board members to participate and will send out the links for those meetings. She also reminded board members that an all day off-site training day would occur in April.

## **10. Old Business**

### **a. KS Early Head Start Child Care Partnership Grant App Renewal**

The Kansas Early Head Start Child Care Partnership Grant Application Renewal was presented by Janel Scales and Lindsay Knopp to the board members. This grant runs July 1 through June 30<sup>th</sup>. Since this is a renewal, it will remain the same amount; we serve 80 children ages 0-3 in this program. Programmatically it will stay the same and straightforward. The actual submission will occur in March.

Lindsay Knopp added to this section to let board members know that the building in Coffeyville was purchased, and the architectural renderings are being put together for that project. Additionally, some slots that were in Coffeyville are being moved to Columbus to help fill those slots. We're still waiting for the Change of Scope from the state. The new rep for region 7 will be providing an update on where we're at for the Change of Scope.

*A motion was made by Joe Grisolano to approve the Kansas Early Head Start Child Care Partnership Grant Application Renewal as presented to the governing board. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

### **b. KS Early Head Start Home Visitation Grant App Renewal**

The Kansas Head Start Home Visitation Grant Application Renewal was presented to board members by Janel Scales and Lindsay Knopp. This grant funding will stay the same amount as it was, serving 112 children across the counties. We do not intend to make any changes programmatically.

*A motion was made by Christy Vulgamore to approve the Kansas Early Head Start Home Visitation Grant Application Renewal as presented to the governing board. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

**c. CSBG Non-Discretionary Grant 2026-2027 Application**

The CSBG Non-Discretionary Grant for FY2026-2027 Application was presented to the board by Tiffany Romine. The Community Action Plan or CAP is what we submit through CSG. We're no longer required to write a narrative to accompany this grant. However, the state does require that we provide goals and services with an estimate on how many will achieve the goals we've set out. As previously mentioned, this report is changing and as such, we will need to alter our goals once those changes are in effect. The CSG system does not currently have the new goals entered as an option for us to choose; however, we will be allowed to make necessary changes once they are available. This grant will be due at the end of February. The budget is not approved yet, so we will be submitting a budget based on what was allocated for FY2025. Marilyn Logan asked why we get the lowest amount of funding than the other 7 CAP agencies. Jamey Whitney replied that we used to get more funding, but in an effort to cover every county in Kansas, KHRC chopped our funding in half and reallocated it to another agency serving more counties. Tiffany Romine stated that the formula KHRC uses calculates the number of individuals living in our area that are in poverty vs the amount of land our area covers, thus we get less.

*A motion was made by Joe Grisolano to accept the CSBG Non-Discretionary Grant 2026-2027 Application as presented to the governing board. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and a motion was approved unanimously.*

**11. New Business**

Casey Brown informed board members that a funding opportunity was recently presented to SEK-CAP by a member of Homeland Security for a Federal fiscal non-profit security grant. This grant will allow for infrastructure safety and security upgrades for up to three sites at \$150,000 per site. The Safety and Security Committee has been meeting regularly to ensure that protocols are in place should an emergency arise and to check that all facilities are safe and secure for staff, children, and volunteers. This opportunity was just presented to us, with a due date arriving before the next board meeting. The Safety and Security Committee will be working to determine the sites/locations to apply for each grant. Jamey Whitney asked that he and Janel Scales be approved and authorized to submit Federal Fiscal Non-Profit Security Grant for up to three sites at \$150,000 per site.

*A motion was made by Joe Grisolano to approve and authorize Jamey Whitney and Janel Scales submit the Federal Fiscal Non-Profit Security Grant for up to three sites at \$150,000 per site as presented to the governing board. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and a motion was approved unanimously.*



**12. Board Member Observations and Insights**

Board members did not have any observations or insights to add to the meeting.

**13. As the Need Arises**

Craig Leabo let board members know that this year SEK-CAP will be having a Day of Community Action All Staff Day on Friday, May 2, 2025. Our intent for this year is to get back into our communities to volunteer that day. He encouraged all members to keep their ears open for any opportunities that might present themselves and to also get involved with us if they're available that day.

**14. Adjournment**

*A motion was made by Christy Vulgamore to adjourn the governing board meeting. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and a motion was approved unanimously. The meeting ended at 3:54pm.*

Respectfully submitted,

*Tiffany Romine*

Tiffany Romine  
Program Development, Compliance, and Reporting Manager

<i>Boyd G. Koehn</i>	<i>Boyd G. Koehn</i>	<i>3-20-2025</i>
Governing Board Official Name	Signature	Date