



Governing Board Annual Luncheon and Seating of Officers

Thursday, November 21, 2024
Early Childhood Education Training Center
275 N. Apicoway, Girard, KS 66743
12:00pm – 3:30pm

1. **A Luncheon** was held for members of the Governing Board from 12:00 pm until 1:00 pm. SEK-CAP Management staff were invited to join members of the board during the luncheon. The Annual Meeting and Seating of Officers followed the luncheon.

2. **Call to Order**
Board Chairman, Steve Fincher called the meeting to order at 12:58 pm.

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

4. **Roll Call**
The Luncheon and meeting were attended by nine members of the board. Attending in person were board members Steve Fincher, C.W. Betz, Boyd Koehn, Christy Vulgamore, Marilyn Logan, Ayla Daugherty, Joe Grisolano, Braedy Turner and Jami Crowder. Stacey Wood was unable to attend.

Staff present for the luncheon and meeting were Jamey Whitney, CEO, Janel Scales, CFO, Tiffany Romine, Program Development, Compliance and Reporting Manager, Craig Leabo, Housing Manager, Lindsay Knopp, Early Childhood Education Director, Casey Brown, Community Engagement Coordinator, Laurie Masters, Human Resource Manager, Adam Peak, Weatherization Director, William Holloway, IT Manager, Brian Wells, Property Manager, and Scott Christiansen, Transportation Director.

5. **Seating New Officers**
Board Chairman, Steve Fincher passed the gavel to Boyd Koehn as new board chairman. Additionally, Christy Vulgamore retained the position of Vice Chair, while Marilyn Logan took over duties as Secretary. Once given the gavel, Boyd Koehn proceeded to give out committee assignments to the board members. Joe Grisolano and Christy Vulgamore will remain on the Audit/Finance Committee, Ayla Daugherty and Jami Crowder were assigned positions on the Nominating Committee, and Braedy Tuner, Marilyn Logan and Stacey Wood were assigned to the Appeal Board Committee. Boyd Koehn will fill in where needed. At the conclusion of the meeting, we will have one vacant position open for the Public Sector, as C.W. Betz is retiring from the board, in addition to Steve Fincher. Fincher's position was filled by Jami Crowder.

6. **Meeting Agenda**
The agenda for the November 21, 2024, 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, November 21, 2024, meeting. The motion was seconded by Joe Grisolano. There was no further discussion, a vote was taken, and the motion was approved unanimously.

7. Executive Session

The Board members went into Executive Session to discuss confidential information with Jamey Whitney, CEO and Janel Scales, CFO, at 1:08 pm for a period of 20 minutes. The Board came out of Executive Session at 1:22 pm.

A motion to enter into Executive Session for a period of 20 minutes with the CEO and CFO present was made by Marilyn Logan. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the 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, newly seated Governing Board Chair, asked if any members wanted to remove any items for discussion or if there were any additions or corrections that needed to be made to the consent agenda.

- a. Meeting Minutes for the Governing Board meeting held September 19, 2024.
- b. Meeting Minutes from the Special Board Meeting held October 11, 2024.
- c. Policy Council Meeting Agendas for September 2024 and October 2024. Approved Policy Council Meeting Minutes for September 2024 and October 2024.
- d. The Personnel Reports for November 2024.
- e. Credit Card Statements for October 2024 in relation to VISA, Walmart and WEX.

A motion was made by Joe Grisolano to accept 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 the motion was approved unanimously.

9. Documents and Correspondence to Review

The following documents and correspondence were uploaded to BOARDnetWORK prior to the meeting for members of the board to review HUD Notices, TBRA Award Letter, and VMS PMC Data Submission KS 161 CR CO. The board members reviewed the documents and didn't have further discussion around them.

10. Ongoing Business

a. Strategic Planning

The Kansas Alliance for Nonprofits' CEO, Cindy Miles joined the meeting via Zoom to discuss with the board the process for Strategic Planning which the agency is currently working to complete for the next five-year stretch. The Management Staff have met with Cindy prior to the meeting to discuss the development and implementation of a SWOT analysis survey which will be sent to agency staff members after the Staff Appreciation Day in December. Miles urged all board members to engage with the survey in order to provide further feedback on the strengths, weaknesses, opportunities, and threats they may see.

b. Financial Reports

Prior to the meeting, the following documents were uploaded for members of the board to review: the Balance Sheet ending September 30, 2024, Checks over \$5,000, Financial statements for August and September of 2024. Janel Scales presented the financial statements to the board and informed them that expenses for grants in August were higher due to a third payroll during that month. For September, the fiscal year end

happened at the end of this month, therefore the expenses were increased to ensure that those expenses fell within the fiscal year. CSBG Discretionary grant was an additional grant added to the financial statements which provides funding towards the consultant helping us develop our Strategic Plan. The Audit is underway and will be presented to the board at the January meeting.

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

c. Section 8 Management Assessment Program (SEMAP)

Craig Leabo presented the 2024 Section Eight Management Assessment Program (SEMAP) narrative that was submitted to HUD. This narrative is an internal quality control tool that contains information that SEK-CAP submits to HUD on an annual basis. HUD then uses this tool to score our Public Housing Authority (PHA) on how well we're performing. We scored 97%, keeping us at a high-performance rating.

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

d. ECES Non-Federal Share Waiver

Janel Scales presented the Early Childhood Education's Non-Federal Share Waiver to the board members. We are required to report to the federal government as it pertains to Early Childhood, 25% of in-kind donations from volunteers, governing board members, and the buildings in Columbus and Options in Pittsburg. Due to the dissolution of our partnership with Coffeyville, the in-kind we were collecting is creating a shortage of \$300,000 in in-kind which is due at the end of November. As such, we are submitting a non-federal share waiver, suggested to us by the Regional Office, to explain why we are unable to meet the requirement.

A motion was made by Marilyn Logan to accept the Early Childhood Education Services Non-Federal Share Waiver budget revision as presented to the governing board. The motion was seconded by Joe Grisolano. There was no further discussion, a vote was taken, and the motion was approved unanimously.

e. ECES Regional Office Approval of ECES Director

Jamey Whitney presented the Early Childhood Education Regional Office's Approval for the new Early Childhood Director. He let the members know that this was just a formal confirmation from the regional office for the hire of Lindsay Knopp as the new Early Childhood Director. She has been with SEK-CAP for a month at the time of this meeting.

A motion was made by Braedy Turner to accept Lindsay Knopp as the new Early Childhood Education Services Director. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.

f. ECES Head Start Eligibility Criteria

Jamey Whitney presented the Early Childhood Education's Head Start Eligibility Criteria to the board members. During the Policy Council Meeting prior to this meeting, the Head Start Eligibility Criteria was submitted to the membership for approval. The changes revolved around eligibility income, and allowances for staff to enroll their children in the program as well. The Policy Council approved the changes to the policy and passed it on to the board for their approval. Ayla Daugherty asked Jamey what the

requirements were around staff eligibility for enrollment of their child/ren into the program. Jamey responded that the same eligibility criteria that stands for non-staff members would apply to the staff as well, with the caveat that if the staff person worked in the same center their child was enrolled in, that staff member would not be allowed to work in that same classroom. The policy changes also speak to the application process for staff members.

A motion was made by Ayla Daugherty to accept the Early Childhood Education Services Head Start Eligibility Criteria policy changes as presented to the governing board. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.

g. ECES – OHS Final Rule to Delay Increasing CLASS

Jamey Whitney presented the Office of Head Start's final rule to delay increasing CLASS documentation to the board members. CLASS is in regard to review and monitoring for Head Start. The first year is a review via video at their desk. Category scores were provided for these reviews and while there was a proposal for changing the scoring method, this interoffice memo let programs know that the decision to do that was being delayed for now.

h. ECES OHS Fiscal YR25 Monitoring Process

Jamey Whitney presented the Office of Head Start's Fiscal Year 2025 Monitoring Process change to the governing board members. He informed them that the monitoring process is done annually, which is sent out early to provide a schedule to programs on when they will be monitored for that year. If we are selected, we will have to determine the best time that works for us for them to monitor us.

i. ECES OHS Reporting Child Health & Safety Incidents

Jamey Whitney presented the Office of Head Start's Reporting Child Health and Safety Incidents interoffice memorandum to board members. This memo revolved around documentation of incidents. We have seen more children with behavioral issues in all our classrooms. This memo lays out how we report and lay out any incidents that occur in our classrooms.

j. ECES Facilities Guidance

Jamey Whitney presented the Early Childhood Facilities Guidance to the board members. He let them know that this memo involved program instructions for any building or reconstruction that occurs on ECE buildings. The regional office is trying to shore up its processes in this regard and convey how they will be moving forward.

k. ECES Improve Access to Housing Related Supports

Jamey Whitney presented the Improved Access to Housing Related Supports to the board members. He discussed with them that this memo provides instructions for working with Native American families to ensure they are provided access to housing related supports.

l. ECES Supporting the Head Start Workforce

Jamey Whitney presented the Supporting Head Start Workforce memo with board members, discussing that this memo is brand new that how programs will be more competitive in wages, in addition to support services to staff – especially in relation to mental health supports for our staff who are working with more difficult behavioral issues in classrooms.

m. By-laws Review

Tiffany Romine presented the By-laws to the Governing Board for them to accept in their current state. She let them know that the last review by board members happened in 2021 and a review needed to take place. The plan is to have the board review in detail the full by-laws and make an necessary updates or changes by next November. The board discussed the need to approve the current by-laws as they stand and took a roll call vote to approve.

A motion was made by Marilyn Logan to accept the current by-laws as presented to the governing board. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

A Roll Call Vote was taken to approve the current Governing Board By-laws

Member:	Yes:	No:	Absent from Meeting:
Boyd Koehn	X		
Christy Vulgamore	X		
Marilyn Logan	X		
Joe Grisolano	X		
Ayla Daugherty	X		
Stacey Wood			X
Jami Crowder	X		
Braedy Turner	X		

There was no further discussion and the motion was passed.

11. Executive Director Report

Jamey Whitney presented the Director’s Report to the board members. He reminded the board that a vacancy is currently in place for an elected official to be on the board and if they have ideas or recommendations to let him know. Christy Vulgamore asked for clarification on an elected official or a proxy nomination. Joe Grisolano suggested someone in Fort Scott as a potential candidate. Jamey invited board members to the Staff Appreciation Day happening in December. The training event will take place in Parsons on the 6th with Charles McCann offering a perspective on the history of Community Action to our staff. McCann has been in Community Action since the very beginning of the program’s inception. His speech will revolve around bringing us back to our roots. Jamey thanked the fiscal staff for all their hard work to prepare for the audit that occurred at the beginning of the month. Although auditors were only one site for a short period of time, the work will continue for at least two more months before being presented to the board in January. The Transportation 5311 grant was submitted this week; we have requested additional funding in that grant to help continue providing services in those expanded areas.

12. New Business

a. Early Childhood Education: Coffeyville Building Purchase

Jamey Whitney presented the proposal for purchase of the building in Coffeyville to the members of the board. The search for a new location has been underway since we learned that our partnership would be dissolved with the school district. Finding a building with land that wasn’t contaminated was a difficult task. A metal frame building church, on the south side of town, was located with additional property that took our interest. We were able to find an agreeable amount to purchase the building. An environmental study was conducted; however, an architectural rendering of the facility will need to be conducted before we can apply for the 1303 grant. Jamey asked the

board to give their approval for the purchase of this building. The intent is to renovate and put in six classrooms as well as office space for staff and a kitchen. While we were serving over 90 children with our partnership, this will reduce that number to serve 50 children. Three classrooms will be dedicated to children ages 0-3, while the other three classrooms will be dedicated to children ages 3-5.

A motion was made by Joe Grisolano to move forward with purchasing the property in Coffeyville for the Early Childhood Education Program as presented to the governing board. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

b. Vacation Leave Policy

Janel Scales presented the changes to the Vacation Leave Policy to the board members. Our current policy allows staff to have all of their vacation up front at their annual date. The proposed change switches that to an accrual of leave over the course of the year. Staff will start accruing leave on each paycheck at the time of their yearly anniversary. This leave time is calculated by the number of hours provided for years of service divided by the number of pay periods during the year. Staff will be allowed to accrue up to their maximum number of hours and then they will stop accruing until leave is taken. Additionally, staff will be allowed to roll over hours from one year to the next, forgoing the “use it or lose it” mentality. We will encourage staff to use their vacation and begin to plan ahead for vacations. A chart was provided to the board members to see how hours will be accrued for staff. As a courtesy to those whose anniversaries fall between January 1st – March 31st will be offered 40 hours up front and then accrue a lesser amount that year until their anniversary date rolls around in 2026.

A motion was made by Christy Vulgamore to accept the changes to the Vacation Leave Policy as presented to the governing board. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and the motion was approved unanimously.

13. Board Member Input/Other

There was no input provided by members of the board.

14. Adjournment

A motion was made by Joe Grisolano for the adjournment of the Board of Director's meeting. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and the motion was approved unanimously. The meeting adjourned at 2:30 pm.

Respectfully Submitted,

Tiffany Romine

Tiffany Romine
Program Development, Compliance and Reporting Manager

Braedy S. Kuhn

Governing Board Official Name

Signature

1-16-2025

Date