



## Board of Directors Meeting

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

Thursday, July 18, 2024

2:00pm – 4:30pm

### 1. Call to Order

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

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

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

Guests: No guests were present for the meeting.

### 4. Meeting Agenda

The meeting agenda for the July 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 the agenda before approval as it was presented.

*A motion was made by Joe Grisolano to accept and approve the meeting agenda for the July 18, 2024, Board meeting. Marilyn Logan seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

### 5. Board Business

Jamey Whitney discussed the need for three board members to renew their terms to the board. C.W. Betz's term expired in May 2024, and as such needed to be re-seated to the board. Betz indicated to Jamey that he'd only like to extend his term to the end of September 2024 and that after that he would be retiring from the Governing Board. Joe Grisolano and Boyd Koehn's terms both end in September; however, upon discussing with them before the meeting Jamey let the full board know that they would like to continue with the board. Steve added that his term will end in September 2024, and he would not be seeking re-election or re-seating to the board.

*A motion was made by Marilyn Logan to extend C.W. Betz's term of office until the end of September 2024 as presented to the board. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

*A motion was made by Christy Vulgamore to re-seat Joe Grisolano and Boyd Koehn for a term of additional three years as presented to the board. The motion was seconded by C.W. Betz. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

## **6. Executive Session**

The Board members went into Executive Session to discuss confidential information with Jamey Whitney, CEO, Janel Scales, CFO, and Joanie Burke at 2:08pm for a period of 15 minutes. The Board came out of Executive Session at 2:23pm.

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

*A motion was made by Boyd Koehn to pull out of the Washington School project and the Crawford County ARPA Grant which are not financially feasible to move forward with at this time. Ayla Daugherty seconded the motion. There was no further discussion, a vote was taken, and the motion was approved. Joe Grisolano abstained from the vote.*

## **7. 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 or add any items from the Consent Agenda for discussion or if there were any corrections that needed to be made.

- a. Board Meeting Minutes for the Board of Director's Meeting held Thursday, May 16, 2024, and Special Board meetings for May 23, 2024, and June 26, 2024.
- b. Policy Council Agendas and Meeting Minutes for the May and June 2024 meetings.
- c. Personnel Reports for June and July 2024.
- d. Credit Card Statements for the month of May for Walmart, VISA and WEX.

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

## **8. Ongoing Business**

### **a. Financial Reports**

Janel Scales presented the financial reports to the governing board for the month of May 2024. Janel took the board members through the spreadsheet of just the month of May. She indicated that in June she had two programs that ended their fiscal year with many expenses that had not been processed yet. She indicated that in September she will provide the June financials for the board to review. Normal expenses were shown in May. The ECBG grant ended which was held with Coffeyville. We were reimbursed for an offset of staff costs which we would provide days when school was closed. We will no longer have this grant going forward. Marilyn Logan asked about Transportation Grant numbers wherein Janel explained the revenue that is brought in through rides provided, which is based on historical records. Marilyn also asked about the Early Childhood Services wherein we have not expended as much as we have in the past. Janel responded that it was due to staff vacancies. She also let members know that we had submitted a budget revision with a request to purchase 10 vehicles; however, we were only approved for the purchase of 7 vehicles. Since we will have a balance, the state will take back that leftover balance. The balance sheet was a snapshot of where we currently are financially.



*A motion was made by Boyd Koehn to accept and approve the financial reports for May as well as the balance sheet as presented to the Board. Joe Grisolano seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

#### **b. Fiscal Policy Changes**

Janel Scales presented the fiscal policy changes to the governing board. Prior to the meeting a copy of the changes was uploaded for the board to review. Janel let the board know that the changes include a change in the purchase requisition from over \$5,000 to \$500 to be approved by the CEO prior to purchasing. Program Directors can make purchases up to \$500 without prior approval from the CEO. The next change deals with travel in order to shore up some grey areas on travel arrangements and receipts/pre-registration for accounting to be able to have enough time to get reservations made for staff travel. Janel also let the board know that we changed the chart to align per-diem with the state guidelines. Reimbursements will be provided for taxis after the staff return to the office and provide a receipt of those costs. Jamey will continue to have the authority to approve any overages. Other changes were for titles and job responsibilities throughout the document.

*A motion was made by Marilyn Logan to accept and approve the fiscal policy changes as presented to the Board. Ayla Daugherty seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

#### **c. HR Policy Changes**

Laurie Masters presented the HR policy changes to the board members. Prior to the meeting a copy of the changes was uploaded for the board to review. Laurie let the board members know that the HR policy changes being proposed included the overtime rule which is being put into effect nationally which states that anyone who is classified as exempt would need to make at least \$21.10/hr. and for those who fall below that they would be eligible for overtime pay. We had two employees who are below this and are now classified as exempt and eligible for overtime. Another employee was reclassified as exempt and given an increase to prevent overtime. This was the more cost-effective option. The next policy change occurred with Holiday Pay for clarification around sick/vacation pay. Janel let board members know that the staff who were taking sick leave or leave without pay were still getting paid for the holiday; however, our policy will now state that if sick leave or leave without pay is taken, the holiday will not be paid for. Joe asked for clarification on the change, which was provided by Laurie and Janel. Christy asked if we allowed staff to take days off without being paid, to which Janel said yes. Laurie continued to explain about drivers not getting holidays on the actual holiday. Our practice is not as the policy stated: drivers would be paid double for working a holiday. We actually give the driver another day off that week to compensate for the holiday worked. We don't pay double; therefore, the policy was changed to reflect our actual practice. Additionally, we changed the language in our policy around our workweek which is Monday to Sunday, in order to reflect what they timekeeping and payroll says. Other changes were around staff roles.

*A motion was made by Joe Grisolano to accept and approve the HR policy changes as presented to the Board. C.W. Betz seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*



#### **d. CSBG Contract with KHRC FY24**

Tiffany Romine presented the CSBG contract with KHRC for fiscal year 2024 to the governing board members. We finally received our allocation for 2024; however, during the meeting while the board was in executive session, KHRC sent an email to notify the network of a 1% increase to the budget which would be sent out to all 8 agencies once she had final numbers. So with that in mind, Tiffany let the board members know that we'd be receiving an increase to be determined in the days to come.

*A motion was made by Christy Vulgamore to accept and approve the CSBG contract with KHRC for fiscal year 2024 as presented to the Board. Ayla Daugherty seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

#### **e. Agency Annual Report 2023**

Tiffany Romine presented the Agency Annual Report for 2023 to the governing board members. The Annual Report outlines our performance from the previous year and shows our outcomes from each program. Additionally, financial information is provided for expenses and revenue. The document is put on our website after approval of the board. Something new this year was the addition of staff milestones beginning with 1 year and going through to 30 years of service. Joe Grisolano pointed out that his name was incorrectly spelled, along with Ayla Daugherty. Tiffany apologized for the oversight and agreed to fix those mistakes before publishing. Boyd Koehn asked that his title be changed from Treasurer to Secretary.

*A motion was made by Marilyn Logan to accept and approve the Agency Annual Report for 2023 as presented to the Board. Boyd Koehn seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

#### **f. SEK-CAP Strategic Plan Annual Update**

Tiffany Romine presented the Strategic Plan Annual Update to the governing board members. Prior to the meeting a copy of the updates was provided to the board members for review. This is the fourth year of the plan, which means that most of the departments are 80% or higher in reaching their goals. In Transportation, we have increased our counties from 2 to 5 since Jamey came on board as CEO. Our new website has been launched and has become a huge help in the HR department. HR has purchased Bamboo software to help with their department. Early Childhood had multiple updates as their collective department has segments that work in tandem to achieve the overall goal. This is the annual update provided to board members on the progress towards completing the goals set out in 2021.

*A motion was made by Joe Grisolano to accept and approve the Strategic Plan annual update as presented to the Board. C.W. Betz seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

#### **g. Strategic Planning – New 2025-2029**

Tiffany Romine presented the 2025-2029 Strategic Planning process to the board members. Through the Organizational Standards, each Community Action Agency is required to re-write a new Strategic Plan every 5 years. For this next 5-year planning process we reached out to the Kansas Alliance for Nonprofits, CEO, Cindy Miles to help guide us through the entire process from start to finish. Cindy has over 15 years of experience providing training around leadership, planning, and development. Tiffany let board members know that a CSBG Discretionary Grant has been applied for towards the facilitation of Cindy's services. We will know about the grant in



August. Tiffany also outlined how the process would go with Cindy, wherein she would meet with board members to get their opinion on the agency and then conduct a SWOT analysis with the staff via an anonymous survey and then work with the management team to develop the plan from there. Additionally, we have asked Cindy to provide a one-day off-site leadership development day where management members learn skills for better communication in an effort to break down silos.

#### **h. Housing Admin Plan Changes**

Craig Leabo presented the changes to the Housing Administrative Plan to the board members. Prior to the meeting, a copy of the changes was uploaded for members to review. Craig let board members know that there were changes to the Admin Plan for Housing based on the changes made by HUD. Which basically means that the feds are trying to spell out exactly what we do and be transparent. For our Admin Plan there were minor changes for the Public Hearing with the biggest changes being made to the voucher period being changed from 60 days to 90 days. Initially, voucher holders could request up to 120-day extension (2 requests) to search for housing. That process is changing to a one-time request with 120 days in an effort to cut down on administrative costs and keeping track of who has been requested, how many times, etc. Tenant/Landlords are no longer required to sign the adjustment to rent pages based on how the City of Pittsburg operates their Housing program. A lot of our landlords are based in bigger cities and in some cases outside of the state so trying to get the landlord and tenant in the same place to sign a document can be a challenge. Craig is trying to modernize our processes and implementing this change will allow both parties to be aware of any changes, what they are, why they're being made, and/or make a request for those changes to be reviewed. The other change being made involves the decision-making process of appeals. Once a determination has been made on assistance, the individual has 10 days to respond; we are changing the language to reflect 10 business days. All changes are tenant and program participant friendly. Craig plans to put together a quick guide for participants to review instead of having to wade through the entire Admin plan. INSPIRE inspection standards have been moved to October 1, 2025, implementation date; however, we can begin implementing the changes as soon as we would like. Craig plans to start as soon as he can as there are a lot of good changes. The new HOTMA changes are also being delayed with HUD getting a new system and it's not fully developed and off the ground yet. We won't be required to comply with those new rules until HOTMA is ready to be implemented. July 12<sup>th</sup>, we held a public hearing at 1pm, two members of the public were present in addition to two staff members. No significant comments were made at this meeting in regard to the changes to the Housing Admin Plan.

*A motion was made by Ayla Daugherty to accept and approve the Housing Admin Plan changes as presented to the Board. Marilyn Logan seconded the motion. Boyd Koehn did ask a question about items outlined in red for the PHA. Craig explained that those decisions were left to the discretion of the PHA to determine a disqualifying factor for an applicant. A vote was taken, and the motion was approved unanimously.*

#### **i. KHRC HOME-ARP Decision & Follow Up**

Craig Leabo presented the results of the KHRC HOME-ARP decision to the board members. He let members know that KHRC decided to not fund our HOME-ARP application; however, they did like our application enough to find another grant option for us to apply for using the same application that was submitted for HOME-ARP. We will no longer be utilizing project-based vouchers for this project, and it was removed from the application. We were presented with an opportunity to amend our application and apply for the HOME grant which we've used before to build other homes we currently have. The biggest changes we did was to no project based vouchers so that rent charged is not tied to tenant income, rents charged have to be a low and



affordable level for tenants for the affordability period which is 20 years. We also proposed to use our established eligibility criteria to align with the other properties we have through the HOME grant. Jamey commented that it was nice to be complemented and still not receive the money we had initially applied for to fund the project. KHRC did like the project a lot and wanted to provide an alternative for us to move forward.

*A motion was made by Christy Vulgamore to accept and approve the KHRC HOME-ARP Decision and follow up to apply for the HOME grant as presented to the Board. Marilyn Logan seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

#### **j. HUD Public Notices**

Craig Leabo presented the HUD notices to the board members. The HUD notices have been sent to Jamey over the course of the last two months and are provided to the board members for informational use only. These notices are to let the agency know of extended funding provided by HUD to the Housing Program.

#### **k. TBRA Grant Funding Increase**

Craig Leabo presented the Tenant Based Rental Assistance (TBRA) grant funding increase of \$600,000 to the members of the board. He let them know that we have the opportunity to apply for an extra \$200,000 this year due to our service area having rural areas. In May the board members did approve the application of TBRA; however, the amount at that approval was for the historical \$400,000.

*A motion was made by Christy Vulgamore to accept and approve the TBRA Grant funding increase to \$600,000 as presented to the Board. C.W. Betz seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

#### **l. Early Childhood Education Policies & Procedures**

Joanie Burke presented the Early Childhood Education Policies and Procedures changes to the members of the board. A copy of those changes was uploaded to the BOARDnetWORK prior to the meeting. In an effort to remain in compliance with the Head Start Performance Standards, new policies were released that required us to put them into our Early Childhood Education Policies manual. Policies added included program governance, ongoing developmental assessment/observation/checkpoints, emergency preparedness, monthly drills for centers and classrooms, intruder, bomb threat, or weapon on site, entrance to centers by unknown individuals, sunscreen and sun safety, bulb suction/nasal aspirator, use of insect repellent, teething, attendance at community meetings, family supportive services for health, nutrition, and mental health, grievance resolution for parents and community members, request for change in work schedules for educational reasons, and professional boundaries. Joanie guided board members through each policy being added and/or changed.

*A motion was made by Joe Grisolano to accept and approve the Early Childhood Education Policies and Procedures as presented to the Board. Marilyn Logan seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*



#### **m. Early Childhood Education Policy 230ED**

Joanie Burke presented the Early Childhood Education Policy 230ED to the board members. Prior to the meeting, a copy of this policy was uploaded for review of the board. The 230ED Parent and Family Engagement in Education and Child Development Services is a new policy that encourages parents to engage in their child's education. This policy reinforces that parents are allowed to be in the classrooms to volunteer and we encourage them to do that. It also includes language around teachers providing information to the parents about their child's education.

*A motion was made by Marilyn Logan to accept and approve the Early Childhood Education Policy 230ED as presented to the Board. Ayla Daugherty seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

#### **n. ECES HS/EHS Federal 5-year Continuation Grant Application**

Joanie Burke presented the Early Childhood Education Services (ECES) Federal 5-year Continuation Grant Application to the board. She explained that the notice to apply for funding for the next 5-years was released and due on September 1<sup>st</sup>. This grant is for \$7.2million dollars which includes administrative costs, programmatic costs, and training and technical assistance costs for the Head Start and Early Head Start programs. We write a base grant for the five years to be submitted, which is the normal process.

*A motion was made by Christy Vulgamore to accept and approve the Early Childhood Education Services (ECES) HS/EHS Federal 5-year Continuation Grant Application as presented to the Board. Ayla Daugherty seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

#### **o. ECES Ongoing Self-Assessment**

Joanie Burke presented the Early Childhood Education Services (ECES) ongoing self-assessment as part of the federal 5-year grant to the board members. Prior to the meeting, a copy of the assessment was uploaded for review. Joanie discussed the process wherein the Early Childhood Management Team gathers annually to examine processes, systems, services, staffing, locations, IT equipment, and all other aspects of the program. They work together with staff, policy council, and board members to determine areas of strength, weakness, opportunities, and threats (SWOT). That information is put together into a document that is approved by the shared governance teams. One of the areas that was identified was around effective communication throughout the department. Training opportunities were targeted to provide more communication and the result of that was to start a new training plan which will coincide with our new grant. They also looked at ways to increase their funding non-federal funding; each center we have is now eligible for DCF child care subsidy, meaning any care we provide over the 6-hour block will allow for eligible families to receive wrap around funding which will help offset costs of operating. Due to various hours of operations between centers, and qualified families, the dollar amount for each site will be different. We can access up to 4 hours a day, for subsidy, per child.

*A motion was made by Joe Grisolano to accept and approve the Early Childhood Education Services (ECES) ongoing self-assessment as presented to the Board. Ayla Daugherty seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*



## **9. Executive Director Report**

Jamey Whitney presented his Executive Report along with the directors' reports for each department. He let members know that most of the report had been covered throughout the board meeting. He mentioned that we have some board members leaving and asked if any members knew of anyone who could join the board to send that information to either him or Tiffany Romine. We would like to have a pool of individuals ready to serve on the board. We currently have a couple of candidates that we're looking to submit for nomination. He updated members on The Coffeyville Project stating that we did receive approval from Head Start to begin the soft costs associated with purchase of the building we're looking at, and he'll be going down on the 24<sup>th</sup> to begin the environmental study. Jamey also mentioned that we are working with a realtor in the area to get comps on other buildings to ensure we're asking a fair price. We will need an architectural rendering to ensure that renovations can be made to the building to meet our needs and once we've got these things done, we can begin working on the 1303 grant application. That grant allows for federal grant money to be used towards the purchase of the building. We serve up to 99 children in Coffeyville, 75 in Head Start and 24 in Early Head Start. The Regional Office is behind us on this and is giving us guidance. C.W. Betz asked if after inspection of the property, if something was found to be a major issue would we have any contingences. Jamey said that he didn't believe we would have that issue as the realtor would be doing a walk through of the property with the inspector. He also let the board members know that it's a metal building and any issues would be more electrical if any.

## **10. New Business**

### ***a.* ECES – Patterson Foundation Grant**

Casey Brown presented the Patterson Foundation Grant opportunity to the members of the board. The Patterson Foundation is a family-owned foundation run out of Kansas City with a focus on rural Kansas and Missouri. Their goal is working together to help rural communities thrive. There are a variety of grants and initiatives that they work through all year long. We are currently looking at the educational grant opportunity which is open. The maximum request is \$175,000 which we are looking to apply for the Coffeyville property in Head Start. We are working through how exactly we'd like to spend those dollars but we're needing approval to move forward with the application.

*A motion was made by Christy Vulgamore to accept and approve the Patterson Foundation Grant application as presented to the Board. Marilyn Logan seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

## **11. Board Member Input/Other**

There was no board member input or other business to discuss.

## **12. Adjournment**

*A motion was made by Boyd Koehn to adjourn the meeting. Joe Grisolano seconded the motion. There was no further discussion, a vote was taken, and the motion was approved unanimously. The meeting adjourned at 3:38pm.*



Respectfully submitted,

<u>STEPHEN M. FINCHER</u>	<u></u>	<u>9/19/202</u>
Governing Board Official Name	Signature	Date