



401 N. Sinnet
 P.O. Box 128
 Girard, KS 66743

P. 620-724-8204
 F. 620724-4471
 www.sek-cap.com

Compassion in Action!

SEK-CAP Early Childhood Education Services Policy Council Meeting
Tuesday March 18, 2025
SEK-CAP Early Childhood Education Training Center
275 N. Apico Way, Girard KS 66743

5:00pm-MH and Social Emotional – Steve J. and Vicki C
 5:00pm Dinner Served
 5:30pm Meeting Begins

- I. Call to Order: Braedy Turner, Chair
 - A. Review Meeting Rules
 - B. The Promise of Community Action

“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other”.

II. Roll Call: Secretary – Mikki Herrera/Catherine Johnson

Policy Council Representatives	Present	Zoom	Not Present
Mikki Herrera – Co-Secretary – Allen Community Rep	X		
Catherine Johnson – Co-Secretary – Bourbon HB 0-3 Rep	X		
Charlene Mannex – Vice Chair - Cherokee CB 0-5 Rep (Riverton)			X
Eldon Srader- Montgomery County HB 0-5 Rep			X
Braedy Turner – Chair – Labette CB 3-5 Rep (Oswego)	X		
Nathaniel Waggoner- Labette Community Rep	X		
Boyd Koehn – Board President	X		
Kimberly Johnson – Parsons CB Rep			X
Sara Curtis –Alternate Parsons CB Rep			X
Ayla Daughtery – Board Liaison			X
<i>Staff Name:</i>			
<i>Lindsay Knopp</i>	X		
<i>Jamey Whitney</i>	X		
<i>Janel Scales</i>			X
<i>Tanya House</i>	X		
<i>Michelle Rice</i>	X		

III. Approval of Agenda for March 18, 2025

A Motion was made by Catherine Johnson to Approve the Agenda for March 18, 2025
Motion seconded by Nathaniel Waggoner
Discussion: No Discussion
Vote: Approved

IV. Approval of Meeting Minutes of January 21, 2025

A Motion was made by Mikki Herrera to Approve the Meeting Minutes of January 21, 2025
Motion seconded by Catherine Johnson
Discussion: No Discussion
Vote: Approved

V. New Business

A. Personnel Report – Jamey Whitney/Lindsay Knopp

Jamey stated we had 11 new hires, 13 separations, and three status changes.

A Motion was made by Mikki Herrera to Approve the Personnel Report.
Motion seconded by Nathaniel Waggoner
Discussion: No Discussion
Vote: Approved

B. State of the Program Report

January 2025 and February 2025 Financials – Janel Scales

1. **January 2025 Financial and In-Kind Report – State EHS Childcare Partnership –**
Jamey reported out for Janel. Runs between July 1 and June 30. We have 58% through the grant period and have spent 50% of the budget. The top section of the report presents a grant-funded analysis, while the bottom half is based on the DCF subsidy. The agency has the discretion to determine how this money is spent, as long as it is allocated for early childhood services. In January, we had three payrolls, which is why personnel and fringe benefits are higher. The rest is regular expenditures.

A Motion was made by Catherine Johnson to approve the January 2025 Financial and In-Kind Report for the State EHS Child Care Partnership.
Motion seconded by Mikki Herrera
Discussion: *Mikki did ask about our program's experience with issues related to the grant freezing. Jamey explained that we did not, as we were about to draw down money, so we were not affected.*
Vote: Approved



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2. **January 2025** Financial and In-Kind Report – State EHS Home Visitation - *The grant runs from July 1 to June 30. We are currently 58% through the grant period and have disbursed 37% of the budget. We are a little behind on this one. We had three payrolls during January, which is why the personnel and fringe benefits show higher figures. The rest of the expenditure is normal for this month.*

A Motion was made by Mikki Herrera to Approve the January 2025 Financial and In-Kind Report for State EHS Home Visitation. Motion seconded by Nathaniel Waggoner

Discussion: No Discussion

Vote: Approved

3. **January 2025** Financial and In-Kind Report – Federal EHS/HS – This grant runs from December 1 to November 30. The program is 17% through the grant period and has disbursed 13% of the budget. Currently, we are at 6% of the non-federal dollar match. There were three payrolls in January so the reason why the personnel and fringe benefits show higher. The rest are normal monthly expenses.

A Motion was made by Catherine Johnson to Approve the January 2025 Financial and In-Kind Report for Federal EHS/HS Grant.

Motion seconded by Mikki Herrera

Discussion: No Discussion

Vote: Approved

4. **January 2025** Child and Adult Care Food Program – Grant year runs October 1 to September 30. This grant is reimbursement from the state for the meals that we served during the month. The expenses are related to food preparation in the kitchen and the cost of meals. These are typically a month behind because grocery receipts for the previous month are received at the beginning of the current month. The program receives reimbursement for the prior month in the current month.

A Motion was made by Mikki Herrera to Approve the January Child and Adult Care Food Program Motion seconded by Catherine Johnson

Discussion: No Discussion

Vote: Approved

5. **January 2025** Credit Card Statement Report – This includes the VISA, Walmart, and WEX cards. The accounting staff reviews each charge presented and ensures it is a valid charge. If there are any fraudulent charges showing, staff will contact the credit card company and have them issue new cards. The WEX cards have

been the most that we have seen fraudulent charges on due to people putting skimmers on the gas pumps.

A Motion was made by Catherine Johnson to Approve the January 2025 Credit Card Statement Report.

Motion seconded by Nathaniel Waggoner

Discussion: No Discussion

Vote: Approved

6. **February 2025 Financial and In-Kind Report – State EHS Childcare Partnership –** The Grant runs July 1 through June 30. The program is currently 67% through the grant period and has disbursed 58% of the budget. The top section of the report presents a grant-funded analysis, while the bottom half is based on the DCF subsidy. The agency has the discretion to determine how this money is spent to benefit the early childhood program. For February, the expenses are normal, except for snow removal.

A Motion was made by Mikki Herrera_ to Approve the February 2025 Financial and In-Kind Report for State EHS Child Care Partnership.

Motion seconded by Nathaniel Waggoner

Discussion: No Discussion

Vote: Approved

7. **February 2025 Financial and In-Kind Report – State EHS Home Visitation –** This grant spans from July 1 to June 30. The program is currently 67% through the grant period and has disbursed 42% of the budget. February, there are basic regular expenses.

Catherine Johnson made a Motion to Approve the February 2025 Financial and In-Kind Report for State EHS Home Visitation.

Motion seconded by Mikki Herrera

Discussion: No Discussion

Vote: Approved

1. **February 2025 Financial and In-Kind Report – Federal EHS/HS Grant –** This grant runs from December 1 through November 30. The program is currently 25% through the grant period and has disbursed 21% of the budget. The program has met 9% of the non-federal match. For February, the expenses are normal, except for snow removal. Across the early childhood facilities, the program is in the process of evaluating training and technical assistance expenditures to reallocate them to the Kansas grant, thereby freeing money in the EHS/HS budget that was not originally planned for.

A Motion was made by Mikki Herrera to Approve the February 2025 Financial and In-Kind Report for Federal EHS/HS Grant.
Motion seconded by Nathaniel Waggoner
Discussion: No Discussion
Vote: Approved

2. **February 2025 Child and Adult Care Food Program** -This grant runs from October 1 through September 30. These are for the expenses for meals, and we are always one month behind.

A Motion was made by Catherine Johnson to Approve the February 2025 Child and Adult Care Food Program.
Motion seconded by Mikki Herrera
Discussion: No Discussion
Vote: Approved

3. **February 2025 Credit Card Statement Report**- Visa, Walmart, Wex for February. Accounting staff ensure that all receipts are submitted and that everything balances. If there are fraudulent charges, they are reported to the credit card company.

A Motion was made by Mikki Herrera to Approve the February 2025 Credit Card Statement Report.
Motion seconded by Nathaniel Waggoner
Discussion: No Discussion
Vote: Approved

CACFP and ERSEA 0-5 Report- Tanya House

1. CACFP (Child and Adult Care Food Program)
2. Enrollment
3. Attendance
4. Waitlist
5. Recruitment
6. Parent Engagement

Self-Assessment Committee - Tanya House - Mikki Herrera has volunteered to sit in on this committee.

C. Policies and Procedures

1. Inclement Weather Policy: This policy is just being updated to clarify about center closures. Determining closures for staff that are not assigned to a center. A group is working to determine the best approach for making these decisions going forward.

A Motion was made by Mikki Herrera to Approve the Inclement Weather Policy and Procedure.

Motion seconded by Catherine Johanson

Discussion: Nathaniel inquired about closures outside of weather-related issues. For example, the Oswego school district closed down for a few days due to illness. Is there a policy regarding whether the SEK-CAP center will also be closed, or should we remain open? Jamey and Lindsay both stated that we would not close based on illness, as we are not in the school district.

Vote: Approved

2. Suspension and Expulsion – Tanya explained the reason for updating the procedure is due to the new Performance Standards. A committee comprising a few Early Childhood Management Team members was established, and they updated the procedure to ensure the program met the new requirements. The essential item that was added was ensuring the program worked with a Mental Health Consultant when wanting to suspend a child. Suspension, as defined through the Head Start Performance Standards, includes the reduction of hours or days in class. This new procedure guides staff through the decision-making process, and a form has been created to help track all the necessary requirements.

A Motion was made by Mikki Herrera to Approve the Suspension and Expulsion Policy and Procedure.

Motion seconded by Nathaniel Waggoner

Discussion: No Discussion

Vote: Approved

D. Membership – *None for March*

E. Committee Report – February – None
March - None

F. By-laws – None

VII. Governing Board Report – Boyd Koehn – The agency has completed an audit report, which was provided to the Governing Board in January. The result is an unmodified opinion that the numbers in the audit results are materially accurate and representative of the SEK-CAP fiscal year. The Governing Board updated the job description for board members. They will now be referred to as Board Members' Duties and Responsibilities. Ayla Daugherty has agreed to be the early childhood board liaison for the Policy Council. We will now begin our budget in September.



SEK-CAP

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The smoking tobacco policy has also been updated to reflect the use of vaping and herbal tobacco. The utility reimbursement policy has changed. In the past, the checks went to the home or mailing addresses. The new policy is that the payments will be sent directly to the utility companies. In transportation, the agency is now allowing companies to place advertisements on the windows of buses. There is a stipulation that they cannot directly show visual representations of alcohol or tobacco products in the ad. They also worked on the goals and services for the CSBG. The Office of Community Services has revised the goals for the CSBG Annual Report. The Office of Community has revised some goals and eliminated others but has not communicated any updates on the services or goals. As a result, the agencies will remain unchanged for the time being. The agency's management team and some board members have been working on a strategic plan. They have had a few meetings with Cindy Miles, who has been guiding the group through setting goals and assisting in making the goal list manageable. The Governing Board has approved the Early Childhood Child Partnership & Early Childhood Home Visitation grant renewal application.

VII. Chief Executive Officer's Report - Jamey Whitney - Still working on finding a person for the elective board position. This person should be someone who was elected to their position, such as a school board member or mayor. If the elected official is unable to perform their duties, the elected person has the authority to appoint someone to take their place. Taking to the Governing Board Indirect Cost Rate proposal. The Indirect Cost Rate is the rate applied to cover salary and fringe benefits, payroll, and human resources. They are currently charging 15%. The agency and the board will begin reviewing updates to policy and procedures. While doing this, they will ensure that the agency and early childhood have the same policies. Currently, some policies implemented in early childhood education do not align with the agencies' policies. A Safety & Security Committee was created, and it started small. It has now expanded into something rather significant. A representative from Homeland Security has conducted a walk-through of all the centers to identify areas that impact safety and security. He identified areas that may need improvement or enhancement to increase their security. He also examined the agency buses and will provide feedback on them. This service is free to the program. He also recommended that the program apply for a grant to purchase AED machines. Our program applied for this and was awarded \$10,000 to purchase a few of these. The Pittsburg Housing project had a post in the Morning Sun, which stated that we were identifying properties, and that the money had been given to the agency. The agency is currently in a waiting period; if no feedback is received, the money will be released to begin the project. Jamey was in Washington, DC, last week and stated that the atmosphere is very tense there now.

IX. Early Childhood Education Services Director's Report – Lindsay Knopp

1. Program Updates - The program must continue to submit enrollment reports to the regional office for the Under Enrollment Plan. Last month, she stated we were done, but the program must continue this process for another 6 months after the plan's end date. So, the program will continue to submit these reports through the summer. The van was also denied for the Oswego center. The regional office did not give a lot of feedback as to why, one statement was about the step not being as low as a bus and vans are not as safe as buses. The Professional Development Committee has been working on reconstructing the orientation process. The committee has decided that new staff will complete a year-long onboarding process, ensuring they are not overloaded during the first week of orientation. The committee comprises a diverse group of people, resulting in varied input. A committee has begun to work on the Preservice for August. They are trying to find companies that might be interested in donating to our preservice. Lindsay will be working with Janel on how to submit a request to Walmart, as their process has changed.
2. Facilities – She has been working with Rick on the layout for Coffeyville; he is currently working on the design and layout for the building. This is the initial rendering, which is a drawing that illustrates the program's requirements and associated costs. The next step will be submitting this and the environmental study to the regional office. Lindsay stated that the Homeland Security walkthrough was good information. Some of the program's changes can be implemented immediately, while others will require funding to correct.
3. Staffing - The program is transitioning from hiring a company to perform custodial duties to hiring staff in-house. Applications are starting to come in for these positions. Jet and Karen are no longer with the agency, and Lindsay and Tanya are now covering these duties. Heather is no longer with the agency, and the hiring process has begun to fill this position.
4. Grants – The program is still awaiting the change in scope.
 1. Federal Head Start/Early Head Start 24-25 Budget Revision & Non-Federal Share Waiver – Jamey mentioned that this is to reallocate money due to vacant positions, including wages and fringe benefits. It is also a request to submit a waiver due to not meeting the Non-Federal Match Requirement.

A Motion was made by Mikki Herrera to Approve the Federal Head Start/Early Head Start 24-25 Budget Revision & Non-Federal Share Waiver

Motion seconded by Catherine Johnson

Discussion: No Discussion

Vote: Approved

2. Kansas Early Head Start Child Care Partnership 24-25 Budget Revision - Jamey mentioned this is to reallocate money due to vacant positions wages and fringe benefits.

A Motion was made by Mikki Herrera to Approve the Kansas Early Head Start Child Care Partnership 24-25 Budget Revision.

Motion seconded by Nathaniel Waggoner

Discussion: No Discussion

Vote: Approved

3. Kansas Early Head Start Home Visitation 24-25 Budget Revision – Would like to reallocate funds to purchase two or three vehicles maybe. If the program does not use all the funds, the funds will be returned to the state of Kansas.

A Motion was made by Catherine Johnson to Approve the Kansas Early Head Start Home Visitation 24-25 Budget Revision.

Motion seconded by Nathaniel Waggoner

Discussion: No Discussion

Vote: Approved

5. Information – ACF-OHS-PI- 25-01 Procedures for Tribal Child Care and Development fund Lead Agencies and American Indian and Alaska Native Head Start Grant Recipients to Jointly apply to use CCDF and Head Start Funds for Construction or Major Renovation of Early Childhood Facilities. – This is informational; our program is not a tribal program.

ACF-OHS-IM-25-02 Fiscal Year 2025 Monitoring Process for Head Start Recipients – This is informational. This year, coaches have been able to be in classrooms to work with classroom staff.

ACF-OHS-IM-25-01 Supporting Food Security and Access to Indigenous Foods for Children and Families in Tribal Early Childhood Programs – This is informational; our program is not a tribal program.

X. Unfinished Business

XI. As the need arises



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XII. Adjournment

A Motion was made by Mikki Herrera to Adjourn the meeting.

Motion seconded by Catherine Johnson

Discussion: No Discussion

Vote: Approved

Braedy Turner

Braedy Turner, Chair

5-15-25

Date