



Board of Directors Meeting Minutes

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

Thursday, May 15, 2025

2:00pm – 4:30pm

1. Call to Order

Board Chairman, Boyd Koenh, called the meeting to order at 2:01 p.m.

2. Promise of Community Action

All board members and staff recited the Promise of Community Action.

3. Roll Call

Board Members present in person: Boyd Koehn, Braedy Turner, Christy Vulgamore, Marilyn Logan, Joe Grisolano, Ayla Daugherty

Board Members present via zoom: Jami Crowder

Board members not in attendance: Stacey Wood

Staff members present in person: Jamey Whitney, CEO; Janel Scales, CFO; Craig Leabo, Housing Director; Lindsay Knopp, ECE Director; Casey Brown, Community Engagement Coordinator

4. Meeting Agenda and Board Minutes

The agenda for the board meeting on 05/15/25 was uploaded to BOARDnetWORK prior to the meeting for review by all members of the board.

The minutes of the board meeting from March 20th, 2025 were uploaded to BOARDnetWORK prior to the meeting for review by all members of the board.

Discussion of the agenda resulted in the addition of bylaws committee responses in the as the need arises section.

Approval of the meeting agenda for Thursday, May 15, 2025

- Marilyn Logan motioned to approve the agenda as amended
- Joe Grisolano provided the 2nd
- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion

Board Minutes for March 20, 2025

- Marilyn Logan motioned to approve the meeting minutes from March
- Joe Grisolano provided the 2nd
- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion

5. Membership

Board Vacancies

Update provided on singular vacancy on the board, discussing potential candidate from the Bourbon County area. Jamey and Casey are reaching out to the individual to determine interest and begin the application process if interested.

6. Consent Agenda (Action Item)

All the following items were uploaded to BOARDnetWORK prior to the meeting for review by the board members. Discussion of the items on the consent agenda led to no changes of the items listed for the consent agenda.

a. Policy Council Minutes

- PC Signed Minutes

b. Personnel Reports

- 05-2025 Personnel Report

c. Correspondence

- 5311 Grant Approval
- HUD Notices

- Joe Grisolano motioned to approve all items on the consent agenda
- Marilyn Logan seconded the motion
- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion

7. Management Briefings

a. CEO *Presented by: Jamey Whitney*

- [Directors Report](#)

Discussion of Director's report that was presented to the board and will be provided to all agency staff following the board meeting.

b. IT *Presented by: William Holloway*

- [New email policy](#)

William Holloway presented the board members with the hardware and information needed to access the board network documents. All board members present completed the forms and returned them to IT. The remaining members of the board not present in person will receive these items in the following week.

c. Early Childhood *Presented by: Lindsay Knopp*

- [EHS PMS Payment](#)

Discussion regarding the reimbursement of EHS/HS funding. The payment management system now requires some additional information to complete the payment process. The CFO has already adjusted to meet the new expectations.

- [Social/Emotional Training](#)

Discussion about the change in policy that was provided in BOARDnetWORK to all members prior to the meeting for review. Policy adjustments were to align the language of the policy with current practices. Should additional assessments be needed they can be completed as needed.

- [Policies Approval](#)

- Marilyn Logan motioned to approve the Social/Emotional Policy

- Ayla Daugherty provided the 2nd
- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion

d. Housing *Presented by: Craig Leabo*

2024 Annual HOME Report - Presentation and discussion of annual report for HOME projects that are still active. The report was uploaded to BOARDnetWORK for review by members prior to the meeting.

- Joe Grisolano motioned to approve the 2024 Annual HOME Report as provided
- Christy Vulgamore provided the 2nd
- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion

Update for the Pittsburg HOME project that we are currently waiting for the final authorization for release of home funds to begin purchasing the properties and being the project.

e. Community Engagement *Presented by: Casey Brown*

Strategic Plan in all formats was uploaded into BOARDnetWORK prior to the meeting for the members to review.

Presentation of strategic plan survey results for review prior to the next meeting for discussion.

f. Finance *Presented by: Janel Scales*

CFO presented on the financial statements for the agency, programs and grants shown below. All financial statements and documents were uploaded into BOARDnetWORK for members to review prior to the meeting.

- 3-31-25 Balance Sheet update through March 31st, bulk of the difference is the proceeds from sale of properties and vehicles,
- Financials: February 2025 & March 2025
- Checks over \$5,000
- Credit Card Statements: VISA, WEX, Wal-Mart

- Joe Grisolano motioned to approve the financial statements as provided
- Braedy Turner provided the 2nd
- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion

8. New Business

a. *Reduction in Workforce Policy (Action Item) Presented by Jamey Whitney*

- Reduction in Workforce Policy Draft – Jamey Whitney, CEO, presented and discussed with the members the policy and presented it for consideration. Pending board approval the policy would complete another legal review process prior to being integrated into active policies.
 - Braedy Turner motioned to approve the Reduction in Workforce Policy
 - Marilyn Logan provided the 2nd
 - The Chair called for discussion; there was none

- Voice vote called by the chair
- Unanimous approval of the motion

b. Financial Policies & Procedures: Travel Policy Change

- Travel Policy Change Financial P&P
Presented to the board for discussion. The policy change was uploaded into BOARDnetWORK prior to the meeting for members to review. This policy will allow for a universal reimbursement rate following the State of Kansas fiscal year which would streamline processes and improve efficiency.
- Ayla Daughtery motioned to approve the Travel Policy Change as provided
- Joe Grisolano provided the 2nd
- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion

c. ECES Change in Scope KS

The letter for change in scope for Kansas was uploaded to BOARDnetWORK prior to the meeting for members to review. Jamey Whitney, CEO, Janel Scales, CFO, and Lindsay Knopp, ECE Director, presented the letter and discussed with the board members the changes to the original process that would allow for the Kansas change in scope to occur. The hope is to complete the change prior to the federal changes of Head Start jurisdictions.

- Joe Grisolano motioned to approve the Kansas change in scope letter to be signed as provided
- Marilyn Logan provided the 2nd
- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion

d. ECES Change in Scope Federal (Action Item)

The letter for change in scope for federal was uploaded to BOARDnetWORK prior to the meeting for members to review. Jamey Whitney, CEO, Janel Scales, CFO, and Lindsay Knopp, ECE Director, presented the letter and discussed with the board members the changes to the original process that would allow for the federal change in scope to occur. The hope is to complete the change prior to the federal changes of Head Start jurisdictions.

- Joe Grisolano motioned to approve the federal change in scope letter to be signed as provided
- Marilyn Logan provided the 2nd
- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion

9. Executive Session (Action Item)

Members of the Board discussed the need for a 20-minute executive session to include the CEO and CFO to discuss HR matters.

- Marilyn Logan motioned to move to a 20-minute executive session to include the CEO and CFO for discussion of HR matters
- Joe Grisolano provided the 2nd

- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion

The executive session began at 15:18 and came to a conclusion at 15:56.

Action taken the executive session:

- Joe Grisolano motioned to approve the enhancement payout to help support staff moral
- Marilyn Logan provided the 2nd
- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion

10. Board Member Insights

- Marilyn discussed the increased transportation costs in Allen County with price increases for longer trips. Cost could be to \$70 with the rider being responsible for the upfront cost
- No other comments

11. As the Need Arises

Casey Brown presented the responses that had been received from board members currently serving on the Bylaws review committee for discussion. Bylaws will be sent for legal review prior to the next meeting.

- Discussion regarding the current number of members of the board and if it was necessary to change. Discussion led to keeping the number of members as is currently stated in the draft.
- Discussion of the language of multiple officers' roles in the current bylaws for the Secretary/Treasurer position. Discussion led to removing the language for the treasurer position in the draft.
- Discussion regarding term limits for members of the board. Discussion included that new members could add valuable information and insight but that veteran members provide stability. The discussion closed with looking into other non-profit organizations and community action agencies for best practices and integrate those into the draft.
- Draft amendments will be presented to the board following legal review at the next meeting.

12. Adjournment (Action Item)

Hearing no other business on the agenda the chair requested a motion to adjourn.

- Joe Grisolano motioned to adjourn
- Ayla Daugherty provided the 2nd
- The Chair called for discussion; there was none
- Voice vote called by the chair
- Unanimous approval of the motion
- Meeting adjourned at 16:13

Respectfully submitted,

Casey Brown

Community Engagement Coordinator



Governing Board Chairperson

7-17-2025

Date