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Compassion in Action!

+SEK-CAP Early Childhood Education Services Policy Council Meeting

Tuesday June 17, 2025

SEK-CAP Early Childhood Education Training Center

275 N. Apico Way, Girard KS 66743

5:00pm- Nutrition – Jill Monroe

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
Constance Thach-Myers – Cherokee 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		
Guest Name:			
Staff Name:			
Lindsay Knopp	X		
Jamey Whitney	X		
Janel Scales	X		
Tanya House	X		

III. Approval of Agenda for June 17, 2025

Mikki Davis made a Motion to Approve the Agenda for June 17, 2025
Catherine Johnson seconded the motion.
Discussion: None
Vote: Approved

IV. Approval of Meeting Minutes of May 20, 2025

Catherine Johnson made a Motion to Approve the Meeting Minutes of May 20, 2025
Mikki Davis seconded the motion.
Discussion: None
Vote: Approved

V. New Business

A. Personnel Report –Lindsay Knopp - During May, the program welcomed three new employees. The program had eleven staff members separate from the agency. Of these four, Coffeyville staff who have been on layoff when the center closed in June 2024. The decision was made because it may be another year or two before the center opens in Coffeyville. A couple of questions were raised: First, were the laid-off staff from Coffeyville receiving unemployment benefits? Yes, they were. The second question was the staff members who are on layoff for the summer and will be returning in the fall—do they also receive unemployment benefits? The answer to this question is also yes.

Mikki Davis made a Motion to approve the Personnel Report.
Catherine Johnson seconded the motion.
Discussion: None
Vote: Approved

B. State of the Program Report

May 2025 Financials – Janel Scales

- 1. May 2025 Financial and In-Kind Report – State EHS Childcare Partnership –**
The fiscal year runs from July 1 to June 30. The program is 92% through the grant and has spent 88% of the CCP budget. We have spent 82% of the subsidy budget and overall, 70% of the budget. Janel explained that the top section of this report pertains to the state grant, and the bottom section is for the DCF subsidy. The top section needs to be spent by June 30, 2025, the end of the grant year. In September, she reported the subsidy dollars to indicate that the grant funds had been fully expended. However, the auditor informed her that this was not necessary, so she reclaimed the subsidy dollars that had been allocated to the grant.

June can reallocate funds to the necessary categories. She has submitted the request to the state, and it has been approved. In June, there will be additional expenses as everything needs to be accounted for due to the grant ending; these expenses would typically be allocated in July. In May, the personnel and fringe amounts are slightly higher because the board has approved a one-time enhancement for all staff based on their longevity. This decision was made to offset the lack of Cost of Living Adjustments this year, as stated by the federal government. Jamey also noted that it serves as a moral boost for the staff. In June, the building expenses will also be higher as Lindsay and maintenance went around to each center and made a list of things that needed to be done. The budget revision has been submitted and approved.

Mikki Davis made a Motion to approve the May 2025 Financial and In-Kind Report for State EHS Child Care Partnership.

Catherine Johnson seconded the motion.

Discussion: None

Vote: Approved

2. May 2025 Financial and In-Kind Report – State EHS Home Visitation

The fiscal year runs from July 1 to June 30. The program is 92% through the grant, and we have spent 59% of the home visitation budget. A budget revision was submitted to purchase vehicles, but this revision was denied. That means that the program will have about \$400,000 that will not be spent; it may be slightly higher due to not purchasing the vehicles. If the money is not spent, the state keeps the money. She has moved training dollars due to the federal grant, which typically covered all the training, and now the state grant will have to cover any training related to it. In May, the personnel and fringe amounts are slightly higher because the board has approved a one-time enhancement for all staff based on their longevity.

Mikki Davis made a Motion to approve the *May 2025 Financial and In-Kind Report for State EHS Home Visitation*.

Catherine Johnson seconded the motion.

Discussion: None

Vote: Approved

3. May 2025 Financial and In-Kind Report – Federal EHS/HS Grant

The fiscal year runs from December 1 to November 30. We are 50% through the grant period, having spent 43%, and have met 27% of the non-federal match requirement. In May, the personnel and fringe amounts are slightly higher because the board has approved a one-time enhancement for all staff based on their longevity. A budget revision has been submitted and approved. The program will request an in-kind waiver again this year, as we will not be able to secure \$1.3 million by the end of the grant period. Our program is not the only one facing challenges in this area, and we believe the waiver should be approved.

Mikki Davis made a Motion to approve the May 2025 Financial and In-Kind Report for the Federal EHS/HS Grant.

Catherine Johnson seconded the motion.

Discussion: None

Vote: Approved

4. May 2025 Child and Adult Care Food Program

The program runs from October 1 through September 30th. This program is based on state reimbursement rates. The revenue is from April, and the expenses are for May. She does not have time to gather the amounts for May before the report is due to the Policy Council. Over the years, a significant accumulation of unspent reimbursement funds has occurred. The program is not only billing for food and food services, but is also billing a portion of the Nutrition Manager's salary and any facilities maintenance performed in the kitchen to help reduce this surplus.

Catherine Johnson made a Motion to approve the May 2025 Child and Adult Care Food Program

Mikki Davis seconded the motion.

Discussion: None

Vote: Approved

5. May 2025 Credit Card Statement Report

These are the Visa, Walmart, and Wex cards. The accounting staff reviews all statements to ensure that the required documentation and signatures are provided. If there are fraudulent charges, they are reported to the credit card company. The credit card company then cancels the card and provides a new one.

Mikki Davis made a Motion to approve the May 2025 Credit Card Statement Report.

Catherine Johnson seconded the motion.

Discussion: None

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 – 2023-2024 Self-Assessment Final Approval– This will finalize the 2023-2024 Self-Assessment, and it will be sent to the board in July for their final approval. Then, it will be submitted to the Office of Head Start in August.

Mikki Davis made a Motion to approve the *2023-2024 Self-Assessment*

Catherine Johnson seconded the motion.

Discussion: None

Vote: Approved

C. Policies and Procedures – None

D. Membership – Braedy Turner

The following current members have missed three consecutive Policy Council meetings: Kimberly Johnson & Eldon Srader.

Mikki Davis made a Motion to remove Kimberly Johnson and Eldon Srader from the Policy Council due to their attendance at three consecutive unexcused Policy Council meetings.

Catherine Johnson seconded the motion.

Discussion: None

Vote: Approved

E. Committee Report – June– None

F. By-laws – None

VII. Governing Board Report – Boyd Koehn: The Governing Board has not met since the last Policy Council meeting, so he has no information to share.

VII. Chief Executive Officer's Report – Jamey Whitney: The Change of Scope has been submitted. The Continuation Grant is due in September. The Strategic Plan has been completed and is ready for the board's approval in July. The agency has received the funds to build three houses in Pittsburg; however, when they received the funds, the land bank had already sold the land on which the houses were going to be built. The decision was to build the houses in Girard on the land that the agency owns on St. John Street. The agency will begin advertising for a company to renovate the house currently located on St. John Street, with the goal of securing renters within the next few months. Transportation is still in the process of securing funding for services in each county. Meetings have taken place with various county and city officials. Casey Brown has determined that the annual cost for each bus is significant, and each county or city will need to contribute approximately \$40,000 to operate the routes.

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

1. Program Updates- The "Change of scope" has been submitted for removing Kansas slots and reduction of numbers. They had their last meeting with the current program director – the removal of the Kansas slots has been approved, and they are still waiting on the reduction of numbers.
The management team attended Region 7 training.
The centers that are part-time are on layoff.
2. Facilities – Centers have cleaned out their buildings for auction on June 28th. Facilities maintenance has been working on painting, fixing, and updating rooms during the summer.
3. Staffing- Starting the new onboarding and mentorship process with new staff. This began in June. New staff will attend a two-day orientation with agency staff and then go to their centers for one to two weeks. They will then return to Girard for more training around CPR, Curriculum, Social Emotional and each component training.
4. Grants - Working on applying for the Patterson grant for the Coffeyville center. She is still working on applying for the Patterson grant. They may want to look at applying for it through the refinery in Coffeyville. The grant can cover up to \$500,00 and will have to find out where the other \$4 million will come from.
5. Information – None



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X. Unfinished Business

XI. As the need arises

XII. Adjournment

Mikki Davis made a Motion to *Adjourn the meeting*.

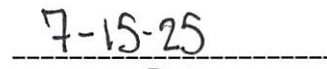
Catherine Johnson seconded the motion.

Discussion: None

Vote: Approved



Braedy Turner, Chair



Date