SEK-CAP

Board of Directors Meeting

Central Administrative Offices - 401 N. Sinnet Girard, KS 66743
Thursday, July 17, 2025
2:00pm – 4:30pm

1. **Call to Order**
   The Board Chairman, Boyd Kohen, called the meeting to order at 2:03 pm.

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

3. **Roll Call**
   Attending the meeting in person there were board members Boyd Koehn, Christy Vulgamore, Marilyn Logan, Braedy Turner, Joe Grisolano, and Ayla Daugherty. Stacey Wood attended via Zoom. Jami Crowder was unable to attend the meeting and notified staff beforehand. Board candidate, Tracy Dancer was also present for the meeting.

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

   Introductions were made all around the table of all board members and staff present.

4. **Meeting Agenda and Board Minutes**
   The agenda for the July 17, 2025, meeting of the Governing Board was uploaded to the BOARDnetWORK prior to the meeting for members of the board to review.

   A motion to approve the agenda for July 17, 2025, Governing Board meeting as presented to the board was made by Joe Grisolano. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.

   Prior to the meeting the board minutes from the May 15, 2025, meeting were uploaded to the BOARDnetWORK for members of the board to review. Marilyn Logan had two corrections to those minutes involving a missing date and a correction of a spelling error. Those changes were made, and a new copy was printed for the Governing Board Chair to sign.

   A motion to approve the May 15, 2025, Governing Board minutes as corrected 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.

5. **Membership**
The Nominating Committee met prior to the Governing Board Meeting to discuss a candidate for the current vacant position in the public sector. Boyd Koehn recapped the discussion the nominating committee had during their meeting with the board members.

A motion to accept and seat candidate Tracy Dancer to the Governing Board was made by Marilyn Logan. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and the motion was approved unanimously.

6. **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, Governing Board Chair, asked if any member wanted to remove, add or correct any items in the Consent Agenda before approval.
    a. **Policy Council Minutes**
    b. **Personnel Reports**
    c. **Correspondence**

A motion to approve the Consent Agenda as presented to the board was made by Joe Grisolano. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and the motion was approved unanimously.

7. **Executive Session**
There was no need for an Executive Session for this meeting.

8. **Management Briefings**

    a. **CEO:** Jamey Whitney presented the Director's report to the board members. He let them know that a lot of activity has been happening at the management team level. There were several documents that would be reviewed during this meeting. Additionally, he discussed federal turmoil with budgets targeted at many of our services.

    b. **CFO:** Janel Scales presented the financial reports for the months of April and May 2025. She reviewed each program's budget line items for those months with members and outlined the specific programs fiscal years and what numbers changed based on each month.

    c. **Early Childhood:** Lindsay Knopp presented the board with information about the Coffeyville project. We had applied for a grant that we did not get which would have gone towards playground equipment.

    d. **Community Engagement:** Casey Brown asked board members to review the Strategic Plan draft during the May board meeting. During this meeting, he asked them to approve the final document for publication.

A motion to accept and approve the Strategic Plan as presented to the board 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.

Casey then discussed with the board certain phrases and words that the federal government is asking us to change moving forward, one of which is the word poverty. He reminded the board that poverty is part of our mission and is included in our mission statement along with our visions. He asked that over the course of the next few months they take those phrases and words into consideration and decide if changing the mission and vision statements should be made. The board members have all received a copy of the by-laws with comments made by the by-law revision committee. The board has been asked to review these proposed changes and take a vote on them at the September meeting.

e. **CSBG:** Tiffany Romine presented the board with the completed Community Needs Assessment. She reviewed with the members the need for the assessment as it pertains to ROMA and the agency. This iteration was focused on the needs identified during our survey process. She also let members know that this version would be condensed so that it fit well on the website. Charts for the assessment will be located in a different document to help conserve space on the website. As the board had just reviewed the taboo words, many of their comments were how we'd navigate those in our assessment, as some are unavoidable. Tiffany let them know that she would be inquiring with KHRC to see how they would be going about any necessary federal changes.

A motion to accept and approve the Community Needs Assessment and the accompanying charts as presented to the board was made by Joe Grisolano. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.

Tiffany then presented the board members with the Agency Annual Outcomes Report for the 2024 fiscal year. To dispel the confusion around annual reports, as there are many throughout the agency, this report was relabeled as the Annual Outcome Report to reflect how the agency did as a whole in the prior year, not just in achieving CSBG goals. She encouraged the board members to read through the report which would be posted on our website. Tiffany also highlighted the incorporation of SEK-CAP's core values to the report so that they could be showcased.

A motion to approve the Agency Annual Outcomes Report as presented to the board was made by Marilyn Logan. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and the motion was approved unanimously.

f. **Housing:** Craig Leabo presented the PHA 5-Year Plan to the governing board. This plan lays out the goals and objectives for the next five years specific to SEK-CAP's Public Housing Authority (PHA). A public hearing was held on July 1st for any comments; one member of the public did come in person but had no comments to make on the plan. That person was interested in our programs and services.

A motion to approve the PHA 5-Year Plan as presented to the board was made by Ayla Daugherty. The motion was seconded by Braedy Turner. There was discussion about the document being changed easily, which it was determined it must undergo a process before *being changed, unless a regulation is deemed necessary to change via HUD. A vote was taken, and the motion was approved unanimously.*

Craig then let the board members know that we have opened and been accepting application for the TBRA program on June 30th. This was more informational for board members to be aware. Over 200 applications have been received so far. Historically we have received this grant and been able to spend it completely before the required time; however, new challenges come in the form of possible funding cuts. Stacey Wood inquired how many applicants were provided assistance out of the many we get. Craig said that last year we received 241 applications and were able to approve and provide assistance to 39, which is an average of 16%. Around 50% of applicants don't qualify right at the start of the process, which is why we have a lower success rate.
Craig then presented the TBRA Grant Application for 2025, which is due on August 8th. He indicated that we plan to apply for the full $600,000 amount available. He let them know that we use this funding for the Homeless Assistance Program in addition to providing utility and security deposits to those accessing our programs. With potential funding cuts, this is an area where our clients would be impacted greatly as many utilize the deposits to help secure housing.

A motion to approve the TBRA Grant Application for 2025 as presented to the board was made by Joe Grisolano. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.

Craig discussed the update for our HOME project, which was originally set to occur in Pittsburg. While we were working with KRHC, the city of Pittsburg sold the three properties we had originally outlined for the project. Upon consulting with KHRC, it was determined that we would be able to shift the focus from Pittsburg to Girard with properties we already owned prior to the application deadline. We were able to identify the land we own around central office in addition to the land we own behind one of our rental properties on St. John. We will have to conduct environmental surveys on these parcels, but the project will be moving forward.

g. **Weatherization:** Jamey Whitney presented to the board members that KHRC decided to discontinue funding for our weatherization program. A letter was sent by KHRC and presented to the board. This was due to not having secured licensed inspectors in a timely manner. The director and other worker were about to take their last test in order to become certified. Jamey voiced his concerns that KHRC had not communicated any concerns about certification up to this point. At the beginning of the year a new contract was set in place to work with SCKEDD for certification training; however, they only reached out three separate times, and any effort made to contact them was not reciprocated. Jamey typed up his formal response with his concerns in the letter sent to KHRC. To date, he has not heard back from KHRC. All equipment for the program was retrieved this week and taken back to Topeka. An audit for the last two years will be conducted in August on site.

9. <u>**New Business**</u>
   a. **Federal Head Start/Early Head Start Baseline Grant Application:** Lindsay Knopp presented the Federal Head Start/Early Head Start Baseline Grant Application to the board members. She asked the board for approval to apply for the grant that will be due on September 1st. The Change in Scope application is still pending approval so Janel Scales and Lindsay Knopp met with the new regional rep/specialists to inquire about

that application. Knowing the status of that grant (Change in Scope) will aid in the writing of this grant (Baseline Grant).

A motion to approve the application for the Federal Head Start/Early Head Start Baseline Grant Application as presented to the board was made by Ayla Daugherty. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

b. **CACFP Application:** Janel Scales and Lindsay Knopp presented the CACFP Application which goes towards feeding the children in the centers during the day. This grant provides breakfasts, snacks and lunches. This grant is submitted based on how many meals will be served during the year to be reimbursed. Jill Monroe inputs the data into Apricot for meal times and schedules for each center.

A motion to approve the CACFP Application as presented to the board was made by Braedy Turner. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.

c. **COC NOFO Project Application:** Casey Brown presented the Continuum of Care Notice of Funding Opportunity Project Application to the board. HUD released information that funding would be released with competition happening on a national level. Each continuum would submit their best applications for the national competition. We are looking into amplifying our transitional housing opportunities through the Tiny Houses program which is currently in place. Casey discussed the specifics of the funding opportunity and informed the board that the deadline for applications would be before the next board meeting, and as such would need approval to apply.

A motion to approve the COC NOFO Project Application as presented to the board was made by Joe Grisolano. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

10. Congressional Notices

Jamey Whitney asked board members to take and read these notices. He noted the Head Start program being looked at via immigrant backgrounds with 90s reform being rolled back to disqualify illegal immigrants from being able to access services through Head Start and CSBG.

11. Board Member Insights

There were no board member insights for this meeting.

12. As the Need Arises

Craig Leabo let the board members know about a sponsorship opportunity through KHRC to attend the Housing Conference in October and if there were any interested in participating to let him know.

13. Adjournment

A motion to adjourn the board meeting was made by Christy Vulgamore. The motion was seconded by Joe Grisolano. There was no further discussion, a vote was taken, and the motion was approved unanimously. The meeting adjourned at 3:28pm.

Respectfully Submitted,

Tiffany Romine

Tiffany Romine, Program Development, Compliance and Reporting Manager

Marilyn Logan | 9/25/25
Marilyn Logan, Board Secretary | Date

Boyd G. Koehn | 9/25/25
Boyd Koehn, Board Chairman | Date