

SEK-CAP Early Childhood Education Services Policy Council Meeting
Tuesday, October 21, 2025
SEK-CAP Early Childhood Education Training Center
275 N. Apico Way, Girard, KS 66743

4:30 pm Orientation
5:00 pm Dinner Served
5:30 pm 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 Davis – Co-Secretary – Allen Community Rep			Excused
Catherine Johnson – Co-Secretary – Fort Scott 3-5 Rep	X		
Charlene Mannex – Vice Chair - Cherokee CB 0-5 Rep (Riverton)		X	
Braedy Turner – Chair – Labette CB 3-5 Rep (Oswego)	X		
Nathaniel Waggoner- Labette Community Rep	X		
Constance Thach-Myers – Cherokee Community Rep	X		
Taryn Smith – Allen CB 0-5 Rep	X		
Joshua Daughtery – Crawford HB 0-5 Rep	X		
Justice Davis Crawford HB 0-5 Alternative	X		
Boyd Koehn – Board President	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 October 21, 2025

A Motion was made by Nathaneil Waggoner to Approve the Agenda for October 21, 2025

Motion seconded by: Catherine Johnson

Discussion: None

Vote: Approved

IV. Approval of Meeting Minutes of August 19, 2025

A Motion was made by Catherine Johnson to Approve the Meeting Minutes of August 19, 2025

Motion seconded by: Nathaniel Waggoner

Discussion: None

Vote: Approved

V. New Business

A. Personnel Report –Lindsay Knopp – on Zoom – Jamey Whitney presented. There were no questions about the August 2025 Personnel report. For August, there were nine new hires, nine separations, and two status changes: one from Teacher Assistant to Assistant Teacher, and the other involved a location change. For September, three new hires and eight separations occurred, with two of the separations not being in early childhood. Four changes in positions are beneficial when Assistant Teachers advance to Lead Teachers. Also, a Teacher Aide to an Assistant Teacher.

A Motion was made by Nathaniel Waggoner to Approve the Personnel Report.

Motion seconded by: Catherine Johnson

Discussion: None

Vote: Approved

B. State of the Program Report

August 2025 Financials – Janel Scales

1. **August 2025 Financial and In-Kind Report – State EHS Childcare Partnership:** – The June 2025 Final reports were provided, there were no questions, and the members felt everything looked good. The fiscal year runs from July 1 to June 30. The program is 17% through the grant and has spent 11% of the CCP budget. We have spent 1% of the subsidy budget and overall, 9% of the budget.

A Motion was made by Catherine Johnson to approve the August 2025 Financial and In-Kind Report for State EHS Child Care Partnership.

Motion seconded by: Nathaniel Waggoner

Discussion: None

Vote: Approved

2. **August 2025 Financial and In-Kind Report – State EHS Home Visitation:** The June 2025 Final reports were provided, there were no questions, and the members felt everything looked good. The fiscal year runs from July 1 to June 30. The program is 17% through the grant, and we have spent 15% of the home visitation budget.

A Motion was made by Nathaneil Waggoner to approve the August 2025 Financial and In-Kind Report for State EHS Home Visitation.

Motion seconded by: Catherine Johnson

Discussion: None

Vote: Approved

3. **August 2025 Financial and In-Kind Report – Federal EHS/HS Grant:** The fiscal year runs from December 1 to November 31. We are 75% through the grant period, having spent 66%, and have met 41% of the non-federal match requirement.

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

Motion seconded by Nathaniel Waggoner

Discussion: None

Vote: Approved

4. **August 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 July, and the expenses are for August.

A Motion was made by Nathaniel Waggoner to approve the August 2025 Child and Adult Care Food Program.

Motion seconded by: Catherine Johnson

Discussion: None

Vote: Approved

August 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.

A Motion was made by Catherine Johnson to approve the August 2025 Credit Card Statement Report.

Motion seconded by: Nathaniel Waggoner

Discussion: None

Vote: Approved



SEK-CAP

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Compassion in Action!

1. **September 2025 Financial and In-Kind Report – State EHS Childcare Partnership:** State EHS Childcare Partnership: The fiscal year runs from July 1 to June 30. The program is 25% through the grant and has spent 21% of the CCP budget. We have spent 3% of the subsidy budget and overall, 17% 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. She stated that the program ensures the top part is always spent first; otherwise, the state retains the amount. The state also completes a mini review each month, asking for receipts and any items to justify where and why the money was spent. The training dollars in the state portion have been entirely spent because staff attended a Frog Street training in July.
A Motion was made by Nathaniel Waggoner to approve the September 2025 Financial and In-Kind Report for State EHS Child Care Partnership.
Motion seconded by: Catherine Johnson
Discussion: None
Vote: Approved
2. **September 2025 Financial and In-Kind Report – State EHS Home Visitation:** The fiscal year runs from July 1 to June 30. The program is 25% through the grant, and we have spent 22% of the home visitation budget. The month of September shows normal expenses. The program purchased some vehicles during August. The training is the same as CCP, as staff attended a Frog Street training in July.
A Motion was made by Catherine Johnson to approve the September 2025 Financial and In-Kind Report for State EHS Home Visitation.
Motion seconded by: Nathaniel Waggoner
Discussion: None
Vote: Approved
3. **September 2025 Financial and In-Kind Report – Federal EHS/HS Grant:** The fiscal year runs from December 1 to November 30. We are 83% through the grant period, having spent 76%, and have met 46% of the non-federal match requirement. A budget revision has been submitted; however, with the government shutdown in effect, no one is available to approve it. The program is also waiting for the change of scope and the grant, which ends on November 30, 2025, to be approved. The accounting department is allowed to move up to 10% of one line to another line to cover expenses. A majority of the move comes from personal funds to cover other costs. The program is required to meet a 25% match to the budget; however, it is not on track to meet that requirement. A waiver is being written to cover the amount not obtained.
A Motion was made by Nathaniel Waggoner to approve the September 2025 Financial and In-Kind Report for the Federal EHS/HS Grant.



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Motion seconded by Catherine Johnson

Discussion: None

Vote: Approved

4. **September 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 August, and the expenses are for September. The revenue amount is showing the carryover from previous years, and the program has been using funds to update the application and complete facility maintenance.

A Motion was made by Catherine Johnson to approve the September 2025 Child and Adult Care Food Program.

Motion seconded by: Nathaniel Waggoner

Discussion: None

Vote: Approved

5. **September 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. Each center, Family Educator, and field staff member has a Walmart card to purchase items as needed. The program also has six to seven Visa cards assigned to staff for buying items from the program. Each vehicle has a WEX card to purchase fuel and car washes.

A Motion was made by Nathaniel Waggoner to approve the September 2025 Credit Card Statement Report.

Motion seconded by: Catherine Johnson

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 - None

C. Policies and Procedures - 226 ED On-Going Development Assessment
345HSN Postpartum Visit (2weeks)
406MH Perinatal Mental Health



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D. Membership – Policy Council Members – Election of Officers – Officers were elected. Braedy Turner was elected as the Chairperson, Catherine Johnson as the Vice-Chairperson, Constance Thach-Myers and Mikki Davis as Co-Secretaries. Election Ballots were done via paper.

E. Committee Report – None

F. By-laws – Tanya House – Review the By-Law Changes: There were no changes to the By-Laws outside of combining Chautauqua and Elk from requiring two different people to having just one person represent both counties. Same for the Wilson and Woodson counties.

A Motion was made by Catherine Johnson to approve the By-Law Changes.

Motion seconded by Nathaniel Waggoner

Discussion: None

Vote: Approved

VII. Governing Board Report – Boyd Koehn: The board has reviewed the Human Resources, Inclement Weather, and overtime policies. The inclement weather policy is similar to that of other school districts, and the central office staff follows a slightly different process. The community engagement By-Laws have been passed. Will be applying for a National Security Grant for the Annex, Central Office, and the Parsons Center. The Parson's Center needs an addition to prevent outside vendors from having direct access to the classrooms. A grant was written for the Parsons Center, and it was denied. The agency discovered that when selling advertisements on the sides of buses, it would be required to pay taxes on each ad. Because this information was provided, the push to sell advertisements has halted.

VII. Chief Executive Officer's Report – Jamey Whitney: Discussed the government shutdown and how it is affecting the Head Start program. At this time, there is concern that the Head Start grant will end on November 30th, and they have not received approval for its renewal on December 1st. At this time, the agency does have some funds to keep the program going past this date. However, the uncertainty of whether the agency would be reimbursed is a concern. In the past, the government reimbursed, but he is concerned that this may not occur this time. He also mentioned that there is currently no one at the Regional Offices to answer any questions. Expressed that it is hard to talk to staff about what is happening when they have little information, and to keep the politics out of it. He has sent emails to all staff with the elected officials' information for our areas, encouraging them to contact these officials and explain how the shutdown is or can affect them. Transportation is having some issues with funding for the bus routes. The agency has been visiting the expanded and existing counties where we offer transportation. At this time, the agency can not continue to provide funding for transportation for all of the counties. During COVID, the agency had extra money, which helped fund when cities and counties

did not have the funds. Those funds have run out, and the agency can no longer continue to serve the areas without additional funding. Pitt State has been very good at covering the two buses that run in Pittsburg. If the cities and counties do not obtain the funds needed to run these bus routes, the agency will have to discontinue them. The agency is currently in the process of writing the transportation grant; however, without letters of intent, it is difficult to proceed with these grants. Housing is doing well. The TBRA grant was approved for \$642,000. The National Security Grant that Boyd Koehn talked about earlier has an award amount of \$150,000 instead of the higher dollar amount first listed. They are not going to be able to do the central office as requested; the grant does not cover the pillars in front of the building. The Parson's center is also not going to be approved. However, the fencing around the Annex may be approved. For Information Technology, the new server is up and running, thanks to the approval of the Sunshine grant.

IX. Early Childhood Education Services Director's Report – Lindsay Knopp: Adding to the grant talks, the Family Partnership grant was approved for the amount of \$600.00. She has not heard about the Maternal & Infant grant that they had applied for. She wanted to mention that we cancelled last month's meeting because she and Jamey were traveling to Washington, DC. She felt that the trip was really good and they had some good conversations. At the Galena Center, construction will start to add a vestibule with an additional door to the entrance. There will not be much work to do, as the area is already set up for a door. The hope is that this will make the center more secure and allow Classroom C to be safe while still having some outside light, as it currently does not have any windows. She has finished a Links to Quality section and is waiting for the funds to be placed in our account so she can start purchasing the items. She explained that Links to Quality is available through Child Care Aware and has different categories to explore. For this first category, the focus was on administration. It has been determined that the program will update iPads, as some are outdated. Someone asked about what we do with old iPads. Lindsay was not sure, as she felt William would be better suited to answer this question. She does know that some are kept as loaners and some are sold at auctions. Another question was asked if we ever trade in. Lindsay stated that she does not believe so, as most do not have plans, and the program purchases the items in full.

X. Information – ACF-OHS-IM-25-05 Fiscal Year 2026 Monitoring Process for Head Start Recipients

ACF-OHS-IM-25-06 Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs



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XI. Unfinished Business: Charlene wanted to bring up a discussion topic that employees have expressed. She feels that the program keeps losing good, long-term employees because new staff are hired at a higher hourly rate than the veteran staff. She stated that two times in the past, new hires were hired at a higher hourly rate than current staff. This discussion was determined to be discussed at our next meeting and will be added to the agenda.

XII. As the need arises

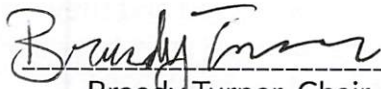
XIII. Adjournment – motion for approval required

A Motion was made by Catherine Johnson to Adjourn the meeting.

Motion seconded by Nathaniel Waggoner

Discussion: None

Vote: Approved



Brandy Turner, Chair

11-18-25

Date