

## 1. Call to Order

Boyd Koehn, Governing Board Chair, called the meeting to order at 2:00pm.

## 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 were board members Boyd Kohen, Marilyn Logan, Ayla Daugherty, Joe Grisolano, Jami Crowder, Christy Vulgamore, and Bill Howell. Braedy Turner attending via video link for approximately 40 minutes before she had to leave. Tracy Dancer was not present.

Staff present at the meeting were Jamey Whitney, CEO, Janel Scales, CFO, Tiffany Romine, Program Development, Compliance and Reporting Manager, Craig Leabo, Housing Director, Scott Christiansen, Transportation Director, Casey Brown, Community Engagement Coordinator, and William Holloway, IT Director. Laurie Masters, HR Manager entered for a short period.

Guests attending the meeting were Neil Phillips, CPA of Jared, Gilmore & Phillips, PA.

## 4. Meeting Agenda and Board Minutes

The agenda for the January 15, 2026, meeting of the Governing Board was published to the Boardable site prior to the meeting for members of the board to review.

### a. Approval of meeting agenda for Thursday, January 15, 2025 (Action Item)

*A motion was made by Joe Grisolano to approve the agenda as presented to the governing board for the Thursday, January 15, 2026, meeting. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

Prior to the meeting, the board minutes from the November 13, 2025, meeting was published to the Boardable site for members of the board to review.

### b. Board Meeting Minutes for November 13, 2023 (Action Item)

*A motion was made by Marilyn Logan to approve the board minutes from the November 13, 2025, meeting as presented to the governing board. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

## 5. Committees

**Audit/Finance Committee (Annual Audit Review):** Prior to the meeting the Audit/Finance Committee met with Neil Phillips, CPA for Jared, Gilmore & Phillips, PA, to discuss the results of the SEK-CAP, Inc. annual audit for fiscal year 2025. Members of the board were provided with a copy of the Final Independent Auditor's Report and Consolidated Financial Statements with Supplementary Information for the Fiscal Year End September 30, 2025.

Mr. Phillips reported to the governing board that the audit resulted in an unmodified opinion, indicating that the numbers in the audit, based on testing, are a materially accurate

representation of SEK-CAP's fiscal year ending September 30, 2025. The basis of opinion explains that the auditors follow generally accepted auditing standards for the United States as well as governmental auditing standards as a two-layer approach of testing due to federal funding received by SEK-CAP, Inc., management and auditors. Mr. Phillips continued his report by discussing the financial information which was included in the audit with board members. Information included balance sheet items such as assets: current and non-current, liabilities: current and non-current, and net assets. Of the amount received by the federal government, 92% of those funds are being spent towards fulfilling SEK-CAP's mission and goals. Mr. Phillips informed members of the board that the economic impact SEK-CAP has on its service area is estimated to be a 7 times factor resulting in an \$103 million dollar impact. The audit results found no issues with internal controls or finances or compliance. He ended his report with a synopsis for the Federal Government for the audit which reports no non-compliance, no material weaknesses, and an audit resulting in an Unmodified Opinion. Additionally, SEK-CAP has successfully completed more than five years with no findings resulting from annual audits. Members of the board were provided with an opportunity to ask questions concerning the audit report.

**a. Audit/Finance Committee: Annual Audit Review (Action Item)**

*A motion was made by Joe Grisolano to receive and accept the formal annual audit for the Fiscal Year Ending September 30, 2025, as presented to the governing board. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

**b. IRS Form 990 (Action Item)**

**Form 990:** Neil Phillips, CPA of Jared, Gilmore & Phillips, PA, presented the Form 990 for 2025 to the board members. He reported that all financial information on the 990 is reconciled to the audit for the IRS so they know that the numbers match. Form 990 shows the functional expenses of the agency. Mr. Phillips was excused from the meeting at 2:35pm.

*A motion was made by Marilyn Logan to receive and accept the Form 990 as presented to the governing board. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

**c. Board Committee Assignments**

**Board Committee Assignments:** Boyd Koehn assigned new members of the board to the two committee's that required a third member. Tracy Dancer was assigned to the appeal board committee, and Bill Howell was assigned to the nominating committee.

**6. Executive Session (Action Item)**

The board members went into Executive Session to discuss the evaluation of the CEO with Laurie Masters, HR Manager. The session began at 2:39pm for a period of 30 minutes requested. The board exited the session at 3:08pm and requested an additional 10 minutes to begin at 3:09pm. The board exited at 3:18pm.

*A motion was made by Marilyn Logan to enter Executive Session for a period of 30 minutes. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

*A motion was made by Joe Grisolano to enter into another session of Executive Session for an additional period of 10 minutes. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

The governing board discussed the evaluation of the CEO during their executive session and provided feedback during that time. They also discussed giving an increase of 3% in salary to begin on the anniversary date, January 31, 2026.

*A motion was made by Joe Grisolano to increase the salary of the CEO by 3% as discussed in executive session. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

## **7. Consent Agenda**

The following items were included as part of the consent agenda and were published on the Boardable site prior to the meeting. Boyd Koehn asked if any member wanted to remove, add or correct any items in the consent agenda.

- a) Policy Council Agenda and Minutes
- b) Personnel Reports
- c) Correspondence
- d) Credit Card Statements: VISA, WEX, Wal-Mart

*A motion was made by Joe Grisolano to approve the consent agenda as presented to the governing board. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

## **8. Management Briefings**

### **a. CEO**

Jamey Whitney presented the Directors report for December 25 through January 26. He provided the board with updates that have been going on in each program, in addition to the vacancies that were filled on the board in November. His report included images from our December Staff Appreciation Day as well as the pumpkin decorating contest that was held during the month of October. He highlighted that the report also features updates from all the department heads and the document is provided to not only board members but also the Policy Council members and all staff.

### **b. Finance**

Janel Scales presented the financial reports to the governing board. Prior to the meeting these reports were published to the Boardable site for review by all board members. October was the

beginning of the new fiscal year. She went through all programmatic budgets for that month and then walked board members through the November budgets. Budget revisions for Federal HS/EHS were not finalized numbers as of the November reporting due to a pending request for budget revision approval that was submitted in October 2026. Janel then presented the balance sheet for the end of November. She did inform board members that upon completion of that document the audit was still in process. She then reviewed the checks over \$5,000 with the board members.

*A motion was made by Joe Grisolano to receive and accept all financial reports as presented to the governing board. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

**c. HR**

Laurie Masters presented updates to the HR Policies and Procedures Manual. She walked the board members through the changes to Exempt and Non-Exempt and laid out the definitions for both. She indicated that staff would be trained on the differences and what changes were made to each policy.

*A motion was made by Marilyn Logan to approve the HR Policies and Procedure updates as presented to the governing board. The motion was seconded by Bill Howell. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

**d. Community Engagement**

Casey Brown presented the revised Code of Ethics to the governing board members. He let members know that this revised version was an amalgamation of all three previous Codes of Ethics we had board members sign. Board members were asked to sign this new version which will be retained in their files. Casey also presented the board with the ongoing training calendar and schedule for necessary items to be approved throughout the year. This calendar is also required by the Organizational Standards due every year in March.

*A motion was made by Marilyn Logan to approve the Board Training Process and Calendars as presented to the governing board. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

**e. Housing**

Craig Leabo presented the Housing updates to the governing board members. He walked them through the programmatic updates and gave members a brief overview of the progress on the Home-Girard Project. Craig informed the board that the new database system for Housing named YARDI is underway and training will begin soon. He also indicated that he would be bringing more information around the Sun Crest View apartments in March for Weir.

**f. CSBG**

Tiffany Romine presented the 2026 eligibility criteria for CSBG to the governing board for their approval of signature by the board chair. This document outlines the processes by which SEK-

CAP operates any CSBG funded service with our consumers. This document is also required annually to be uploaded with the CSBG Non-Discretionary Grant.

*A motion was made by Joe Grisolano to approve the 2026 Eligibility Criteria for CSBG for signature by the board chair, as presented to the governing board. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

Additionally, Tiffany asked the board to allow the board chair to sign the Authorized Signature Form, which lists those who are able to sign official documentation for CSBG from our agency. This document is also required with the CSBG Non-Discretionary Grant.

*A motion was made by Christy Vulgamore to approve the Authorized Signature Form to be signed by the board chair as presented to the governing board. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

Tiffany then provided training to the board on Results Oriented Management and Accountability (ROMA) as part of the ongoing training to the governing body. She walked them through the ROMA cycle and how it pertains to the agency.

#### **g. Early Childhood**

Jamey Whitney provided programmatic updates about the early childhood education services to the board members. Change in scope is still pending in addition to other changes that we're waiting on. Jamey also let board members know that all of Lindsay's updates were listed in the Directors Report for them to read.

#### **h. Transportation**

Scott Christansen provided programmatic updates to the board about the progress with several counties and cities to continue transportation services. He let board members know that Neosho County approved \$21,000 in additional funds to continue the routes through the program year. PSU routes and Safe ride planned to start back on Tuesday. Bourbon County is currently suspended, Labette is also suspended with plans for Scott and Casey to revisit Parsons and Ft. Scott about funding. In Pittsburg, 2 routes ended on December 31st and Scott is reworking routes as he can. Crawford County has a route that is scheduled to be suspended in February. The Non-Emergency Medical Transportation Grant that was applied for via the CSBG Discretionary Grant for training and technical assistance is pending approval.

#### **i. Information Technology**

William Holloway presented programmatic updates to the governing board. He informed the members of progress in implementing a new software for Housing called YARDI, the IT departments work to reduce phone lines through Verizon, the departments work with CSBG data, and continued improvement in communications.

#### **9. Old Business**

**a. Kansas Early Head Start – Child Care Partnership Grant Renewal Application:** Janel Scales presented the board with information regarding the Child Care Partnership grant application. The grant is from July 1st - June 30th and the application is due Feb 1st. This will serve 80 kiddos. Funding will stay flat, and we're applying for the grant funding and the additional DCF subsidies. She indicated that once it's been written they would share more in March.

*A motion was made by Marilyn Logan to approve the application for the KS Early Head Start – Child Care Partnership Grant Renewal as presented to the governing board. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

**b. Kansas Early Head Start – Home Visitation Grant Renewal Application:** Janel Scales presented the board with information regarding the Home Visitation Grant application. This grant is the same time frame and due also on February 1st. This grant serves 102 kids, and will also remain flat in funding.

*A motion was made by Joe Grisolano to approve the application for the KS Early Head Start – Home Visitation Grant Renewal as presented to the governing board. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

**c. CSBG Non-Discretionary Grant 2027-2028 Application:** Tiffany Romine presented the CSBG Non-Discretionary Grant for FY27-28 to the board members. This cycle we're applying for requires the network to rework their data reporting and as such, targets have not yet been set. The funding amount was supposed to be ready for updated calculation in January, but due to the government shutdown the Census bureau has pushed back publishing dates for new data, thus, we are working with the same budget as the prior year and we'll have to submit a budget revision when that occurs. Currently our CSBG and IT data team is working closely to identify all the data points we can report on and laying out a strategy for future reporting. The final submission numbers will be reported to the board in March.

*A motion was made by Christy Vulgamore to approve the CSBG Non-Discretionary Grant for FY27-28 as presented to the governing board. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

#### **10. Board Member Observations/Insights**

There were no observations or insights provided by governing board members.

#### **11. As the Need Arises**

Jamey Whitney shared with board members that during the scheduled March board meeting, a conference for NCAF would be occurring in Washington D.C. which he was scheduled to attend. He asked if board members would prefer to move the March meeting date to the following week to accommodate him being gone the prior week. The current date is set for March 19th and if moved the new date would be March 26th.

*A motion was made by Marilyn Logan to approve moving the March board meeting to March 26th as presented to the governing board. The motion was seconded by Bill Howell. There was no further discussion, a vote was taken, and the motion was approved unanimously.*

**12. Adjournment (Action Item)**

*A motion was made by Christy Vulgamore to adjourn the governing board meeting. The motion was seconded by Joe Grisolano. There was no further discussion, a vote was taken, and the motion was approved unanimously. The meeting ended at 4:27pm.*

Approval

*Boyd Koehn*

03 / 04 / 2026

*Marilyn Logan*

03 / 05 / 2026

*Harry Romine*

03 / 04 / 2026