

1. I. Call to Order: Braedy Turner, Chair

a. A. Review Meeting Rules

b. 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."

2. II. Roll Call: Secretary

Policy Council Representatives	Present	Zoom	Not Present
Mikki Davis – Co-Secretary – Allen Community Rep		X	
Catherine Johnson – Co-Secretary – Fort Scott 3-5 Rep	X		
Charlene Mannex – Vice Chair - Cherokee CB 0-5 Rep (Riverton)			Excused
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			Excused
Boyd Koehn – Board President	X		
Ayla Daughtery – Board Liaison	X		
Jerick James - Galena 0-5 Rep	X		
Katherine Boehrsen - Labette HB 0-3 Rep	X		
Guest Name:			
Staff Name:			
Lindsay Knopp	X		
Jamey Whitney	X		
Janel Scales	X		
Tanya House	X		

3. III. Approval of Agenda for January 20, 2026 - motion for approval required

A Motion was made by Nathaniel Waggoner to Approve the Agenda for January 20, 2026
Motion seconded by: Catherine Johnson
Discussion: None
Vote: Approved

4. IV: Approval of Meeting Minutes of November 18, 2025 - motion for approval required

A Motion was made by Catherine Johnson to Approve the Meeting Minutes of November 18, 2025
Motion seconded by: Nathaniel Waggoner
Discussion: None
Vote: Approved

5. V. New Business

a. A. Personnel Report November & December -Lindsay Knopp - motion for approval required

A Motion was made by Nathaniel Waggoner to Approve the November Personnel Report.
Motion seconded by: Catherine Johnson
Discussion: None
Vote: Approved

During the month of November, we had five new staff members start, eight separations, and two staff members change positions. During the month of December, we had four new staff members start, six separations, and two staff members change positions.

b. B. State of the Program Report

i. November 2025 Financials Early Childhood Program - Janel Scales - motion for approval required

Motion was made by Catherine Johnson to approve the November 2025 Financial Reports.

Motion seconded by: Nathaniel Waggoner

Discussion: None

Vote: Approved

State EHS Childcare Partnership: There were no questions, and the members felt everything looked good. The fiscal year runs from July 1 to June 30. The program is 42% through the grant and has spent 38% of the CCP budget. We have spent 25% of the subsidy budget and overall, 35% of the budget.

State EHS Home Visitation: There were no questions, and the members felt everything looked good. The fiscal year runs from July 1 to June 30. The program is 42% through the grant, and we have spent 33% of the home visitation budget.

Federal EHS/HS Grant: The fiscal year runs from December 1 to November 30. We are 100% through the grant period, having spent 92%, and have met 54% of the non-federal match requirement. These were not the final November numbers when the reports were run; some invoices had not yet been submitted. A budget revision was submitted and is awaiting approval. The request for revision is \$200,000 for two new buses and for EHS \$78,000 to purchase three vehicles. If not approved, guidance will be provided on alternative spending options, or the Office of Head Start will retain the funds.

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 the previous month, and the expenses are for the current reporting month. The funds are used for kitchen supplies, maintenance, a portion of the Nutrition Manager's salary, and other kitchen-related expenses. The Credit Card Statement Report is for 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 has a Walmart card for purchasing items. Each vehicle is equipped with a Wex card for fuel and car washes.

ii. December 2025 Financials Early Childhood Program - Janel Scales - motion for approval required

Motion was made by Nathaniel Waggoner to approve the December 2025 Financial Reports.

Motion seconded by: Catherine Johnson

Discussion: None

Vote: Approved

State EHS Childcare Partnership: There were no questions, and the members felt everything looked good. The fiscal year runs from July 1 to June 30. The program is 50% through the grant and has spent 43% of the CCP budget. We have spent 25% of the subsidy budget and overall, 39% of the budget. Janel stated that the "Building: (Rent/Utilities/Insurance)" lines are higher for this month due to property taxes. All other items are considered regular expenses.

State EHS Home Visitation: There were no questions, and the members felt everything looked good. The fiscal year runs from July 1 to June 30. The program is 50% through the grant, and we have spent 37% of the home visitation budget. A small portion of the property tax was paid from this grant.

Federal HS Grant: The fiscal year runs from December 1 to November 30. We are 8% through the grant period, having spent 3%, and have met 2% of the non-federal match requirement. Starting this month, Janel will separate the HS and EHS financials, as this is the format they use for monthly reporting to the Office of Head Start. The amount on the "Other" line is significantly higher than normal due to property taxes.

Federal EHS Grant: The fiscal year runs from December 1 to November 30. We have 8% through the grant period, having spent 2%, and have met 2% of the non-federal match requirement.

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 the previous month, and the expenses are for the current reporting month. The funds are used for kitchen supplies, maintenance, a portion of the Nutrition Manager's salary, and other kitchen-related expenses. The auditors have recommended that we continue to utilize the remaining funds. Additionally, the program will begin allocating part of the Cook's salary to this budget.

The Credit Card Statement Report is for 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 has a Walmart card for purchasing items. Each vehicle is equipped with a Wex card for fuel and car washes.

During a recent discussion about the non-federal match, a question was raised regarding the number of centers we own or rent. The response indicated that we own all but three centers: Fort Scott, OPTIONS, and Columbus. Each of these locations incurs either monthly or yearly payments. The difference between the amounts we pay and the value of the properties can be counted as non-federal match funds each month. A question was asked if the program's properties are tax-exempt. Currently, they are not, but the program plans to apply for tax-exempt status in the future.

iii. Grant Renewal Applications

Kansas Early Head Start Child Care Partnership Renewal Grant Application –
motion for approval required

A Motion was made by Mikki Davis to Approve the Kansas Early Head Start Child Partnership Renewal Grant Application
Motion seconded by Catherine Johnson
Discussion: None
Vote. Approved

Kansas Early Head Start Home Visitation Renewal Grant Application – Motion for approval required.
A Motion was made by Taryn Smith to Approve the Kansas Early Head Start Home Visitation Renewal Grant Application
Motion seconded by Katherine Boehrsen
Discussion: None
Vote. Approved

Child This is regarding our second-year renewal, and we are seeking approval to submit the application. The grant is due on February 1, 2026. Janel has letters prepared for Braedy to sign, granting the necessary approval. The program will remain flat-funded, meaning there will be no changes to the amount of funding received.

Additionally, the program's structure will remain the same for now. The budget is currently the only thing that needs to be submitted and outlines how the program plans to allocate the funds. The Home Visitation Grant is the same as the Child Care Partnership. Jamey stated that we will be reviewing this grant over the next year. The program will look at the community assessment and parents' feedback to determine the best approach for this grant. This is a program requirement to review and ensure it is effective.

iv. 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

v. Self-Assessment - Schedule Visits for Centers & Home Visit

1. The following was assigned to each center. More information will be provided by Tanya around the survey, location, and contact information.

Chanute: Nathaniel

CHOICES: Catherine & Mikke

Columbus: Braedy

Fort Scott: Mikki

Galena: Constance

Independence: Braedy

Iola: Catherine

OPTIONS: Catherine

Oswego: Nathaniel

Parsons: Braedy

Riverton: Constance

vi. Select Self-Assessment Committee Members

- 1.** Braedy, Nathaniel, and Catherine have agreed to sit on the Self-Assessment Committee.

c. C. Policies and Procedures

1. 301HSN Personal Hygiene in Early Care and Education
2. 327 HSN Safe Sleep Policy - Infants, Toddlers, and Preschool
3. 335HSN Meattime Policy
4. 336HSN Family Style and Cafeteria Style Meals
5. 339HSN Outside Foods/Beverages

These were updates of the procedure, the policy did not change.

d. D. Membership - New member Jerick James - Galena - Braedy Turner

e. E. Committee Report - None

f. F. - By-Laws - None

6. VII. Governing Board Report - Boyd Koehn

The Governing Board has a meeting on Thursday, January 15, 2026. During this meeting, the CEO had his performance review. The Board has accepted the review and feels he is doing a good job. The board reviewed the Exempt Policies and cleaned up some parts. Community engagement reviewed the Code of Ethics for employees and the board and passed the training calendar (ROMA). Early Childhood updates and gave permission to work on the Early Head Start Child Care Partnership & Home Visitation grant renewals. Transportation is starting to have issues maintaining routes due to the program requiring a 30% match. A few routes have been suspended due to funding. The Community Service Block Grant application is set to run; however, there are no numbers to indicate what the agency is applying for. The reporting has also changed. The March board meeting has been moved to March 26, 2026. Harvest America in the western counties has closed its doors, resulting in lost funding for the agency. In Pittsburg, PACT buses are providing transportation to warming shelters during cold weather. The bus runs from 7:00 pm to 9:00 pm as long as the cold weather lasts.

7. VIII. Chief Executive Officer's Report - Jamey Whitney

*A Motion was made by Catherine Johnson to approve the Updated Exempt Policy Motion
seconded by: Nathaniel Waggoner*

Discussion: None

Vote: Approved

: A new Governing Board member has been seated: Bill Howell, the Children's Services Director. Bill works with Crawford County Mental Health, which has been partnering with SEK-CAP for a long time. The Discovery & OPTIONS program is done together. Both programs work with children experiencing mental health and behavioral issues and have been recognized by the state. Transportation has become an issue in some countries, as the federal/state governments pay 70%, while cities/counties/organizations must contribute the remaining 30%. Chanute has been a wonderful partner in this and has stated they will remain funding through June 30, 2026, and provide full support for the coming year. In Crawford County, Pitt State provides funds for the PACT and Gus Bus (Safe Ride). The city of Pittsburg has provided full funding for the PACT routes. Staff Appreciation happened in December. The presenter was a morale presenter, and staff created wreaths and ornaments. CSGB ROAM standards training list, required by Federal Guidelines. We got a report back from NCAP, and the HS budget will have a slight increase. A 0.6% cost of living adjustment may be awarded. The Community Block Grant, the Weatherization Program, and the LIEAP were approved. CSBG Discretionary Grant was awarded \$15,000, which will be used to offset some of their transportation expenses.

Policy to be shared and presented; the board has reviewed and approved. Some policies have not been updated since 1999. The policies were sent to an attorney for review. The next step is to work on Personnel Policies and will have them completed in March. The updates removed individual titles and aligned them with each program. Updated the clarification of exempt/non-exempt, added additional clarifications, and fixed grammatical errors.

8. IX: Early Childhood Education Services Director's Report - Lindsay Knopp

Updates: finish the first LINKs to Quality. iPads were ordered and are now being delivered to staff. The walls for the Iola Center have been delivered and will be installed during Spring Break. A few more adjustments are needed to the Parent Handbook and Contracts to complete the next step. Lindsay and Tanya have been working on these.

Training Groups are happening with orientation and onboarding. The Lead Instructional Coach has been working with seasoned teaching staff and connecting them with new teaching staff to mentor. A few of the new center managers/lead teachers are getting more intensive training to help support them in their roles. Lindsay is on the Safety & Security Committee; the committee has been working on finalizing the emergency preparedness manuals. Shelves are being installed in each classroom to store the emergency preparedness manuals and any other binders containing important information that any new person in the classroom can view. A couple of staff attended training: The Family/Community Service Manager attended a training session to become a trainer for the FDC course. She can now train staff in this credential. Two Family Advocates traveled to Florida for the Family Services Conference. They

were able to attend training sessions and bring the information back to their fellow co-workers. The HS/EHS Federal Grant was approved. The "Change of Scope" has no new news, and it is said to be in its final stages. Interviews will begin for the Mental Health Manager position. A few in-house staff have applied, and a few outside candidates have applied as well. Interviews will begin for an additional Center Supervisor. The program currently has two and feels that a third would better support staff.

a. a. Parent Rep Board position for Region VII

a. Region VII has asked if our program has anyone who would be interested in sitting on the board for Region VII. Braedy showed interest in whether she could fill out the form and submit it to Lindsay to send it to the correct person.

9. X. Information - None

10. XI. Unfinished Business

11. XII. As the need arises

Taryn asked about receiving a phone call about an investigation into the Iola center. Lindsay stated that it is common, as anyone can file a report, and the agency that receives it will investigate.

12. 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. Ap

Approval

Braedy Turner

02 / 17 / 2026