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Compassion in Action!

SEK-CAP Early Childhood Education Services Policy Council Meeting
Tuesday, April 21, 2026
SEK-CAP Early Childhood Education Training Center
275 N. Apico Way, Girard, KS 66743

5:00 pm Disability – Claudia Christiansen
 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 Davis/Constance Thach-Myers

Policy Council Representatives	Present	Zoom	Not Present
Mikki Davis – Co-Secretary – Allen Community Rep			Resigned
Taryn Smith – Allen CB 0-5 Rep	X		
Catherine Johnson – Vice Chair- Fort Scott 3-5 Rep			X
Constance Thach-Myers –Co-Secretary- Cherokee Community Rep			X
Adam Nading – Cherokee CB 0-5 Rep (Columbus)	X		Unexcused
Jerick James – Cherokee CB 0-5 Rep (Galena)			Excused
Charlene Mannex - Cherokee CB 0-5 Rep (Riverton)			Resigned
Joshua Daughtery – Crawford HB 0-5 Rep		X	
Justice Davis Crawford HB 0-5 Alternative	X		
Nathaniel Waggoner- Labette Community Rep	X		
Braedy Turner – Chair – Labette CB 3-5 Rep (Oswego)	X		
Katherine Boehrsen – Labette HV 0-3 Rep			Unexcused
Boyd Koehn – Board President	X		
Ayla Daughtery – Board Liaison	X		
Guest Name: Jerrica Magner	X		
Staff Name:			
Lindsay Knopp	X		
Jamey Whitney	X		
Janel Scales	X		
Tanya House	X		

III. Approval of Agenda for April 21, 2026

A Motion was made by Nathaniel Waggoner to Approve the Agenda for April 21, 2026

Motion seconded by: Taryn Smith

Discussion: None

Vote: Approved

IV. Approval of Meeting Minutes of February 17, 2026

A Motion was made by Nathaniel Waggoner to Approve the Meeting Minutes of February 17, 2026

Motion seconded by: Taryn Smith

Discussion: None

Vote: Approved

V. New Business

A. Personnel Report February & March–Lindsay Knopp: *In February, we had five new hires, six staff separations, and four status changes. In March, we had nine new hires, seven staff separations, and eight status changes. The custodian positions for each center will end on May 20, 2026. Center staff will be responsible for cleaning the centers after this date.*

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

Motion seconded by: Taryn Smith

Discussion: None

Vote: Approved

B. State of the Program Report

February 2026 Financials Early Childhood Program – Janel Scales: 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 67% through the grant and has spent 61% of the CCP budget. We have spent 28% of the subsidy budget and overall, 52% 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 67% through the grant, and we have spent 46% of the home visitation budget.

Federal HS Grant: The fiscal year runs from December 1 to November 30. We are 35% through the grant period, having spent 18%, and have met 9% of the non-federal match requirement.

Federal EHS Grant: The fiscal year runs from December 1 to November 30. We have 25% through the grant period, having spent 16%, and have met 7% 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, the Cook's salary, and other kitchen-related expenses.

Links to Quality for February had no expenditures.

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.

A Motion was made by Nathaniel Waggoner to approve the February 2026 Financial Reports.

Motion seconded by: Taryn Smith

Discussion: None

Vote: Approved

March 2026 Financials Early Childhood Program – Janel Scales: 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 75% through the grant and has spent 68% of the CCP budget. We have spent 29% of the subsidy budget and overall, 58% of the budget. All expenditures for the month were typical.

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 75% through the grant, and we have spent 50% of the home visitation budget. All expenditures for the month were typical. She also noted that the program did not fully expend its budgeted funds last year, and it is possible that this year may follow a similar trend. A portion of the Personnel line appears higher due to projected wage increases included in the budget. While the state does not provide cost-of-living adjustments, the federal government has also not issued cost-of-living adjustments for federally funded programs. As a result, the agency only implements wage increases when all programs are able to receive them.

Federal HS Grant: The fiscal year runs from December 1 to November 30. We are 33% through the grant period, having spent 24%, and have met 12% of the non-federal match requirement. Last year, the program did not meet the full non-federal match requirement. Part of the reason was that prior to last year, due to our collaboration with Coffeyville. The program was able to count the teaching staff salaries at Coffeyville School District as part of the In-Kind. All expenditures for the month were typical.

Federal EHS Grant: The fiscal year runs from December 1 to November 30. We have 33% through the grant period, having spent 21%, and have met 10% of the non-federal match requirement. All expenditures for the month were typical.

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, the Cook's salary, and other kitchen-related expenses.

Links to Quality for March had no expenditure. Lindsay explained that Links to Quality is a program offered through Child Care Aware, consisting of several "Links" that programs



SEK-CAP

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complete in phases. The program began with the Administration Link. After completing the first portion of this link, each center—based on its size—received a designated amount of funding. These funds offer flexibility in allowable purchases and are intended to support administrative costs.

The program utilized these funds to replace aging iPads and to purchase new cubicles for the lola location. Currently, the program is nearing completion of the second portion of the Administration Link, after which it will receive the remaining funds. Looking ahead, the program is considering beginning the Health and Safety Link, with plans to use those funds to replace First Aid kits.

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.

A Motion was made by Nathaniel Waggoner to approve the March 2026 Financial Reports.

Motion seconded by: Taryn Smith

Discussion: None

Vote: Approved

C. Federal Head Start/Early Head Start Budget Revision Submittance – Janel Scales: At this time, a budget revision submission is being requested. Janel is currently unsure of the exact amount or specific budget categories where funds will be reallocated. However, she is seeking approval to proceed with submitting the revision in order to ensure it is received and processed before a potential government shutdown. Last year, a budget revision was submitted requesting the purchase of two buses using Head Start funds and three vehicles using Early Head Start funds. As of today, that revision remains under review and has not yet been approved. The anticipated reallocation for the current revision will primarily come from the Personnel line, largely due to staff vacancies.

A Motion was made by Nathaniel Waggoner to approve the Federal Head Start/Early Head Start Budget Revision.

Motion seconded by: Taryn Smith

Discussion: None

Vote: Approved

D. Budget Revision for Non-Federal Match Waiver – Janel Scales

A Motion was made by Nathaniel Waggoner to approve the Budget Revision for Non-Federal Match Waiver.

Motion seconded by: Taryn Smith

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 - None

E. Policies and Procedures - None

F. Membership - Braedy Turner - Charlene Mannex & Mikki Davis Resignation

A Motion was made by Nathaniel Waggoner to approve the resignation of Charlene Mannex & Mikki Davis from the Policy Council.

Motion seconded by: Taryn Smith

Discussion: None

Vote: Approved

G. Committee Report - None

H. By-laws - None

VII. Governing Board Report - Boyd Koehn: The Governing Board has a meeting on March 26, 2026. During this meeting, the board reviewed the Risk Assessment Notification Report. The board looked and reviewed what was taken care of. The board talked about the "Change of Scope," and Lindsay will discuss it later. Transportation is still seeking funds to operate buses. The Information Technology department is looking at moving agency data to "The Cloud" and no longer keeping it on the servers. May 1st is the all-staff Spring Training Day. May 8, 2026, is SEK-CAP's 60th birthday.

VIII. Chief Executive Officer's Report - Jamey Whitney: The agency is currently in the process of revising its Personnel Policies, many of which have not been updated in over twenty years. Once these updates are finalized, the Early Childhood Policies will also need to be reviewed and revised accordingly. The updated Personnel Policies have been submitted to an employment attorney for review to ensure compliance with current labor laws and to provide recommendations as needed. Following this review, the policies will be presented to the Board for approval and then shared with the Policy Council. The final step will be to provide staff training on the updated policies. Additionally, construction plans for the three houses in Girard are still in progress. The current plan is to build each home as a two-bedroom, one-bathroom unit, modeled after the floor plan of the house on St. John's. The Transportation department is continuing efforts to secure funding for several routes. While there is

consistent demand for transportation services across all areas, there is limited willingness to cover the associated costs. In the past, SEK-CAP was able to utilize grant funding to support these services; however, the grant requirements have changed and no longer allow funds to be used for transportation unless the agency collects extensive rider application and eligibility information, which is not feasible at this time. Current estimates indicate that each route would require approximately \$40,000 annually to operate five days per week. On a positive note, the agency has successfully applied for and received approval for funding to provide non-emergency medical transportation services to the hospital. Neosho County recognizes the importance of transportation services. The City of Chanute currently provides 60% of the funding for the bus system, with the remaining 40% supported by other cities and the county. To help offset costs, the agency has begun offering advertising opportunities on the sides of buses.

Transportation services also contribute positively to the local economy, as the agency typically hires drivers from within the area, utilizes local businesses for bus maintenance, and purchases fuel within the county.

Additionally, Pittsburg State University (PSU) has expanded its transportation contract. The service now includes two Gus Buses that follow designated routes, along with a Safe Ride Bus that provides students with safe transportation home after consuming alcohol.

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

(a) Risk Assessment Notification (RAN) Update: Two locations were included in the Review Area Notification (RAN). One finding was identified as a deficiency, while the other was categorized as a non-compliance. In response, the program must provide training to all staff on child safety and allergy protocols. The goal is to have all staff fully trained by May 22, 2026.

Additionally, a new policy is being developed around a “Tap Out” procedure to support staff in maintaining safe and appropriate supervision. The program will hold a follow-up meeting in June to review progress and determine whether the deficiency and non-compliance items have been fully addressed.

(b) Change of Scope Update: Per the conversation today, the “Change of Scope” has been approved and is waiting for the update in Grant Solutions. This update will help with being under-enrolled.

(c) The program is currently working on finalizing the school year calendar and updating policies for the upcoming program year. A meeting has been scheduled with the Economic Development Coordinator in Coffeyville to discuss the Coffeyville Center and potential grant funding opportunities to support the estimated \$4 million remodel of the facility. The program is actively seeking outside funding sources prior to requesting federal dollars for the project.



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X. Information - New food guidelines pyramid

XI. Unfinished Business: None

XII. As the need arises: None

XIII. Adjournment

A Motion was made by Nathaniel Waggoner to Adjourn the meeting.

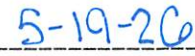
Motion seconded by Taryn Smith

Discussion: None

Vote. Approved



Braedy Turner, Chair



Date