



Board of Directors Meeting

Central Administrative Offices - 401 N. Sinnet Girard, KS 66743

Thursday, March 26, 2026

2:00pm – 4:30pm

Call to Order

Boyd Koehn called the meeting to order at 1:59pm.

Promise of Community Action

The Promise of Community Action was recited by all present.

Roll Call

Attending the meeting in person were board members Boyd Koehn, Christy Vulgamore, Marilyn Logan, Jami Crowder, Bill Howell, Tracy Dancer, and Braedy Turner. Ayla Daugherty and Joe Grisolano were not present.

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

Meeting Agenda and Board Minutes

The agenda for the March 26, 2026, meeting of the Governing Board was published to the Boardable site prior to the meeting for board members to review.

a. Meeting Agenda for Thursday, March 26, 2026.

A motion was made by Marilyn Logan to approve the agenda as presented to the governing board for the Thursday, March 26, 2026, meeting. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

b. Board Meeting Minutes for January 15, 2025, and February 17, 2026.

Prior to the board meeting, the minutes from the January 15, 2026, and February 17, 2026, meetings were published to the Boardable site for members of the board to review.

A motion was made by Marilyn Logan to approve the meeting minutes from the January 15, 2026, board meeting 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.

A motion was made by Braedy Turner to approve the meeting minutes from the February 17, 2026, board meeting 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.

Executive Session

The board entered into Executive Session for a period of 10 minutes with Jamey Whitney, CEO, Janel Scales, CFO, and Lindsay Knopp, Early Childhood Education Director at 2:04pm. The board exited executive session at 2:11pm.

A motion was made by Marilyn Logan to enter into Executive Session for a period of 10 minutes to discuss matters with the CEO, CFO and Early Childhood Education Director. The motion was seconded by Tracy Dancer. There was no further discussion, a vote was taken, and the motion was approved unanimously.

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.

- *Personnel Reports Feb & March 2026*
- *Correspondence*
- *Policy Council Minutes and Agenda Jan & Feb 2026*
- *Credit Card Statements: VISA, WEX, Wal-Mart Jan & Feb*

A motion was made by Tracy Dancer to accept the consent agenda as presented to the governing board. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

Management Briefings

- a. **CEO:** Jamey Whitney presented the Directors report for January and February 2026. He provided the board with updates that have been happening in each department, in addition to his recent visit to Washington D.C. with Casey Brown. He informed the board about his work with KACAP to get together with KHRC to discuss strengthening relationships among all the CAP agencies in Kansas.

Risk Assessment

Prior to the meeting, SEK-CAP's most recent Risk Assessment (Full Document and Executive Summary) were published to Boardable for board members to read through. Jamey Whitney presented the assessment to the board members and highlighted several areas with them. After reviewing the document, Jamey asked the board to allow Boyd Koeh, board Chairman, to sign the SEK-CAP Executive Summary and Full Report of the Risk Assessment to upload for our Organizational Standards.

A motion was made by Marilyn Logan to accept the SEK-CAP Risk Assessment Executive Summary and the SEK-CAP Risk Assessment Full Report and allow Boyd Koehn, board chairman, to affix his signature to the pages inside. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- b. **Finance:** Prior to the meeting, the following documents were published to the Boardable site for board members to review. Janel Scales published a document on Boardable for the board to review at their leisure, which provides an overview of each program as it pertains to the fiscal department. This is a reference for new and continuing board members. She then presented the Agency Balance Sheet, the financial reports for December 2025 and January 2026, and the report showing all checks over \$5,000 to the board. She took the board members through each grant funding source and talked about where the budgets were for the specific months. Board members asked questions related to the budget totals and checks over \$5,000, and Janel was able to answer those.

A motion was made by Christy Vulgamore to receive and accept all the Financial Reports as presented to the board. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and the motion was approved unanimously.

Indirect Cost Rate Agreement

Janel then presented to the board the information regarding the upcoming Indirect Cost Rate Agreement which we are required to submit annually based on our audit. This rate allows us to charge the grants for administrative costs of those positions that aren't directly related to a program grant. Janel informed the board that the rate must be charged to all grants at the same rate. Funders are required to accept the rate we have. If the funders cannot pay the rate, CSBG dollars are budgeted to cover the shortfall. Board members asked questions which Janel was able to answer.

A motion was made by Marilyn Logan to approve the Indirect Cost Rate Agreement as presented to the board. The motion was seconded by Tracy Dancer. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- c. **HR:** Laurie Master presented the changes that have occurred in the HR Policies and Procedures manual as the Agency Management Team has worked to get them updated. She walked board members through the list that was published in Boardable prior to the meeting with all the changes. She let them know that the changes were out to the lawyer for review and upon completion, they would be formally presented at the May board meeting for final approval. She asked that the board take time to review all the changes and if they had any questions to bring them to the May meeting.
- d. **Early Childhood:** Lindsay Knopp informed the board about programmatic updates in Early Childhood Education. She discussed the updates for Change in Scope which we did receive. The Office of Head Start is working through the reward paperwork, and once returned, we can make the necessary changes. This should help our enrollment percentages. The Coffeyville project is moving along, Lindsay met with several funders to locate the necessary funding to get our purchased building renovated. She indicated that although we weren't ready to apply for the grants, getting the go-ahead would be helpful to apply quickly.

Grant Approvals: Patterson, USDA, and CDBG

A motion was made by Christy Vulgamore to pre-approve the writing of applications for the following grants: Patterson, USDA, and CDBG as presented to the board. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- e. **Housing:** Craig Leabo presented the 2025 HOME Annual Report for the CHDO properties. Prior to the meeting, the 2025 HOME Annual Report and the Sun Crest View Divestment plan was published to the Boardable site for review by all board members.

2025 HOME Annual Report

This is a certification that must be signed by each board member annually and submitted to HUD by May. All tenant data is submitted to KHRC to meet the requirements. This will be the last annual report provided to the state until the new housing development projects are completed in Girard. Craig indicated that we would be seeking these funds again to continue to build homes within our 30-mile radius of the central office.

A motion was made by Marilyn Logan to approve the 2025 HOME Annual Report, and have Boyd Koehn affix his signature to the document as presented to the board. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

Sun Crest View Divestment

Craig then presented the Sun Crest View Divestment plan to the board members. He informed the board that on April 16th the agency would make the last payment on the property in Weir, KS. Janel noted that we'd owned the property for 40 years. Craig indicated that this complex has helped several individuals and families over those 40 years and the project overall has been beneficial to southeast Kansans. In the past several years, we have noticed a significant decrease in eligible people interested in relocating to Weir, KS for housing with a lack of resources and transportation. Looking at our Community Needs Assessment, we have identified some areas where we can expand the Housing options where eligible clients are more likely to relocate with more resources available. As such, we intend to divest the property and as a condition of the funding attached to the building, the new owner will have to keep the property as low-income affordable elderly/disabled housing for at least five years after purchase. Craig then let board members know that they had met with a realtor to discuss the

A motion was made by Christy Vulgamore to approve the Sun Crest View Divestment Plan as presented to the board. The motion was seconded by Bill Howell. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- f. **Transportation:** Jamey Whitney provided programmatic updates for the Transportation Department. This is the time when cities and counties are setting their budgets and so Casey and Scott are going out and setting meetings with those folks to try and get funding early instead of waiting a whole year. Neosho County has funded the Chanute route for the remainder of this fiscal year. Board members inquired about the level of difficulty in getting cities and counties to continue to support our program. Jamey Whitney was able to answer those questions.
- g. **Community Engagement:** Casey Brown presented the Strategic Plan updates to the board. The updates were published on Boardable prior to the meeting for members to review. Casey highlighted each goal and the targets that had been achieved under each section. Board members asked questions which Casey was able to answer.
- h. **CSBG:** Tiffany Romine presented the CSBG Goals and Services for the CSBG Non-Discretionary Grant FY27 to the board. Prior to the meeting, the goals/services were

published on Boardable for members to review. She informed the board that shortly before the meeting started, we received notice that the new CSBG Annual Report 3.0 for FY27 had been permanently suspended by OCS and until further notice, the network would be required to continue to submit CSBG goals utilizing the CSBG Annual Report 2.1. SEK-CAP submitted our non-discretionary grant at the end of February with goals and services outlined utilizing the CSBG Annual Report 3.0. KHRC notified agencies that they would be in contact with OCS to see how the state of Kansas should proceed. Thus, the goals and services presented during the meeting would likely change soon. Tiffany assured board members that she would keep them informed of all changes.

- i. **Information Technology:** William Holloway provided programmatic update for the Technology Department to the board. He talked about data systems and how his department is integral in our agency for all data points. He highlighted that our presentation in May will show how all the finite data points join to create a larger picture of what we do for our staff. His hope was that during the training staff would understand the importance of their day-to-day work. He also informed board members that we are on the cusp of moving our storage to the cloud. Our current server has over 20 years of storage on it; we'll need to reduce that storage in the next year to move to the cloud. He's also working closely with Housing to implement the new housing system, YARDI. There are several projects that Craw-Kan has been working with us to complete, including replacement of surveillance cameras in all centers. Board members asked questions which William was able to answer.

Old Business

- a. **Kansas Early Head Start – Child Care Partnership 25-26 Budget Revision:** Janel Scales presented the Budget Revision for the KS Early Head Start – Child Care Partnership for 2025-2026 to the board members. Janel informed board members that based on vacancies in staffing they are seeking to submit a budget revision for this grant no later than May 1st, if the need arises in the next 30 days. She didn't have specific numbers to present but offered to give those to the board at the next meeting if a revision was submitted.

A motion was made by Marilyn Logan to approve the Kansas Early Head Start – Child Care Partnership 25-26 Budget Revision as presented to the board. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- b. **Kansas Early Head Start – Home Visitation 25-26 Budget Revision:** Janel Scales presented the Budget Revision for the KS Early Head Start – Home Visitation for 2025-2026 to the board members. Janel informed the board that this grant would not be fully spent and therefore the need to submit a budget revision might not be necessary; however, she wanted approval from the board to submit a revision, if necessary, by May 1st. The revision would also be based on vacancies from staffing and unused COLA funding.

A motion was made by Braedy Turner to approve the Kansas Early Head Start – Home Visitation 25-26 Budget Revision as presented to the board. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- c. **Federal Head Start/Early Head Start 25-26 Budget Revision:** Janel Scales presented the Budget Revision for the Federal HS/EHS 2025-2026 to the board members. Janel informed the board that we applied for a budget revision last October but has not been approved and the grant has closed out with final numbers due next week. She reached out to the regional office, and they offered to provide an extension for October. This year, in an effort to be early, we are submitting this budget revision six months in advance to hopefully get a response in time for the grant.

A motion was made by Marilyn Logan to approve the Federal Head Start/Early Head Start Visitation 25-26 Budget Revision as presented to the board. The motion was seconded by Christy Vulgamore. There was no further discussion, a vote was taken, and the motion was approved unanimously.

Board Member Insights

There were no board member insights for this meeting.

As the Need Arises

May 1st Spring Training Day

Board members were provided with an update about the agency's upcoming Spring Training Day and were invited to participate with staff.

Board T-Shirts (60th Birthday Celebration)

Board members were asked to provide their T-Shirt size so that SEK-CAP could purchase a commemorative shirt for them to have to celebrate our 60th birthday.

ESG Grant Approval (Action Item)

Craig Leabo and Casey Brown presented the Emergency Solutions Grant funding opportunity to the board members. They let the board know that our communities had reached out to us in an effort to not lose that funding stream in our area as other agencies who would typically apply for the grant are unable to do that this year.

A motion was made by Christy Vulgamore to pursue the application for the Emergency Solutions Grant as presented to the board. The motion was seconded by Tracy Dancer. There was no further discussion, a vote was taken, and the motion was approved unanimously.

Adjournment (Action Item)

A motion was made by Christy Vulgamore to adjourn the board meeting. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously. The Board exited the meeting at 4:05pm.

Respectfully Submitted,

Tiffany Romine

Tiffany Romine, Program Development, Compliance, and Reporting Manager

Marilyn Logan

Marilyn Logan, Governing Board Secretary

05/21/2026

Date

Boyd N. Koehn

Boyd Koehn, Governing Board Chair

5-21-2026

Date