SEK-CAP

Board of Directors Meeting

Central Administrative Offices - 401 N. Sinnet Girard, KS 66743
Thursday, May 21, 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 in attendance.

Roll Call

Attending the meeting in person were board members Boyd Koehn, Marilyn Logan, Joe Grisolano, Jami Crowder, Braedy Turner, Ayla Daugherty, and Bill Howell. *Tracy Dancer attended via the Boardable video call. Christy Vulgamore had an excused absence.

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

Staff who presented during the meeting but were not present for the entire meeting were Lindsay Knopp, Early Childhood Education Services Director, Scott Christiansen, Transportation Director and Laurie Masters, HR Manager.

Meeting Agenda and Board Minutes

The agenda for the May 21, 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, May 21, 2026**

   A motion was made by Marilyn Logan to approve the meeting agenda as presented to the governing board for the Thursday, May 21, 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 March 26, 2026**

   Prior to the meeting the board minutes for the March 26, 2026, meeting were published to the Boardable site for board members to review.

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

Executive Session

Boyd Koehn asked Jamey Whitney how much time would be required for an executive session. Jamey then let Boyd know that an executive session was not needed and the board moved to the next agenda item.

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 members if there were any changes to be made to the consent agenda; hearing none, he called for a motion.

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

A motion was made by Joe Grisolano to approve 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.

a. **Management Briefings**

   a. **CEO:** Jamey Whitney presented the Directors Report to the board members. Prior to the meeting a copy of the report was published to the Boardable site for members to review. Jamey discussed the staff training event that occurred in May and highlighted the data training that was an overview of how data interacts with all facets of the data cycle. He also noted that the HR policies and procedures were reviewed with all changes to staff during this event.

   b. **Finance:** Janel Scales presented the Financial Reports to the board. Prior to the meeting, all financial reports were published in Boardable for members to review. Janel reviewed February and March 2026 financial reports for each program. She identified several line items with notable variances resulting from various programmatic changes. She noted that we received a CSBG Discretionary Grant which will assist with training towards the Non-Emergency Medical Training Project. She then took members through the Agency Budget/Balance Sheet ending on 3-31-26 and the checks over $5,000. Board members did not have any questions. Janel asked that if board members wanted to see the financials in a different format to let her know as she had recently been to some trainings where there were several options for presentation of those items.

   A motion was made by Braedy Turner to receive and accept the financial reports for February and March 2026, the Agency Budget/Balance Sheet for 3-31-26, and Checks Over $5,000 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.

   SEK-CAP Financial Policies and Procedures – Travel Policy

   Janel presented the changes to the Travel Policy in our Financial Policies and Procedures manual which was published on the Boardable site prior to the meeting. She walked them through the milage reimbursement rate changes. With upcoming changes to vehicle usage, the milage rate needs to be augmented to $0.50/mile and left at that rate to gauge how that will work moving forward. The federal and state rates are too high for our budgets to maintain. This is for personal vehicle usage for staff who will need to drive their own vehicles for work purposes if necessary.

A motion was made by Joe Grisolano to approve the Travel Policy in the SEK-CAP Financial Policies and Procedures as presented to the governing 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 Masters presented the final HR Policies and Procedure Manual to the board for approval. Board members were provided with the list of changes and a clean copy of the changes at their March board meeting for preparation to approve the changes in May. Laurie did a quick overview with board members of changes required and then took them through the suggestions given to us via the HR attorney. Those changes revolved around the EEO language due to the current federal administration guidelines. Marilyn asked if the document they received in March was still the correct version. Laurie assured her that the corrected version had been published in Boardable for them to review.

- **SEK-CAP HR Policies and Procedures Changes**

A motion was made by Marilyn Logan to accept and approve the SEK-CAP HR Policies and Procedure Manual with changes 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. **Early Childhood:** Lindsay Knopp presented updates for the Early Childhood Education Services Department to the board. A ran review is upcoming which will address a deficiency around restraint and the training and policy implementation that will be taking place to educate staff moving forward to mitigate a recurrence. Lead Teacher/Center Manager debrief will be taking place this month to allow for communication and feedback. A new Assistant Director has been hired internally and will be taking over for Steve Jameson, who is retiring on June 5th. Michelle Rice will be moving into that position on June 8th. Other changes will be made within the Home-Based side of Early Childhood to accommodate this change and create more consistency across the board. Summer maintenance is underway across the centers to repair damage in various areas. Links to Quality grant is ongoing, a few things have required additional information which is under review currently. Policies updates are in full swing to ensure those are updated. We applied for the Patterson Grant to go towards construction of the Coffeyville center, and we're hopeful we receive that. Janel Scales then tagged onto the report by informing the board that they had reached out to GNBank regarding getting a potential loan to start the building at our Coffeyville site. There are some funds available that can be used as match for other grants; however, the bank will be taking this to their loan committee to decide approval to provide a construction loan with a line of credit to get the ball rolling.

e. **Housing:** Craig Leabo presented the HUD Annual Civil Rights Certification to the board. He discussed the certification with board members and reminded them that this is an annual certification that requires signature from the board chair and CEO. It ensures that we stay in compliance with HUD. He asked the board for their approval to submit and have Boyd and Jamey affix their signatures to the document.

- **HUD Annual Civil Rights Certification 2026**

  A motion was made by Joe Grisolano to approve the HUD Annual Civil Rights Certification as presented to the governing board and authorize Jamey Whitney and Boyd Koehn to affix their signatures to the document. 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 (Weir) Purchase Offer**

  Craig discussed the Weir property, known as Sun Crest View, being listed for sale with the board members. He indicated that shortly after listing the property for sale, we received an offer, which was exciting. He reviewed the document with a formal offer to purchase from the realtor with the board. The offer is contingent on the purchase loan for the purchaser with no inspections required. They will continue to operate the property as it exists for the next 5 years, as HUD has mandated. After the 5 years, the new property owners will be able to choose what to do with the property. Craig indicated that he felt it was a fair offer and wanted to get board approval to move forward with the selling process. Marilyn asked a few questions and Craig was able to answer those.

  A motion was made by Braedy Turner to accept the Sun Crest View (Weir) Purchase Offer and sale of the property 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.

*Tracy Dancer left the meeting at 2:48pm.

f. **Transportation:** Scott Christiansen presented Transportation information to the board. He discussed the issues we are experiencing with the Non-Emergency Medical Transportation (NEMT) around getting the pin number to access the system. We have been approved for the program; however, the pin number is what is holding up the progress. Scott contacted the issuing office several times to inquire about the pin number, and they indicated that it must have been sent to the wrong address and they would send a new pin to us. We're still waiting for the new mailed pin number. Unfortunately, this has to be mailed and not transferred any other way. Jamey indicated that he would be willing to drive to get the pin number in person if necessary. Once the pin is secured, we'll have access to the system for training and next steps. Scott then discussed new PSU routes with the board members as it pertains to the new Kelce College of Business located in downtown Pittsburg, PSU Gus Bus, SafeRide, and the game day bus. The latter three have been routes we've run for quite some time and PSU renewed those contracts with us. The former is a new route that will start in the fall of 2026/2027 school year. Students will need transportation to the main campus from downtown and will be able to utilize a Gus Bus route that SEK-CAP provides in partnership with PSU. The new buses will be wrapped in PSU and SEK-CAP logos. He then informed the board that there are several vehicles that are in need of retirement or significant repair and that he's reached out to KDOT for guidance on how to approach those issues. Scott then discussed the KDOT 5311 grant award notice that we received. The award was less than what we requested to about -$75,000. The explanation for that was due to us closing a few routes and we didn't have the local match to cover the prior year. We currently need to bolster those match dollars to help fill in gaps in a few dormant routes. Jamey informed the board that we'd already begun the process of going to cities and counties to ask for local match dollars to get support for those routes.

g. **Information Technology:** William Holloway presented information about IT to the board. He discussed the summer maintenance tour he did with Lindsay and Brian to ensure that classroom staff are equipped with the necessary equipment for the upcoming year. He took them through other departmental updates and the upcoming training his staff would be able to access this year around artificial intelligence. Jamey added that AI and cybersecurity is becoming a huge issue in the insurance industry and is driving costs up. The same is true in our program conferences where the topic of AI and cybersecurity is becoming a hot topic.

h. **Community Engagement:** Casey Brown presented the Health and Human Services Technical Assistance Opportunity offered through the Kansas Department of Aging and Disabilities to the board. This would be a statewide cohort focused in southeast Kansas to target housing and homeless services for individuals who have disabilities and the aging population. Several partners will be joining this training opportunity if we are funded as a cohort. This will also work with several other grants we're applying for around Emergency Solutions and Continuum of Care Grants. Casey asked the board to allow him, Craig and Jamey, to investigate the grant opportunity for the Continuum of Care further and if they determined it would be a good fit to submit an application prior to the next board meeting.

   A motion was made by Jami Crowder to pursue and submit a grant application for the Continuum of Care based on availability and need 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.

i. **CSBG:** Tiffany Romine presented the KHRC On-Site Monitoring Visit information along with updates on the Organizational Standards to the board. She discussed the visit that had just occurred that week with KHRC and that there were no findings, everything went well and the report should be submitted within 90 days for the board to review. She also informed the board that upon completion of the meeting, and upload of the signed March board minutes to the Organizational system, CSG, that all the standards would be met for us this year.

New Business

There was no new business to discuss at the meeting.

Board Member Insights

Board members did not offer any insights for this meeting.

As the Need Arises

There were no needs that arose during the meeting.

Adjournment

A motion was made by Braedy Turner to adjourn the board meeting. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and the motion was approved unanimously. The meeting ended at 3:11pm.

Respectfully submitted,

Tiffany Romine

Tiffany Romine, Program Development, Compliance and Reporting Manager

07/16/20[illegible]

Marilyn Logan, Board Secretary Signature — Date

7-16-202[illegible]

Boyd Kohen, Board Chairman Signature — Date