Board of Directors Meeting

Central Administrative Offices – 275 Apico Way, Girard, KS 66743
Thursday, November 13, 2025
1:00pm – 3:30pm

1. **Call to Order**
   The Board Chairman, Boyd Koehn, called the meeting to order at 1:00 pm.

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 were board members Boyd Koehn, Christy Vulgamore, Marilyn Logan, Joe Grisolano, Braedy Turner, Ayla Daugherty, and Jami Crowder. Tracy Dancer and Stacey Wood were not in attendance.

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

4. **Membership**
   Prior to the meeting, the nominating committee held a meeting to discuss the upcoming vacancies for the month of November and the potential replacements/nominees for those vacancies. Upcoming vacancies included the end of terms for Stacey Wood and Marilyn Logan. Stacey Wood decided to end her time with the board, while Marilyn Logan expressed interest in staying on. An election was held for the low-income sector vacancy with low-income housing clients. The vote resulted in Marilyn Logan being put forth as the nominee to replace Stacey Wood. The nominating committee voted to put forth Marilyn Logan as the replacement candidate for the low-income sector seat and reelect her for another three-year term. The outstanding vacancy would be within the private sector. Staff provided the nominating committee with a candidate who is employed with Crawford County Mental Health Services. His name is Bill Howell and he has background in serving similar clientele as well as having experience in early childhood education development.

   A motion to accept the resignation of Stacey Wood from the board, reseat Marilyn Logan into the Low-Income Sector for another term, accept and seat Bill Howell to the governing board, as presented by the nominating committee was made by Braedy Turner. The motion was seconded by Ayla Daugherty. There was no discussion, a vote was taken, and the motion was approved unanimously.

5. **Meeting Agenda and Board Minutes**

The agenda for the November 13, 2025, meeting of the Governing Board was uploaded to the BOARDnetWORK prior to the meeting for members to review. An amendment was added under the Community Engagement Briefing to include the discussion around EES and KACAP grant opportunities.

A motion to approve the agenda for the November 13, 2025, Governing Board meeting as amended to the board was made by Marilyn Logan. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

Prior to the meeting, the board minutes from the September 25, 2025, meeting were uploaded to the BOARDnetWORK for members to review. The board had no further comment on the minutes.

A motion to approve the minutes from the September 25, 2025, Governing Board meeting as presented to the board was made by Joe Grisolano. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.

6. **Consent Agenda**

The following items were included as part of the consent agenda and were uploaded to the BOARDnetWORK prior to the meeting. Boyd Koehn, Board Chair, asked if any member wanted to remove, add or correct any items in the consent agenda before approval.

a. **Policy Council Minutes**
b. **Personnel Reports**
c. **Correspondence**
d. **Credit Card Statements**

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

7. **Management Briefings**

a. **CEO:** Jamey Whitney presented the Directors Report to the board members. He gave them information regarding the Government Shutdown that could have affected us; however with some resolution happening the action we'd need to take is no longer valid. The rest of the programmatic updates were provided in the documented report given members prior to the meeting.

b. **CFO:** Janel Scales presented the financial reports to the governing board members. She took them through the financial reports for August and September 2025 which showed a breakdown of every grant. This was followed by the balance sheet as of 9-30-25, which is also the end of our agency's fiscal year. Janel then presented the spreadsheet of checks over $5,000 followed by the agency-wide budget. Discussion on certain line items was had by board members and Janel for further clarification.

A motion to approve the CFO report including all the financial information as presented to the board was made by Joe Grisolano. The motion was seconded by Marilyn Logan. There was no further discussion, a vote was taken, and the motion was approved unanimously.

c. **HR Policies:** William Holloway presented the Technology Use Policy and the Electronic Use Policy to the board members. Both policies was uploaded prior to the meeting for members to review. William informed members that minor changes had been made to both policies including pulling out the board members from each and changing language around titles. In the Electronic Use Policy, language was changed to reflect that staff would be allowed to access BambooHR and EWS on any device not registered to SEK-CAP. Password limitations were also changed. Other updates were made around outdated processes.

A motion to approve the Technology Use Policy as presented to the board was made by Marilyn Logan. The motion was seconded by Jami Crowder. There was no further discussion, a vote was taken, and the motion was approved unanimously.

A motion to approve the Electronic Access Policy as presented to the board was made by Marilyn Logan. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- William Holloway and Casey Brown both updated the board on the Social Media Policy. Prior to the meeting, we did not have a specific policy around the use of social media, minus a small blurb in the technology use policy. However, as we've grown our online presence, and the increase in our social media created the need for a policy became apparent. Casey added that with the help from HR and their official policy sites, we were able to work as a collaborative effort with the marketing and promotions committee and policy committee to craft this policy which will allow for us to have parameters around privacy for our staff/clients when it comes to our online presence.

A motion to approve the Social Media Policy as presented to the board was made by Joe Grisolano. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- Casey Brown presented the Vehicle Use Policy to the board members. Prior to the meeting the policy was uploaded for members to review. The changes made and presented centered around minor changes including additional language around entering milage into the Apricot database system. Additionally, having all valid driver's licenses on file with HR to verify driving records and insurance; no defacement of agency vehicles, including stickers or personal modifications.

A motion to approve the Vehicle Use Policy as presented to the board was made by Joe Grisolano. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- Casey Brown presented the Benefits Policy Updates as provided to the board prior to the meeting. He mentioned that Laurie Masters had given this policy to the board recently but there needed to be a minor change in the switch from a 30 day period to 1 year of employment on the short-and long-term disability benefit to employees. Janel reminded board members that this change would also more align with our FMLA policy which wouldn't start until after 1 year of employment.

A motion to approve the Benefits Policy Update as presented to the board was made by Christy Vulgamore. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- Casey Brown gave a handout to the board members regarding the recommendation from the insurance company around the vehicle use policy's limits on personal insurance for each employee utilizing vehicles for work. This handout was informational only and asked the board to consider the possibility of three options for personal vehicle insurance. The board had a discussion about each option and decided upon the one that would be the lesser burden on staff. Jamey Whitney indicated that the management team had not yet settled on the direction, and more guidance would be appreciated.

- Jamey Whitney presented the Reduction in Force policy to the board members. Prior to the meeting the policy was uploaded for the board members to review. Jamey has spent a lot of time listening to the National Head Start Association and CSBG Lobbyist talk about the government shutdown that is occurring. There were a lot of concerns in Head Start due to their various grants. We currently have not heard any notice of award or change of scope or our amendment that we've submitted for Head Start. The recommendation for us was to put language into our reduction in workforce policy in an event that we'd need to redirect agency resources to help retain our staff while reassigning them to different work for the time being.

A motion to approve the Reduction in Force Policy as presented to the board was made by Braedy Turner. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and the motion was approved unanimously.

d. Information Technology

William Holloway presented the Boardable system to the board members. He included a handout to each member with instructions on getting setup with the Boardable App system. This will replace the BOARDnetWORK system we are currently using, while providing an extra layer of security around board messaging/sensitive information. This app also provides board members the ability to join the meeting via the Boardable web portal, eliminating the added expense of zoom.

e. Early Childhood: Lindsay Knopp presented the Policy Council By-law updates to the board members. Prior to the meeting the document was uploaded for review by members. Changes that were made included combing Chautauqua and Elk Counties with one position covering both counties. Lindsay also provided other updates around grants that was approved for seed pods to encourage healthy nutrition for our families. Funds should be released soon, with a plant date of spring 2026. Links to quality was funded through Child Care Aware and we've received our first round of funds which will go towards technology updates across the program and a few cubicles in Iola. Parsons will be increasing their contract slab to increase play for bikes, Chanute got more rock for the parking lot area, and Galena will get an additional entrance door to block off from the classroom space and provide privacy.

A motion to approve the Policy Council By-Laws as presented to the board was made by Braedy Turner. The motion was seconded by Joe Grisoalano. There was no further discussion, a vote was taken, and the motion was approved unanimously.

f. **Housing:** Craig Leabo presented the Release of Covenant for our HOME Project to the board members. Prior to the meeting, all the housing documents were uploaded for members to review. He informed members that our duplexes in Cherokee were the last project on the affordability period using HOME funds in the past. Weir is the only project left with a funding source tied to it with an ACC contract; however, the note will be paid off in April 2026, at which point we'll have a discussion on the property as a whole. Currently the grant we have out for our Pittsburg HOME project, currently in the process of switching to Girard is still pending. Craig then presented the Proposed Utility Allowance Schedules to the board members. He reminded members that annually we perform a study with other utility companies to see if rates have increased. Typically those either increase or stay the same but rarely decrease. There was no suggestion to have increases in 2026 utility allowance. Craig would like to increase the allowances we provide in the future.

A motion to approve the Proposed Utility Allowance Schedules as presented to the board was made by Ayla Daugherty. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- Craig provided the Proposed Payment Standards to the board members. He walked them through the HUD fair market rents for 2025. He then informed the board that we're required to set our limits between 90 and 110% of those fair market amounts. Therefore, the suggestion is to give a $1 decrease across the board. Any new admits or anyone who has changes will move to the new payment standards.

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

- Craig presented the Section Eight Management Assessment Program or SEMAP submission with narrative to the board members. This is an annual report we must submit regarding Section 8 and our operation of the program. Most of the report is a self-evaluation/review. A lot of pieces are tracked through HUD via monthly reporting with all of our data. They will do their review on their end. We receive a score after submission and review as a PHA.

A motion to approve the SEMAP Submission with Narrative as presented to the board was made by Marilyn Logan. The motion was seconded by Ayla Daugherty. There was no further discussion, a vote was taken, and the motion was approved unanimously.

g. **Community Engagement**: Casey Brown presented the Strategic Plan updates to the governing board members. These updates included goals and timetables for the board to review. As most of these goals are still working the updates were minimal.

A motion to approve the Strategic Plan Update with Goals and Timetables as presented to the board was made by Marilyn Logan. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

- Casey Brown updated members of the board on a couple of grant opportunities including with EES and KACAP. EES is state funded through TANF to help homeless families with children at 200% FPL and below, which fits well with CSBG, Section 8, TBRA, and our partners. The caveat was that it must be a singular statewide submission and shared between all eight sister agencies. We worked with KACAP to get that submitted November 13th. The other grant is designed around capacity and administration which is a $15 million grant that is annual. All agency directors were discussing the possibility of this grant.

h. CSBG *Presented by: Tiffany Romine*

- **Board Governance Training & Responsibilities Ongoing:** As part of the Organizational Standards, board members are required to have ongoing training on their duties and responsibilities. Tiffany Romine reviewed that training with the board members. Training included fiduciary duties, code of ethics, whistleblower policy, board by-laws, HR and Financial Policies and Procedures, Grant Applications, CEO evaluation and compensation, Risk Assessments, ROMA, Strategic Planning and Community Needs Assessments.

8. New Business

a. CEO Evaluation Discussion: Jamey Whitney discussed the need for the upcoming CEO evaluation. He let members know that Laurie Masters, HR Manager would be sending out the evaluation form via email for board members to fill out regarding Jamey's performance over the last year and either email it to HR or mail it back to her. Jamey also added that his job description would be added to the email so they could review as they filled out the evaluation. Once all reviews have been completed, the results would be reviewed between HR and the board chairman and the board would provide the results at the January Board meeting to Jamey.

9. Executive Session

A motion to enter into Executive Session for a period of 15 minutes with the CEO and CFO was made by Marilyn Logan. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously. The Board entered executive session at 2:33pm and exited at 2:49pm.

A motion to allow the agency to be closed the Friday after Christmas was made by Joe Grisolano. The motion was seconded by Bready Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously.

10. Board Member Insights

There were no board member insights provided.

11. As the Need Arises

Scott Christiansen provided updates to the Transportation Department. He informed board members that while Labette, Montgomery and the 2nd PACT Bus in Pittsburg had been suspended, the city of Ft. Scott found another $5,000 to continue the route in their city. They

warned that we'd need to come up with a plan to find other donors moving forward. Scott will be collecting information from riders on the continued need for transportation to provide to funders.

12. <u>Adjournment</u>

A motion to adjourn the board meeting was made by Joe Grisolano. The motion was seconded by Braedy Turner. There was no further discussion, a vote was taken, and the motion was approved unanimously. The meeting ended at 3:05pm.

Respectfully submitted,
Tiffany Romine

Tiffany Romine
Program Development, Compliance and Reporting Manager

Marilyn Logan — 01 / 16 / 2026
Board Secretary Signature — Date

Boyd Koehn — 01 / 15 / 2026
Board Chairman Signature — Date