Board of Directors Meeting

Central Administrative Offices - 401 N. Sinnet Girard, KS 66743
Thursday, September 17, 2026
2:00pm – 4:30pm

Call to Order

Board Chairman, Boyd Koehn, called the meeting to order at 2:00pm. The Promise of Community Action was recited by all present.

Roll Call

There was a quorum of eight of nine voting members present.

Members present: Boyd Koehn, Marilyn Logan, Christy Vulgamore, Joe Grisolano, Braedy Turner, Tracy Dancer, and Bill Howell. Jami Crowder joined via video conferencing.

Members absent: Ayla Daugherty

Staff present: Jamey Whitney, CEO, Janel Scales, CFO, Tiffany Romine, Program Development, Compliance, and Reporting Manager, William Holloway, IT Director, and Casey Brown, Community Engagement Coordinator.

Staff who presented and left the meeting: Lindsay Knopp, Early Childhood Services Director, and Scott Christansen, Transportation Director.

Meeting Agenda and Board Minutes

Boyd Koehn asked if there were any additions to the agenda. Hearing none:

Joe Grisolano moved to approve the meeting agenda as presented for the Thursday, September 17, 2026 meeting of the governing board. Braedy Turner seconded the motion; a vote was taken and the motion carried.

Board Meeting Minutes for July 16, 2026

Boyd Koehn asked if there were any additions or corrections to the minutes. Hearing none:

Braedy Turner moved to approve the July 16, 2026, Governing Board minutes as published on Boardable. Marilyn Logan seconded the motion; a vote was taken and the motion carried.

Executive Session

Boyd Koehn asked how much time would be required for the executive session. Jamey Whitney replied, 10 minutes with the CEO and CFO present. The board entered into executive session at 2:03pm and exited at 2:08pm.

Joe Grisolano moved to enter into executive session for a period of 10 minutes. Tracy Dancer seconded the motion; a vote was taken and the motion carried.

Consent Agenda

The following items were included as part of the consent agenda and were published on the Boardable site prior to the meeting for board members to review. 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 August & September 2026
- Correspondence
- Credit Card Statements: VISA, WEX, Wal-Mart March

Joe Grisolano moved to approve the consent agenda as presented to the governing board. Braedy Turner seconded the motion; there was no further discussion, a vote was taken and the motion carried.

Management Briefings

a. **CEO:** Jamey Whitney presented the Directors Report for July and August to the board members. Prior to the meeting, a copy of the report was published to the Boardable site for members to review. More discussion to occur under other management briefings.

b. **Finance:** Janel Scales presented the financial reports to the board. Prior to the meeting all financial reports were published on the boardable site for the board to review. She began with the Financials for June, July and August 2026. She identified several line items by program and highlighted that our fiscal year end would happen at the end of September. KDOT 5311 and CCP grants ended in June. Due to a few shuttered routes, we were left with vacant dollars we were unable to spend in Transportation. Budgets have been adjusted based on position vacancies, planned funding for COLA we didn't receive and other grant needs. She then reviewed the rest of the financials with the board. The board asked a few questions regarding concurrent grants which Janel was able to answer. Food pantry support was also re-allocated with CSBG funding and will go towards purchasing food across our service area before September is over. Janel mentioned that she'd attended a few conferences over the summer where presenters were encouraging participants to provide their boards with a monthly review of the financials instead of waiting for the board meetings to present those. She will work on getting those put together to send to the board. She then presented the Agency Wide Budget for 2027 to the board members followed by the Balance Sheet ending in 8.31.2026. She highlighted the numbers on those and then went through checks over $5,000. Board members had a few questions about some amounts on the checks over $5,000 which Janel was able to answer.

Marilyn moved to approve the financial reports including Financials for June, July, and August 2026, Agency Wide Budget for 2027, Balance Sheet as of 8.31.26, and checks over $5,000 as presented to the governing board. Bill Howell seconded the motion; there was no further discussion, a vote was taken and the motion carried.

Financial Policies and Procedures: Janel Scales presented the changes to the Financial Policies and Procedures. Prior to the meeting a copy of the manual along with the changes were published to the Boardable site for board members to review. Per Organizational Standard 8.10, we are required to have the fiscal policies reviewed, updated as necessary, and changes approved by the governing board. With a new OMB book that was released, Janel was able to go through and update our policies based on those changes. She went over all the changes with the board. A few board members had follow up questions that were answered by Janel and Jamey. Janel added that she planned to reach out to WIPFLI, who offers to review fiscal policies and make recommendations for a fee, to see if they could review our Financial Policies and Procedures. She plans to make contact with them once the audit is completed for the year.

Joe Grisolano moved to approve the Financial Policies and Procedures as presented to the governing board. Marilyn Logan seconded the motion; there was no further discussion, a vote was taken and the motion carried.

401k Audit: Janel Scales presented the 401K Audit to the governing board. This was just completed for the annual audit. A copy was published in boardable. We opted to keep our current plan to make it easier. She reviewed the plan with the board members. The same audit that does our fiscal audit completes this audit as well.

Braedy Turner moved to approve the 401k Audit as presented to the governing board. Tracy Dancer seconded the motion; there was no further discussion, a vote was taken and the motion carried.

c. **Early Childhood:** Lindsay Knopp presented the Organizational Chart for Early Childhood to the governing board. She noted that no new big changes had occurred in the past few months. There were a few supervisory changes that were made to lesson the load on a few positions. This is to make a smoother transition on communication in the program.

Braedy Turner moved to approve the Early Childhood Organizational Chart as presented to the governing board. Bill Howell seconded the motion; there was no further discussion, a vote was taken and the motion carried.

Lindsay presented the Information Memo for Head Start to the board and discussed the details that were put out via the Office of Head Start. This is informational and we're not currently affected by this memo due to the Change of Scope coming through. It's around the reduction of slots and the process for returning money. She then discussed the Notice of Proposed Rule Making (NPRM) Snapshot with the board. These are proposals with nothing in place yet. Many of these are changes they want to adjust within the program that will vastly affect the administration of the Head Start Program. She then discussed her upcoming trip to Washington D.C. with Jamey to meet with legislators to discuss the program. The board had questions about the proposed changes which were discussed with staff. She also provided programmatic updates to the board.

d. **Transportation:** Scott Christansen presented the KDOT 5311 Grant Application to the governing board. He let the board know that the grant had not been opened yet but he anticipates it being released within the next few weeks. This is for the 27-28 year.

Christy Vulgamore moved to approve the application for the KDOT 5311 Grant Application as presented to the governing board. Braedy Turner seconded the motion; there was no further discussion, a vote was taken and the motion carried.

Boyd Koehn left the meeting for a short break and left the meeting in the hands of Vice-Chairperson, Christy Vulgamore.

Scott then discussed the Innovative Coordinated Access and Mobility (ICAM) Grant opportunity with the board members. This is a pilot program that we've applied for the transportation disadvantaged. This would be for a parking lot in Pittsburg with a little office space/shed to provide depot operations from there along with a fence to house our buses. We asked for $120,000 in the grant with match funding of $30,000 from us. Board members asked if we'd be able to attain this specific piece of land from the land bank. Casey answered the questions the board had. Jamey joined the conversation by adding that we've been utilizing city property to park our buses currently and have been looking for an option to remove that burden from the city and park in a private lot. Scott then discussed the success of the Gus Bus on the Pittsburg State University Campus.

e. **CSBG:** Tiffany Romine presented the Community Needs Assessment Chart Updates to the governing board. Prior to the meeting, a copy of the chart updates was published on the boardable site. The Census Bureau was late in getting out their data for us to work with, which in turn caused a lag in the timing of updates to the assessment charts. We received the updates in July and have been working around other deadlines to ensure that the updates were made. Additionally, Casey and Tiffany are monitoring the data coming from these sources as some data points seem to be higher than we know they should be in specific counties. Jamey added that its important for us to ensure that the data we're reporting on is sound. Tiffany reviewed the highlights of the data findings. The narrative for the assessment will be presented at the November meeting. Jamey then asked the board to consider not publishing these charts on our website as the staff do so much work to get them downloaded and put into a readable format. He noted that all that hard work could be taken by another agency and used for their grants or reports without siting us as a source. The board members discussed the issue at length and agreed that even though the data was available publicly, the utilization of staffs time and resources should be protected.

Marilyn Logan moved to approve the Community Needs Assessment Chart Updates as presented to the governing board. Joe Grisolano seconded the motion; there was no further discussion, a vote was taken and the motion carried.

f. **Information Technology:** William Holloway presented programmatic updates from the IT department. He discussed technology updates across several programs, the NCAP conference where he attended several sessions about AI. Because of our systems and the data that we collect, he and his department continue to research how best to approach the implementation of AI into our systems. He is cautious as we move forward. We are currently using basic AI. Safety and Security is focusing on the emergency bags and looking at drills to keep us in compliance. Other committees continue to work well.

g. **Community Engagement:** Casey Brown presented the Strategic Plan Dashboard that provided updates to the board on the progress of our goals. He took the board through each goal and highlighted areas where we were excelling and other areas where we were waiting on federal grants to know if we'd be able to move forward.

Braedy Turner moved to approve the Strategic Plan Updates as presented to the governing board. Marilyn Logan seconded the motion; there was no further discussion, a vote was taken and the motion carried.

New Business

a. **CACFP Grant Application:** Janel Scales presented the CACFP Grant Application to the board members. This is the child and adult food program grant and is based on the meals we serve every day. We can project how much we'll spend but we don't know exactly the amount that will be used each year. This grant is due tomorrow.

Marilyn Logan moved to approve and send the CACFP Grant Application as presented to the governing board. Tracy Dancer seconded the motion; there was no further discussion, a vote was taken and the motion carried.

b. **CSBG Non-Discretionary 25-26 Budget Revision Submission:** Janel Scales reminded the board that they had already voted to approve this budget revision that was submitted and this was just a informative item. We requested a new admin vehicle and utilized the rest of the funding for a food pantry distribution to be completed by the end of the month. Voting on this item took place via Boardable.

Jamey Whitney let the board know that Craig Leabo, Housing Director, was unable to be at the meeting; however, he had several updates for the Housing Department to share. He updated the board on the HOME project, which is out for bid. He then informed the board that the sale for our Weir complex fell through. This was partly due to the continued five year rate that had to be kept via HUD. We will keep that with a For Sale sign in front to see if we can get another buyer. Jamey also updated the board on the implementation of YARDI, and with the retirement of a staff member, Craig was able to hire a new staff person to replace that position. They continue to work in the new system to iron out kinks. Jamey Whitney informed the board that there would be a need for an October meeting to approve the bid for a contractor to begin the HOME project.

Jamey Whitney informed the board that the utility support for the Cherryvale Senior Center would be discontinued by the end of September. This discontinuance comes about as the state continues to crack down on reporting with all community action agencies in Kansas. We'd essentially require the seniors there to fill out a bunch of paperwork to vet their income status. The city of Cherryvale will pick up the slack going forward.

Board Member Insights

There were no items under this section.

As the Need Arises

Tracy Dancer asked about ways to address the unhoused population in Fort Scott specifically. He wanted to know about resources and information to help combat the homelessness issue within the city and county. Jamey agreed to work with Tracy on this issue. Jamey also talked about the same issue being persistent in Pittsburg and how we've worked with them to address this need.

Adjournment

Christy Vulgamore moved to adjourn the meeting of the governing board. Braedy Turner seconded the motion; there was no further discussion, a vote was taken and the motion carried. The board exited the meeting at 3:43pm.

Respectfully Submitted,

Tiffany Romine

Tiffany Romine, Program Development, Compliance and Reporting Manager

These minutes were published on the Boardable site for the Governing Board's consideration on October 30, 2026 and were approved by the Board during their annual meeting on November 19, 2026.

Marilyn Logan, Board Secretary — 11/19/2026 — Date

Boyd Koehn, Board Chairman — 11-19-2026 — Date