

ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

BOARD MEETING MINUTES

May 7, 2020

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, May 7, 2020, at 7:30 p.m., by conference call. Jim Jackson, Interim President, called the general session to order. The invocation was given by John Joines.

Roll call was taken and those participating were: Mike Davis, Darieus Adams, Joe Crosthwait, Jim Jackson, Joy Williams, David Holloway, Jenny Sullivan, Nikki Tappana, Sarah Alumbaugh, Paula Carsel, Kevin Johnson, Thomas Wilson, Jessica Bryant, Erwin Stanscheit, Kourtney Connelly, Tamara Serr, Phillip Knott, Melissa Lance, and Larry Asemka. A quorum was present. Members Chester Neel, Doris Fast, Cleo Crosby, Karen Buckman, and Sarah Rarrick were absent. Policy Council Liason Spring Knott was present.

Kevin Johnson made a motion to excuse Chester Neel and Karen Buckman, the only members who had so requested. Nikki Tappana seconded the motion, which was then approved unanimously.

Old Business

There was no old business to be discussed.

Executive Director's Report

A great deal of our time since the last meeting has been spent in making arrangements to comply with current CDC Guidelines while continuing with agency operations. These included rearranging furniture, sanitizing, purchasing personal protective equipment (PPE), etc. John reported on what had been purchased, how difficult this was, and so on. This included allowing employees to purchase some of these supplies as they found them available, and then being reimbursed. We had also closed our centers and offices down for a short period of time, with most of our employees working from home and only a skeleton staff working in the office.

We have developed a three phase plan for reopening, and began Phase 1 on Monday, May 4th. Our office is open to see clients on a limited basis from 9 a.m. to 11 a.m. and 2p.m to 4p.m., Monday through Friday for now. Most of our employees in the offices have returned to working in the office. Phase 2 will began May 18th, and Phase 3 will begin June 1st. Phase 3 will result in the return to "Business as Usual", keeping in mind that the definition of business as usual may not appear the same as it did before the pandemic. Also, we must keep in mind that this is a tentative schedule, which may have to change based on how the pandemic progresses.

In other updates: Joplin Bungalows LLC has been completed, thanks to Debbie, who has stayed on top of this project, and it is now leasing up. We have written multiple grants for multiple departments; we have been made aware of substantial funds we will be awarded as a CAA and

the pandemic; we are showing the houses that we built in Sarcoxie; we have taken advantage of the closing of the office to do some needed repairs to our facility; and we have read and implemented more Pandemic Planning recommendations than you would even want to think about. In summary, each and every employee working during this time has earned his or her pay.

Mike Davis made a motion to amend the agenda and to approve the past and future purchase of Personal Protective Equipment (PPE) and reasonable supplies without utilizing the Agency Purchasing Policy, if timing and quantity of needed items does not allow for the utilization of our policies due to the Covid-19 Pandemic, and to ratify the purchases already made. This motion was seconded by Keven Johnson and approved unanimously in a roll call vote.

Head Start Policy Council Report

Spring reported that at the last Council meeting three new hires were approved. They were the Nutrition Coordinator, Health Coordinator, and the Education Coordinator. The members were updated on the grants which Jeff will explain later in the meeting. We are on target for in-kind, and our childcare partners' contributions are increasing in this area. They were updated on the phases of reopening and plans for staff during the stay at home orders and in the upcoming summer.

Head Start Update Report

Jeff reported that we are working to get all of the sites prepared and open by May 18th. Staff have been working hard at staying connected to their Head Start and Early Head Start families while remaining at home by doing videos and You Tube shorts, delivering meals to our impoverished families, etc. Many of the coordinators, as well as Leisa and Jeff, have been working from home a lot. They are preparing submissions for five grants, which will be discussed later in the meeting.

Board Training

There was no training this month due to the communication restrictions.

Executive/Finance/Audit Committee Report

This committee had met before the regular Board meeting as they were serving as the nominating committee for the candidates for Board President and Vice-President. Jim Jackson had appointed David Holloway as the Chairman of the Nominating Committee and he would be presenting their candidates later in the meeting.

Thomas Wilson made the motion to approve the minutes of the April 2 , 2020 Board meeting. This motion was seconded by Kourtney Connelly and was approved unanimously in a roll call vote.

Tony Wright, Fiscal Director, explained that because there are several grant years which end with the month of March, his department usually works with the other directors on doing a lot of clean-up, making sure the financial information has been recorded and reported correctly. During the month of March, salaries were down a little due to people going on furlough, no

overtime, etc. We did get the new buses purchased as previously approved. Overall, the pandemic did not make much difference to the financial statements for March. Paula Carsel made the motion to approve the financial statements for the month of March 2020, which was seconded by Kevin Johnson. It was approved by all in a roll call vote.

John explained that the last Resolution for the Agency had been approved by the Board in 2018 and that resolution still contained title errors from 2005. Therefore, while crafting a resolution to add the second in command as a viable signer for contracts and grants, this resolution also corrects those title errors. In this resolution, Executive Director was replaced with Chief Executive Officer (CEO), and Jeff Goldammer as a signer was added as the Deputy Director. The resolution authorizes the CEO to sign contracts and grant applications on behalf of the Board, and for the Deputy Director to do so in the absence of the CEO. Darieus Adams made the motion to approve the Resolution as stated on the agenda dated April 30, 2020. The motion was seconded by David Holloway, and approved with no dissenting votes during a roll call vote.

Jeff explained that we were going to vote on the five grants listed for Early Head Start/Head Start as one item in order to save time. Assuming, of course, that there was no discussion where-in it was determined that they would need to be separated. The first grant was the Early Head Start Partnership Grant. This is a renewal of an existing grant, which we are renewing for the fourth year of the five year grant cycle. It will be for approximately \$1.6million, would be utilized in all four of our counties, for seventy-four children, who will be enrolled through three partnership sites, and seven of our agency sites.

The second grant application would be for funding to support Summer School for Head Start under the CARES Act. The purpose of this funding is to help children make up the lost learning experiences due to COVID 19. This includes three specific goals of the program, as well as two goals related to the parents. Children who will be entering kindergarten when school starts in the fall are eligible to participate. Programs should conduct "business as usual", but will have flexibility regarding class size, hours, and duration. They are encouraged to coordinate with public school summer programs, if they are provided.

The exact parameters of this program are not yet available, but the plans provide for a 4-6 week session at four hours per day. We plan to offer the program at all of our Head Start sites, so it is possible we could have around 330 children participate. The estimated amount we will request is \$275,000.00.

The third grant we wish to apply for is a 2% Cost of Living grant. This grant would be for approximately \$201,000.00, including \$30,907 for the Child Care partnership grant.

The Quality Improvement Grant is the fourth we wish to apply for. This is a grant in which we are encouraged to address adverse experiences and their effects on our children, families, and children. The funds can also be used for other pressing needs of the programs. We will focus on the 4R approach to the trauma. The grant would be for approximately \$234,000.00.

The fifth and final grant is a one-time COVID 19 Grant. The funds would be used to address

expenses of the current crisis and preparing for future events. They would pay for supplies, services, trainings, technology, etc. Funding amounts are unknown, but we anticipate approximately the same as for the Quality Improvement Grant.

All of these grants need to be submitted by May 15. Paula Carsel made a motion to approve applying for the five Head Start/Early Head Start Grants as described by Jeff. This motion was seconded by David Holloway and approved by all in the roll call vote.

Debbie reported on the Annual Agency Impact Report. This report is smaller than in previous years, and reports only on the impact of *our agency* upon poverty and the impoverished. Every member was provided with a copy of this report. Anyone who had not reviewed this yet was encouraged to do so. Anyone who had a question or concern that was not addressed in this meeting was encouraged to contact either Debbie or John. This item was for review and discussion only.

As reported earlier, the nomination committee had met prior to this meeting. At that meeting, they selected candidates to present to the full board for approval. As Chairman, David Holloway stated that they wished to present Jim Jackson to serve as the President to fulfill the remainder of this term, and that Jim had agreed to do so if elected. Since that would then leave the Vice-President's role available, the committee wished to recommend Sarah Alumbaugh to serve as the Vice-President for the remainder of this term. She had also been asked, and was agreeable to doing so. Kevin Jackson made the motion to approve Jim Jackson as President for the remainder of this term. The motion was seconded by David Holloway, and approved unanimously in the roll call vote. Paula Carsel then made the motion to approve Sarah Alumbaugh as the Vice-President to serve the remainder of this term. This motion was seconded by Nikki Tappana, and was approved as well by all members present during the roll call vote.

Community Relations Committee Report

Tammy Walker reported that this survey is given to clients of all divisions of the agency. The ratings and number of surveys returned were approximately the same as those from the first quarter report. Tammy reviewed those numbers with the Board. She then went on to describe a second portion of the report, which was new this quarter. This consisted of some of the very appreciative comments clients had made about their experience utilizing the various services of our agency. There was no action taken or required on this item.

Agency Personnel and Planning Committee Report

Tammy also reported on the first two items for this committee. We are asking for permission to apply for MHTF COVID-19 Funds. The funds have been offered to 18 of the 19 CAAs in Missouri, and not to any other type of organization. The funds are to be used to assist people who have been affected by the pandemic, for as varied items as diapers, food, rent, mortgage payments, etc. Darieus Adams made the motion to approve applying for \$20,000.00 in Missouri Housing Trust Fund Covid-19 funds. The motion was seconded by Paula Carsel and approved by all in a roll call vote.

The second item Tammy reported to the Board on for this committee was for CSBG Covid-19

funds. Congress had approved one billion dollars for this grant. Approximately 90% of this money will go to community action agencies, and the expected amount to be given to Missouri is \$28million, \$25million of which will go to the CAAs in our state. These funds have not been received yet, but hopefully they will be released next week. We do not have all of the details yet, but there will be a meeting next week focused on usage of the funds. Hopefully, we will be able to assist clients whose income is as high as 200% of the poverty level, instead of the lower rate usually mandated. We are hopeful that our agency will receive \$1.2million. Nikki Tappana made the motion to approve applying for CSBG Covid-19 funds. The motion was seconded by Paula Carsel, and approved unanimously in the roll call vote.

Board members had received copies of the proposed new Personnel Policies in their Board packet for the April meeting. They were asked to come to this meeting prepared with any questions and concerns. Jerry Nichelson, Director of Human Resources, had since made one more proposed change to the policies due to the pandemic, and that change was sent to everyone in the May Board packet prior to this meeting. Following discussion, members were told that anyone with questions that arise after this meeting should feel free to contact Human Resources. It was explained that we had not updated our policies in several years, and not only was it needed, but also required by several of our grantors, that they be reviewed and updated periodically. Mike Davis made a motion to approve the changes to the Personnel Policies, and Nikki Tappana seconded the motion. A roll call vote resulted in unanimous approval of the motion.

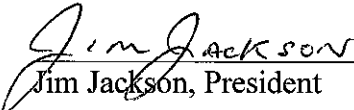
Program Monitoring and Evaluation Committee Report

Debbie reported on the 2nd Quarter Agency Impact Report. There were a couple of areas in yellow on the report, and she stated that it is to be expected, and further, we probably will not be able to bring those numbers up to the previously projected ones by the end of the year. This is because unemployment is up, class sizes must be reduced, REALL simulations are not available, etc, due to the pandemic. The Board was encouraged to ask any questions they had about this, now or in the future. No action was required for this item.

Announcements

John stated that we hoped to return to in-person Board meetings as of the June 4th Board meeting. He has already set up the courtroom to allow for social distancing rules. However, anyone who is uncomfortable attending the meeting in person would be able to participate by conference call as well.

Paula Carsel made the motion to adjourn the meeting, which was seconded by Nikki Tappana, and approved by all unanimously. The meeting adjourned at 8:25p.m.



Jim Jackson, President



Attest: Nikki Tappana, Secretary