

ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

BOARD MEETING MINUTES

April 2, 2020

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, April 2, 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, Chester Neel, David Holloway, Doris Fast, Jenny Sullivan, Sarah Alumbaugh, Paula Carsel, Kevin Johnson, Karen Buckman, Thomas Wilson, Erwin Stanscheit, Kourtney Connelly, Tamara Serr, Phillip Knott, and Melissa Lance. A quorum was present. Members Nikki Tappana, Jessica Bryant, and Cleo Crosby were absent. Policy Council Liason Spring Knott was present.

Jim Jackson made a motion to excuse Cleo Crosby, the only member who had so requested. Paula Carsel seconded the motion, which was then approved unanimously.

Kevin Johnson then made a motion to accept the Amended Agenda. This motion was seconded by Thomas Wilson and was also approved unanimously.

Old Business

There was no old business to be discussed.

Executive Director's Report

John reported that he and the management staff had put in a lot of hours in the last month doing research on the Covid-19 Pandemic and how it might effect our agency and all levels of government. We held a meeting by conference call with the members of the Executive Committee in which the committee approved the plan to close the agency ESC's facilities based on recommendations from funding and/or legislative and/or health recommendations, and to take other actions as needed. Since Spring break, the Head Start centers have remained closed to children. The staff for these centers have served in other ways, such as delivering food to the families we serve.

Some CSBG offices and our central office have remained staffed, with reduced hours to the public of two hours per day. Some staff have been directed to work from home. As of yesterday, however, the decision was made to close the central office down, make forms available in the vestibule, and we have installed a drop box outside the door for clients to drop off documents. We have arranged to cover phones calls by changing our menu options, having individual extensions forward to personal phones for those working from home, etc. Most staff are working from home now. Those in the office are sanitizing often during the day, and following CDC recommendations. Similar rules have been put into effect for other locations and

departments. Approximately two thirds of our staff are still performing work functions. Ninety percent of our staff are still receiving pay from us even if they are staying at home due to lack of child care, risk of infection, etc.

Due to issues with the ancient HVAC equipment in the central office building, it has been really hot in our office. We are working with TRANE on this issue.

Head Start Policy Council Report

Spring's report was that the meeting was really short and was by conference call due to the group size restrictions in place. We are still waiting for the state to let us know when the Council will be able to meet in person again. Members were updated on the plans for our program and staff.

Head Start Update Report

Jeff reported that every center except one was still in operation. Working in conjunction with the public schools, we have delivered 10,000 meals. We have also delivered books and other items. We have posted ten items per day on FaceBook on a variety of subjects to help keep the families occupied during this time at home. In the next couple of months, we will be spending time writing applications for four different grants. We will be applying for 2.2million dollars of additional funding.

Board Training

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

Executive/Finance/Audit Committee Report

Thomas Wilson made the motion to approve the minutes of the March 5, 2020 Board meeting. The motion was seconded by Tamara Serr, and approved by all in a roll call vote.

Paula Carsel made the motion to approve the minutes of the March 18, 2020 Committee meeting. This motion was seconded by David Holloway and was also approved unanimously in a roll call vote.

Paula also made the motion to approve the financial statements for the month of February 2020, which was seconded by Thomas Wilson. It was approved by all in a roll call vote.

Items D and E were combined into one motion, and made by Mike Davis. The motion was to approve Tony Wright as an Authorized Representative for the purpose of submitting Head Start Reports electronically, and to approve John Joines as an authorized signer on the Joplin Bungalows LLC account at Simmons Bank. This is an account to be set up for the company who will be acting as property managers for the Joplin Bungalows. This motion was seconded by Tamara Serr and was approved unanimously in a roll call vote.

John explained that normally, if a purchase is greater than \$25,000, we are required to obtain at least three bids. On the agenda, item F was listed as a single bid for \$26,575.00. However, this is actually a combined bid for the services of TRANE and the materials to basically rebuild our HVAC unit. Trane had submitted the bid for both of these, but we plan to buy the materials

ourselves from the source and so cut out the mark up. So, this is essentially two single source bids which will total less than the \$25,000.00. The motion to approve this bid was made by Thomas Wilson and seconded by Phillip Knott. It was approved by all in a roll call vote.

Community Relations Committee Report

There were no items for this group.

Agency Personnel and Planning Committee Report

There were no items for this group.

Program Monitoring and Evaluation Committee Report

Jeff reported on the Head Start Data Reports. All items reviewed were in good shape and self-explanatory with the exception of two. The attendance for February was a mixed bag of children who missed five days or more, but the overall attendance was still at 95%, well over the required 85%. Also, several waiting lists had been depleted. This was due to sixteen children reaching the age of three and leaving the Early Head Start program for the Head Start program, five children moving, and five mothers giving birth. No action was taken by the Board on this item.

Ryan Peterson, Director of Weatherization, reported on the recent monitoring by Missouri DNR. We are considered a low risk program, so they did not have to check as many files. In 2019, the monitors recommended two actions, which we implemented. This year, they made three recommendations. We answered with a letter stating our actions taken to meet those recommendations, and they answered back with approval of those actions.

Tamara Serr made the motion to approve the monitoring of the Weatherization procedures by the DNR and our response plan. The motion was seconded by Phillip Knott, and was approved by all in a roll call vote.

Announcements

Jerry Nicholson reviewed what he had learned regarding the options for personnel during the pandemic and to determine what they meant. These included reports and government bills on Family Medical Leave Act, unemployment, partial unemployment, etc. due to the pandemic.

The next Board meeting is scheduled for Thursday, May 7, 2020 at 7:30 P.M. Kevin Johnson made a motion to adjourn. The motion was seconded by Chester Neel, and following a roll call vote, the meeting adjourned at 8:23.

Jim Jackson, President

Attest: Nikki Tappana, Secretary