

ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

BOARD MEETING MINUTES

September 3, 2020

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, September 3, 2020, at 7:30 p.m. Jim Jackson, President, called the general session to order. The invocation was given by John Joines.

Roll call was taken and those participating in person were: Mike Davis, Darieus Adams, Joe Crosthwait, Jim Jackson, David Holloway, Jenny Sullivan, Nikki Tappana, Sarah Alumbaugh, Paula Carsel, Kevin Johnson, Thomas Wilson, Erwin Stanscheit, Patricia Neely, and Carlos Sosa. Members participating via Google Meete were Doris Fast and Larry Asemka. Those attending via conference call were Joy Williams, Karen Buckman, Phillip Knott, and Spring Knott. A quorum did participate. Spring Knott served as both a Board member and Policy Council Liaison. Members Kourtney Connelly, Tamara Serr, and Chantel Verren were absent and had asked to be excused. Chester Neel was also absent.

Kevin Johnson made a motion to excuse the absent 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

John reported on the numbers of employees, as well as children and families of our programs, who have tested positive for Covid-19 so far. He also reported on how we are handling the situation, and personal protective equipment, etc.

We have completed the closing on one of the Sarcoxie houses, and will do our part early next week for the second house. John also provided an update on our elevator situation. Staff have been working on our Needs Assessment, writing grants, and doing training with returning and new staff.

John is doing research on the possible purchase of rental properties we worked with Tom Carlson in past years. These properties are losing money, and at this point, John is not too excited about the possibility of purchasing them.

Staci, Director of Housing, has applied for some additional funding to house Homeless Veterans. We are finishing the close out process on Joplin Bungalows, LLC. Nineteen of the twenty units are leased and we are working on the paperwork for the twentieth unit.

We completed the enrollment process for insurance benefits last week. Now we just have to

correct any errors or kinks.

New members Patricia Neely and Carlos Sosa were introduced and gave a brief auto-biography.

Head Start Policy Council Report

The new school year started August 18. Due to Covid, we have reduced from 16 to 10 kids per class. Only one child per seat is allowed on the buses, meals are taken separately instead of family style, and visitors to the center are not allowed at this time.

We have received the grants previously reported on, and are currently working on applications for two new grants. Approval was given for the hiring of several staff members. We are in the fourth year of the expansion grant for Early Head Start. Most of our numbers for the programs are up, except for some of the waiting lists. For the four classrooms we have had to close temporarily, the classes are being held virtually.

Head Start Update Report

Jeff said that this is the 20th year we have worked with the Noel Housing Authority for Head Start. He expressed his thanks on behalf of the staff to Carlos Sosa for all of his help during those years. Jeff then went on to report that we have started the year right, with a great first and second week of classes. Everyone appears to be excited to be back to class.

For the four classes we closed for quarantine, as reported, we are conducting classes virtually and also by making deliveries to the children's homes. We have struggled with getting classrooms staffed due to quarantines, lack of childcare for staff members' children, etc. The program staff have developed not only a Plan A and B, but also C for dealing with this.

The center based Early Head Start program has full enrollment, waiting lists, etc. Leisa will explain about the new expansion grant for this program later this evening.

Board Training

The training this month was presented by Debbie Markman. First, she directed everyone to the Table of Contents, where the first section was the Executive Summary. She explained that the Needs Assessment is actually the foundation for developing the Strategic Plan for the next year. On Page 4, the members could see the data for their particular county. To qualify as a "Need", an item had to be 10% or more higher than the standard.

On Page 15, the different types of poverty began with the "Education Domain" and progressed to the "Use of Income Domain" on page 33. To come up with the information for the items, staff conducted interviews with at least thirty different groups. They also formed a focus group for each county to obtain and process information. They worked to determine the root causes of the issues or conditions of poverty in each case. The sources of this information are available for viewing if anyone wants to study them in detail.

The next section is Adverse Childhood Experiences. These experiences can be causal to later experiences, as well as poverty being causal to adverse childhood experiences. Page 38 starts the

details of the final priorities. This is where the highest needs are prioritized and determined to be addressed in the Strategic Plan.

Members also received a copy of the appendix. Members studying this can see what poverty looks like in our area specifically. Again, Debbie stressed that deeper data is available for viewing if anyone wanted to look at it.

dsExecutive/Finance/Audit Committee Report

David Holloway made a motion to approve the minutes of the August 6, 2020 Board meeting. The motion was seconded by Nikki Tappana and approved by all.

Paula Carsel made a motion to approve the financial statements for the month of July 2020. Tony stated there was nothing out of the ordinary in these. For the sake of the new members, he explained that the green sheets pertained to the Head Start/Early Head Start programs and that each program is covered. Thomas Wilson seconded the motion and it was approved unanimously.

John explained that we needed a resolution to update the signers approved for transactions on our account at US Bank. We do not use that account very often, and some of the signers listed currently were no longer wanted, and needed to be replaced by other current staff. The resolution will be presented to US Bank so that they can update the users for the account with the Board's approval. Mike Davis made the motion to approve the Resolution, which was seconded by Kevin Johnson. It was approved unanimously.

Tony explained that the Agency Budget contained figures for all programs we operate, even though different programs had different fiscal years. This budget is a simplified, one page document. Joe Crosthwait made the motion to approve Agency Budget for Fiscal Year Ending 9/30/2021. The motion was seconded by David Holloway and approved unanimously.

Jeff explained that every three years, they are required to solicit bids for the food vendors for the Head Start/Early Head Start Programs. Although it is not quite time for that yet, he thought it would be a good idea to go ahead with that process at this time due to some issues we have had with the current vendor, Marrone's. Marrone's has been our vendor for over seven years. However, they do not offer milk, so we have to use a second vendor for that. This year, they have stated they could not get any food for us due to the Covid-19 pandemic, so we had to go elsewhere to obtain the food supplies. Further, their prices have gotten progressively higher.

We requested bids from three different vendors for thirty commonly used items, and compared them. We also looked at options for small purchases as well as large, warehouse and headquarter locations, electronic ordering systems, delivery fees, etc. Of the three, Sysco had a higher delivery price, but they offer milk products so these would not have to be ordered from a second vendor, and the representative stated they would waive the delivery fees. It was determined that the advantages far surpassed the bad experience some staff reported having with Sysco over ten years ago. These positives included a cost savings of approximately \$50,000.00 per year. Therefore, staff wished to switch to Sysco. The motion to approve Sysco as the new food vendor

was made by Mike Davis, seconded by Darius Adams, and approved unanimously.

Community Relations Committee Report

Cleo Crosby had resigned after representing the private interest group of Noel Housing Authority for several years on our Board. The NHA has appointed Carlos Sosa to serve in her place. Joe Crosthwait made the motion to approve the appointment of Carlos Sosa as a Private Interest Group Representative for Barton County. The motion was seconded by Paula Carsel and approved unanimously.

Tammy explained that Sarah Rearrick had been chronically absent from Board meetings. When Tammy had tried to contact her, both by email, phone, and letter to discuss this, she was unable to speak with her and received no response. The same was true when Brenda attempted to reach out to her. Therefore, we are requesting that Sarah be removed from the Board due to chronic absenteeism. Paula Carsel made the motion to remove Sarah Rearrick from the Board of Directors, effective immediately. The motion was seconded by Sarah Alumbaugh, and was approved unanimously.

Item C, Update on Board Openings, was rescheduled for the next Board meeting.

All members received a copy of the Board Training Calendar for the new Community Development year. Paula Carsel made the motion to approve the Calendar, seconded by Thomas Wilson and approved unanimously.

Mike Davis made the motion to approve of ESC's Community Needs Assessment Executive Summary, as presented by Debbie earlier this evening. This motion was seconded by David Holloway and approved unanimously.

Agency Personnel and Planning Committee Report

This committee did not meet this evening, so Leisa Harnar covered their single item during this meeting. The Early Head Start Expansion Grant that we are currently working on applying for would add another 66 children to the program, distributed over eleven different centers. The grant is for over a million dollars, and would provide employment for thirty employees. WE have experience to doing the startup and maintaining these grants. The last time we applied for an expansion grant, it provided for 74 new slots. Among the sites to be utilized by this grant would be two new ones, Carl Junction and Webb City.

Nikki Tappana made a motion to approve applying for the Early Head Start Expansion Grant, which was seconded by Joe Crosthwait. It passed unanimously.

Program Monitoring and Evaluation Committee Report

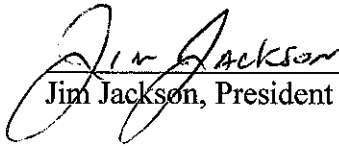
There was no committee meeting for this committee, but Jeff covered the report. He spoke to enrollment, attendance and waiting lists for the various sites. He also reported the number of severely absent children. There was data for the effects of Covid-19 at each Head Start and Early Head Start Centers, as well as Home Based services, regarding those quarantined, classrooms closed due to quarantines, and so as of August 31st.

It was announced that it was time again for the Board to do John's annual evaluation. Each member, with the exception of those new members who had just began working with John, were given an evaluation form and asked to submit the completed form to either Jerry or Brenda in HR by September 20th. This would allow time to consolidate the scores and comments, ready for that next meeting. At that meeting, there will be a closed session to review the final scores with John, and to discuss whether to rehire him for another year, what wage to pay him in that case, etc. For those members not physically present this evening, a copy of the evaluation will be mailed or emailed to them so that they can complete it.

Announcements

The next meeting is scheduled for Thursday, October 1st. John stated we hope to all be back to being physically present for that meeting. He also encouraged members to please call if they need clarification on anything. He may be reached at either his office or cell number.

Kevin Johnson made the motion to adjourn the meeting, which was seconded by Paula Carsel, and approved unanimously. The meeting adjourned at 9:00 p.m.



Jim Jackson, President



Attest: Nikki Tappana, Secretary