

## ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

### BOARD MEETING MINUTES

June 4, 2020

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, June 4, 2020, at 7:30 p.m., at 302 S. Joplin Avenue, Joplin, Missouri. Commissioner Jim Jackson, President, called the general session to order.

John Joines gave the invocation.

Roll call was taken and those present were Sarah Alumbaugh, Commissioner Darieus Adams, Paula Carsel, Joe Crosthwait, Commissioner Jim Jackson, Joy Williams (via conference call), Phillip Knott, Kevin Johnson, Doris Fast, Nikki Tappana, Karen Buckman (via conference call), Thomas Wilson, Erwin Stanscheit, Commissioner Mike Davis, Kourtney Connelly, Larry Asemka (via conference call) and Tamara Serr (via conference call). A quorum was present. Absent members, Cleo Crosby, David Holloway. Head Start Policy Council Liaison, Spring Knott was present. A quorum is present.

ESC staff present: Ryan Peterson, Tammy Walker, Tony Wright, Staci Bingham, Jeff Goldammer, Debbie Markman, and Jerry Nichelson

No guests were present.

Absent: Melissa Lance, Sarah Rearrick and Jenny Sullivan

Excused Absent: Commissioner David Holloway and Cleo Crosby

Kevin Johnson made a motion to excuse the absent members who requested to be excused. Nikki Tappana seconded the motion. President Jackson asked for any discussion, seeing none, called for the vote, which was approved unanimously.

#### **Old Business**

There was no old business to be discussed.

#### **Chief Executive Director's Report**

John Joines reported on the reopening of the agency and the new "normal" back at work procedures. Everyone is to wear a facemask, we take everyone (staff and anyone entering the building) temperature. You must wash your hands or gel-in with sanitizer. We have right at 400 employees and we have no known COVID-19 contact. We feel that is good news.

All our employees are back to work, exception Head Start centers that are in summer lay-offs.

Good news from the tele-work was that our IT Director, Travis Mitchell was able to get most our

employees who needed to work, the ability to work remotely. We are maintaining this ability and the software for now. We want to be prepared in case there is a second wave.

All of our office locations, Weatherization and Home Repair office are open during business hours. Early Head Start centers are open have been for over 4 weeks, with their new normal. Head Start is on summer lay-off at this time. All staff are seeing customers with the ESC's pandemic business plan in place.

Update to the Board about City of Joplin Department of Health current COVID-19 Pandemic rules. We are able to gather, but we are considered a mass gathering facility. We can have up to 50 people, as long as we can meet the 6 ft. social distancing requirements. John stated he did not check about North Joplin Head Start nor any of our other buildings, which we will have to contact the individual county health or city health departments for guidance on meeting gatherings. John will be following up on these.

CARES Acts, we have or will be receiving funding. Some of these require a short grant application or a lengthy grant application and in one case, we are direct funded through the State of Missouri Department of Social Services due to our Community Action designation. We will be able to do some important and new work. We are very excited as an agency that we may be able to do things we have not been able to do before. We have been able to purchase PPE and feel we are not only prepared now - but also just in case there is a second wave.

Next few months, ESC's Community Needs Assessment will be provided to you for questions and review. We know you have been participating by survey monkey due to the COVID-19.

Next year, ESC will begin the Strategic Planning process and we will be asking you to make some commitments to participate with our Strategic Planning team.

Facilities, the central office has developed some major repairs. As most of you remember our building technician, Bill, just disappeared about 6 months ago. We still do not know his welfare. Therefore, we went out for bid and hired TRANE. Who upon conducting their inspection of our heating and air systems reported to me, things were in a mess. We had to update our computer software (\$13K). Now for the major expense. The AC unit on the first floor is not working and has not been working since the weather changed. We are fortunate that TRANE was able to get the third, second and lower levels AC's chillers working. We have to replace coils to the entire system. We are waiting for the plumbers to come work on their part of this process tomorrow. We hope to have this restored by June 10.

Water to the Central Office, it has created many issues, clogging the chiller system and plumbing in general. We have been able to hire another company that will be able to add chemicals to the water system to prevent the clogging of the system. This is a reasonable expense of \$1,000 annually.

New Construction updates: Sarcoxie Homes are on the market now. Joplin Bungalows has landscaping to complete the construction process. 13 of the 20 units have tenants and two

applicants are in process.

If anyone needs to reach John anytime. His cell is 417.437.5540 or direct line: 417.627.2014.

### **Head Start Policy Council Report**

Spring Knott, Head Start Policy Council Liaison reported out. The Head Start Policy Council meeting was held via conference call on May 26, 2020. We approved hiring, 2 Head Start Teacher Aides, 1 Early Head Start Home Visitor, two Head Start Teachers, one Janitor and one Bus Driver.

Spring shared her emotional reunion with her Early Head Start Home Visitor on May 18<sup>th</sup>. She stated that it was so wonderful to have her in her home again and it meant so much to their family because they have had the same EHS Home Visitor with all of her children, the last 6 years.

Spring then stated the following business matters were handled by the Head Start Policy Council. Approval of the following policies: Confidentiality and Video Monitoring.

### **Head Start Update Report**

Jeff stated that the Early Head Start centers had been open for four full weeks. There has not been any real issues surrounding COVID-19.

Staff were concerned about wearing facemasks and that the children might be afraid. However, that was found to be untrue, the children do not even notice. The other item, following cdc.gov childcare guidance we have been wearing long-sleeve smocks. The staff are very hot in these. Jeff was able to contact the local health departments and discuss this, and the local health department stated that a short-sleeve smock would be fine.

Summer Head Start will be happening. We will have two different start dates to coordinate with the local public schools and their summer school opportunities. This will ensure the children may receive the more Pre-K experience this summer. One group of classrooms will start on June 15<sup>th</sup> and another group will start on July 6<sup>th</sup>. We have already had Head Start staff return to classrooms in preparation this past Monday. We have been able to lock in nine classrooms, our goal is to have 11 classrooms this summer. Our staff started contacting our parents 2 days ago.

### **Board Training – Weatherization**

Ryan Peterson began his board training by explaining what Weatherization would be doing as part of their new normal to maintain their staff and customer's safety. Whenever, Weatherization staff are inside the home, they will be wearing Tyvek suits and masks. The customer is offered a facemask, if they do not have one and want to wear one while our staff are in the home. All of our staff have in their vehicles, Clorox wipes, additional Tyvek suits (if they go to another home, they dispose of the one they wore and put on a new one), face masks, Clorox

wipes and hand sanitizers. Ryan reported that only one family has asked them to wait on Weatherization services due to the COVID-19.

Concerns about the Weatherization Blower Door testing in homes and spreading germs. At the current time, there is no evidence one way or the other. The Missouri DOE has stated that estimated blower door score is acceptable due to the COVID-19 circumstances.

Funding, MO DOE is allowing to carryover 15% of their funding due to the COVID-19 Pandemic. LIHEAP funding will not be allowing for carryover, so these funds will be spent on their program year-end date.

COVID building sanitizing, the Weatherization facility is sanitized once a day and after each customer or vendor who enters our building and any of the high touch areas.

#### **Executive/Finance/Audit Committee Report**

President Jackson asked if everyone had read the minutes and then if anyone had questions, seeing no questions, he asked for a motion. Kevin Johnson made the motion to approve the minutes of the May 7<sup>th</sup>, Board Meeting. Commissioner Mike Davis seconded the motion. President Jackson asked for discussion, seeing none. President Jackson called for the vote. The motion was approved unanimously.

President Jackson asked if everyone had read the April 2020 financial statements, credit card statements and balance sheets and then asked if anyone had questions. There was a question asked of John Joines and Tony Wright in regards to anything unusual this past month. The response by both was no. President Jackson asked again if there were any more questions, seeing no questions, he asked for a motion. Paula Carsel made a motion, seconded by Nikki Tappana, to approve the financial statements, including credit card statements and balance sheets for the month of April 2020. President Jackson called for the vote. This motion passed unanimously.

President Jackson asked if John Joines or Tony Wright could discuss and explain the need for opening another account with Simmons Bank for the holding of Joplin Bungalows security deposits. Both Tony and John did explain, discuss and answered all additional questions. President Jackson asked for additional discussion, seeing no questions, he asked for a motion. Commissioner Mike Davis made the motion to open an account with Simmons Bank for Joplin Bungalows LLC (Property Management, Sustainable Housing, Inc.) for security deposits with Mr. John Joines established as an authorized signer on the account. Thomas Wilson seconded it. President Jackson called for the vote. This motion passed unanimously.

#### **Community Relations Committee Report**

No items

#### **Agency Personnel and Planning Committee Report**

No items

### **Program Monitoring and Evaluation Committee Report**

Jeff Goldammer presented the next item, review of Head Start Data Reports. Jeff pointed out that these were a little different type of reports due to Head Start and Early Head Start centers being closed since mid-March to mid-May. Therefore, we would normally be discussing enrollment, waiting list and some end of year data. Instead, we were under a "Stay at Home" order by the Governor of Missouri. Therefore, there was zero to report on in these areas.

So instead, Jeff discussed Head Start educational school readiness. The good news is that our target goal is to have 90% of our children reach 90% of the school readiness goals. Head Start has six domains that are evaluated for school readiness. Out of these six domains, Head Start children were able to reach school readiness goals of 90% by 90% of the Head Start children. This is quite an achievement normally, but when you factor in that we missed 2 months of classes, this is amazing.

The next item Jeff wanted the Board to understand is Head Start and Early Head Start are required to serve at least 10% children with a disability. A disability would mean a child would be eligible for free education under the Individuals With Disabilities Education Act (IDEA). 13% of Head Start children have a disability or 84 children. 19% of Early Head Start children have a disability or 46 children. 27% of Early Head Start Childcare Partnership children have a disability or 32 children. Head Start and Early Head Start served 162 children with a disability.

Mental Health Services School Readiness for Early Head Start's measure is that 90% are at their age expectancy level. Our Early Head Start Program achieved these results. No action was needed by the Board for this item.

Review of Head Start and Early Head Start Federal Monitoring Results. This is a major undertaking by the whole agency. This occurs every 3 years and a team of 5-11 people come down to ESC's office and spend a week here. They travel to all of the Head Start and Early Head Start centers, speak with parents, community partners, staff and Board members during this time. Then the grantee is issued a Federal Monitoring Report. We received our Federal Monitoring result based on the team's review. Here are the results; we had no findings in the area of "out of compliance." We had no findings in the area of deficiencies. Therefore, this is big, there are 21 areas reviewed. Only 10% of the nation's Head Start and Early Head Start programs are in this category and ESC's Head Start and Early Head Start is one of these programs. In addition, this is the third time this has occurred over the last 9 years. Jeff stated he was extremely proud of his staff. Jeff thanked the Board for their support. This item required no action to be taken.

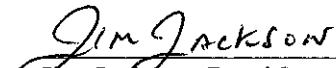
There were no actions taken in response to this item.

President Jackson brought up the July meeting. It is a tradition that ESC's Board takes the month of July off and reconvenes in August. President Jackson asked to discuss this item and

see if there was a motion. A motion was made by Kevin Johnson to take the July Board meeting off and reconvene at the August 6<sup>th</sup> meeting. Phillip Knott seconded this motion. President Jackson asked for discussion, seeing none. President Jackson called for the vote. This motion passed unanimously.

**Announcements**

The next Board meeting is scheduled for Thursday, August 6, 2020 at 7:30 P.M. President Jackson adjourned the meeting 8:16 p.m.

  
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Jim Jackson, President

  
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Attest: Nikki Tappana, Secretary