

# **ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA**

## **BOARD MEETING MINUTES**

### **January 4, 2018 Meeting**

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, January 4, 2018, at 7:30 p.m., at 302 S. Joplin Avenue, Joplin, Missouri. Henry Lopez, President, called the general session to order. The invocation was given by John Joines.

The roll call was read and those present were: Mike Davis, Henry Lopez, Darieus Adams, Janice Franklin, Jim Jackson, Chester Neel, David Holloway, Nikki Tappana, Randy Evans, Paula Carsel, Kevin Johnson, Cleo Crosby, Karen Buckman, Thomas Wilson, Melissa Kennon, Becky Crane, Leo Taylor-Bey, Yanet Pacheco, Phillip Knott, and David Bunch. A quorum was present. Spring Knott, Head Start Policy Council Liaison, was also present.

Board members Jeanna McGarrah, Doris Fast, Christopher Lee were absent. New member David Bunch was introduced and welcomed. Henry stated that Jeanna had called in to be excused as she was ill, and Doris and Chris had asked to be excused because they had other obligations scheduled for the evening.

Phillip Knott made a motion to excuse the three absent members. This motion was seconded by Jim Jackson and approved unanimously. Paula Carsel then made a motion to accept the amended agenda, which was seconded by Chester Neel. It was approved by all.

#### **Old Business**

There was no old business to be discussed.

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

John reviewed the month for the Board. The agency held receptions recently for two long-term employees who were retiring. Ann Adams started out 38 years ago, soon became an Area Supervisor in the Head Start program, where she worked until she retired on December 31<sup>st</sup>. Art Monroe began in our Weatherization Department, transferred into Maintenance which then moved to the Head Start Department, and worked his way up to the position of Transportation and Facilities Coordinator. He retired from that position in September of 2017 due to bad health, after 37 years with the agency.

Our Women's Health and Family Planning Department has always struggled financially, and 2017 was no different. For this one year alone, the program suffered a deficit of \$42,000.00. Some of this is due to funding cuts by various administrations which in turn were due, in part, to the public's seeming confusion about lumping us in with those who offer abortions. (We do NOT do so.) For many of our clients, we are their only source of medical care. Just last year, four lives were saved by testing performed or arranged by the department. These women would

not have been able to afford medical care through any other organization, and would more than likely have gone undiagnosed and untreated.

In measures to keep the clinic operating for another year, John and Donna White, our Nurse Practitioner and Director of Women's Health, visited with the Chief Financial Officer of Freeman Health. They asked that Freeman pay the salary of our Medical Director, which is \$10,800.00 per year. Donna also volunteered to take a cut in salary. The Head Start and Community Services Block Grant departments have agreed to make some concessions which would aide in this effort as well.

The week of December 19<sup>th</sup>, our auditors were in our offices doing their checks and reviews. We foresee no findings on this year's audit.

There were a lot of Christmas parties, as well as a lot of illnesses in the last month. Many suffered from flu and upper bronchitis infections. The agency does off flu shots to our employees to help stave off incidents of flu.

We also held an open house for our Southwest City Early Head Start facility.

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

At the recent meeting, Spring Knott reported that the Council had approved the hiring of two Teacher Aides, one Teacher and one Cook. The Council voted to approve two grants that the Board approved last month. These were the State Early Head Start Grant in the amount of \$933,958.00 and the HS/EHS Continuation Grant in the amount of \$7,619,930.00. An update was given on where we are at on the implementation of the Child Care Partnership Expansion Grant. All of the usual reports pertaining to the program, including attendance and food services, were also gone over and approved. This concluded Spring Knott's Policy Council report.

### **Head Start Update Report**

Jeff announced that staff had been focusing on School Readiness Assessment. The mid-year Assessment is due this month. This tells parties where our program stands on meeting the goals for our children and families, and where we need to expend most of our time and efforts to continue improvements and achievements. The programs submitted over \$9 million in grants on December 31, 2017.

Under the terms of the expansion grant we received, we needed to add 74 children to our enrollment for Early Head Start. Currently, we have added 42 and expect to raise that number to 60 by next month with the opening of our most recent center. We do not anticipate any difficulty meeting 100% of the goal of 74 by the end of the twelve months allowed to do so, which will end on March 31, 2018. Having said this, due to the failure of one partnership agreement, we do need to add one more location for the program. We have been looking at various sites, including one that was advertised as a former daycare. Further investigation revealed that it was a "Doggie" daycare!

In the next two weeks, we expect representatives of the Regional Office of Head Start to visit our program. We are also looking into the purchase of some new buses. Twenty-three of our thirty-

five buses are more than fifteen years old. We hope to have more information on this for the Board at our February meeting.

On a lighter note, a reception will be held on Monday, January 8<sup>th</sup> at 3:30 p.m. to honor Art Monroe. Everyone was invited to attend.

### **Board Training**

The Board Training this month focused on the Weatherization Program. Ryan Peterson, Director, presented the training. There are multiple sources of funding for this program, including the Low Income Home Energy Assistance Program, Empire District Electric, Spire Gas, and some federal level funding are among those. We receive approximate  $\frac{3}{4}$  of a million dollars a year for this program.

This department has partnered with the Home Repair Program which allows some other funds to be used. They also perform Home Energy Audits for a fee for customers who are not Weatherization or Home Repair clients. Last year, we partnered with Home Repair on eight homes. Of the 94 clients who were assisted by this program, 43 clients reported \$16,400.00 saved on energy costs. Ten of the clients assisted had cracked heat exchangers, which lead to carbon monoxide poisoning, and possible death.

Weatherization is the oldest existing whole house repair program, coming into existence early in the War on Poverty. It is a very comprehensive program. This program helps not only the clients with their heating and cooling costs, but helps to support the supply industry for the necessary products and the crew members who perform the work.

If a home has received Weatherization services since 1994, regulations state that it cannot be revisited for services by the program. Members received a handout with information about the program, which also included letters written by clients who have received services by this program.

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

Paula Carsel reported for this committee and made a motion to approve the minutes of the December 7<sup>th</sup> Board meeting, including the closed session. The motion was seconded by David Holloway, and approved unanimously.

Next Paula made a motion to approve the Financial Statements for the month of November 2017 as recommended by the committee. This motion was seconded by Nikki Tappan. The motion passed unanimously.

Paula made a motion to approve a resolution authorizing John Joines to become the Administrator of online banking service between ESC and Southwest Missouri Bank. The motion was seconded by Nikki Tappana as well, and was approved unanimously.

The Fiscal Department had asked to have some changes made to the Fiscal Policies in answer to recommendations made in a recent CSBG monitoring. Paula made a motion to approve these changes, and Randy Evans seconded the motion. Each member was given a copy of the

recommended changes and an explanation was given of what they entailed and why they were recommended. This motion passed unanimously, and concluded this committee's report.

### **Community Relations Committee Report**

Kevin Johnson reported that the committee had reviewed the First Quarter (CSBG) Agency Customer Satisfaction Survey results. There were 85 surveys completed and returned. All of the surveys reported an overall rating of 98% -100%. Of those returned, 71% were for family's served (as opposed to individuals), 49 were from Jasper County while 34 were from Barton County, and 17 from Newton County. There were no surveys received from McDonald County clients. As this was a review item only, no action was required by the Board.

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

There were no items for this committee.

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

Yanet Pacheco reported that the committee had reviewed the Head Start Data provided. Our centers have maintained 90% or above in attendance in our Head Start program, while the Early Head Start reported attendance at, or above 85%. This was in spite of the illness that has been present in our areas.

We are looking into the costs of fixing or replacing a van (bus). We would rather replace it, as the cost of a new motor appears to be around \$4000.00, and the van is only valued at \$700.00. The program is also looking at getting more hybrid harnesses for the buses. These would fit all of the children regardless of age and size, so allowing us to save money over the cost of purchasing different harnesses which cannot be interchanged when needed.

The committee also reviewed the changes required by the Weatherization monitoring visit in October of 2017. Ryan went over the actions taken by that department for correction, and the answering letter from the Division of Energy.

Both of these items were for review only, so no action was required to be taken by the Board.

### **Announcements**

The next meeting is scheduled for February 1, 2018.

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Henry Lopez, President

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Attest: Nikki Tappana, Secretary