

ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

BOARD MEETING MINUTES

October 5, 2017 Meeting

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, September 7, 2017, 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: Henry Lopez, Darieus Adams, Janice Franklin, Jim Jackson, Jeanna McGarrah, Chester Neel, David Holloway, Doris Fast, Christopher Lee, Nikki Tappana, Randy Evans, Paula Carsel, Kevin Johnson, Karen Buckman, Becky Crane, Yanet Pacheco, Chelsea Talbott, and Phillip Knott. A quorum was present. Spring Knott, Head Start Policy Council Liaison, was also present.

New to the Board member Christopher Lee was introduced.

Old Business

There was no old business to be discussed.

Executive Director's Report

We expect to have most of the vacant Board positions filled by the November Board meeting. Debbie and Jeff have been with our agency over 30 years, congratulations to them. Curtis has developed a contract with the City of Joplin to build two more single family homes. This contract differs somewhat what from the one under which we built the house on Joplin Street. Once the houses are completed, Habitat for Humanity will buy the houses and then sell them. We will handle the rest.

The Department of Natural Resources monitored the Weatherization Department this week. There were no areas of concern verbalized.

We have a couple of Open House celebrations coming up. We have already had one for the opening of the Carthage Early Head Start. Coming up tomorrow at 10:00 a.m. we will hold an Open House at the South Joplin Early Head Start classroom. Then, on October d10 at noon we will hold one at the Lamar Early Head Start. These are new locations added under the Child Care Partnership grant. We hope you will join us at these celebrations.

Tammy Walker is working on a new contract with Community Services Block Grant (CSBG). This is the annual grant we receive from them. We expect the contract to be complete by the end of October. A part of our reporting under the new federal standards is that we upload the updates for our contract every two years through a new online program. John will be attending a meeting at Lake of the Ozarks next week, along with other community action agency CEOs regarding, among other things, these new contracts.

Debbie has been working really hard for quite some time now with the City of Joplin and Housing and Urban Development on the Joplin Bungalows project. These will provide small single homes for clients including the Homeless, Veterans, Disabled, and Seniors. The timeline for this project is available upon request.

Donna White has given sixty flu shots to our frontline employees. She has another forty yet to give out. These shots are provided to the employees free of charge, thanks to Tammy's CSBG funding.

Head Start Policy Council Report

Spring Knott reported that Jeff gave the Board of Directors report. There were five new hires presented for approval at the September Policy Council meeting. Since this was the start of a new term for Policy Council members, a PC Orientation training was held. The results of the Self-Assessment were reviewed. The usual reports were presented by Leisa Harnar, Connie Gillock, and others. Jeff gave the Director's report.

Head Start Update Report

Jeff Goldammer stated he was going to do his report by the numbers, counting down from ten to one. He explained that under federal standards, at least 10% of the children served must be disabled. We are currently at 9%, but expect to reach the 10% by the January deadline. Eight of our students are not allowed to eat pork for religious reasons, and 49 have food allergies. There are seven school readiness domains, which are assessed three times per year. We have six new teachers, and plan to provide specific support in order to retain them. We have five new buses (wish it were more). There are four goals of the program: Children are ready for School, Families are ready to engage, the Program is ready to support, and Communities are ready to invest. There will be three reviewers doing the observation of our program at the end of October. We have two more open houses scheduled for this month. And last but not least, we still have one agreement to put into place for a childcare partnership under our new grant. Nine of the ten are already locked in, and seven of the ten are ready to start.

Board Training

Board training this month was presented by Debbie Markman. When we first started on this Strategic Planning cycle, four teams were appointed to address different goals. Those goals were captioned Launching a New Era, Venturing into New Territories, Developing and Enhancing Partnerships, and Publicly Supporting the Cause. Although the cycle runs for three years, we are required to keep the Board up to date on our progress in each area. Hence, Debbie's reports on each area.

For Launching a New Era team, the Board was given a graph and report for Board Retention and Orientation. Turnover of Board members has been especially high this last year. From 2015 to 2016, the rate dropped somewhat, but since October 2016 it rebounded not only to the 2015 rate, but has surpassed it. We are currently working hard on filling the six vacant seats on the Board.

We are required to provide training to new Board members within six months of their appointment. We do a full Board training once per year, usually over two months of meetings.

For those whose appointment does not fall within six months of that training, we provide a special session.

Some of the actions undertaken by Venturing into New Territories, all employees were asked to complete “Employee Engagement and Satisfaction Surveys” and the results were reviewed and are being addressed in 3D meetings and management staff meetings. 85% of the surveys were returned and tallied. We are also exploring the idea a different way to provide customer service, known as Mobile Outreach. This consists of a vehicle, such as an agency truck, parking in a well know area of some of the smaller communities we serve on specific, advertised days, and assisting clients on the spot. Where needed, appointments for follow up can be made.

Two of the projects being worked on that fall in the “Developing and Enhancing Partnerships” category are the Joplin Bungalow project which Debbie has been such a mover on, and the new homes project that Curtis is working on. The Bungalow project involves some eighteen partners. The new homes are a project where we are collaborating with both a new partner, Habitat for Humanity, and the City of Joplin. We along with other agencies also support Shonna Greninger, the Housing Resource Coordinator, and those who are focused on housing and landlord development.

The fourth team, Publicly Supporting the Cause, has been working on ways to make people more aware of our agency and what we do. One recommendation that has been made is to change our name to more clearly demonstrate our goal of ending poverty and of educating the public about poverty. One third of the community action agencies has that descriptor in their name, another one third uses the huggy heart logo, but the remaining one third are not distinguishable by name or logo from many other types of businesses. The community action agencies are 1000 strong, and we want the public to know this and to recognize our army. One thing to keep in mind is that this change in recognition is not an overnight process.

Executive/Finance/Audit Committee Report

Henry Lopez stated that after review the committee recommended approving the minutes of the September 25, 2017 Board meeting. He made the motion to do so. The motion was seconded by Chelsea Talbot and approved by all.

Next, Henry made a motion to approve the Financial Statements for the month of August 2017 as recommended by the committee. This motion was seconded by Phillip Knott. Following discussion, the motion passed unanimously.

Henry then made the motion to approve the Agency Budget for 2017-2018., which was seconded by Chester Neel. The budget is for over two million dollars. A significant factor in this is the Child Care Partnership grant. The motion was approved unanimously.

Henry then made a motion to approve the winning bid contract for the Agency copier supplier. The motion was seconded by Nikki Tappana. Two of the companies were not able to meet all of the specs required by the bid request. The third, Copy Products, Inc. was able to do so, and at a competitive price. The vote to approve them as the agency copier supplier was unanimously in favor.

Community Relations Committee Report

Kevin Johnson reported there was not a quorum present for this committee. Therefore, he could not make any recommendations from the committee, but did present the information for the Board so they could vote on the two items.

Tammy received two exit surveys from departing Board members. In both cases, the member reported that they hated to leave and did so only because of outside issues. An election is currently being held in Barton County to fill the two vacant low-income representative seats. Tammy has either completed or has scheduled interviews for those interested in serving as low-income representatives in Jasper County.

Agency Personnel and Planning Committee Report

Daricus Adams stated the committee recommended applying for the Missouri Housing Development Commission's Missouri Housing Trust Fund in the amount of \$225,000.00, and he made the motion to approve doing so. This was seconded by Chris Lee. It was explained that \$150,000.00 of these funds is allowed to go towards salaries. The remaining \$75,000.00 provides rental assistance for approximately fifty families. The motion was approved unanimously.

The Conflict of Interest Policy in Item B is in regards to the processing of application for services made by employees. These applications are required to be processed by supervisory personnel, which currently includes the Director, Assistant Director, and Liheap Coordinator of the Community Development department. Recently, an Assistant Liheap Coordinator has been hired. The wording in the Policy has been changed to add that position to those allowed to process employee applications for assistance. Daricus made the motion to approve this change as recommended by the committee. The motion was seconded by Kevin Johnson as approved unanimously.

Program Monitoring and Evaluation Committee Report

Chelsea Talbott reported that Item A of this committee's agenda was being table until the next meeting due to time constraints. As for Item B, the data reveals that the children are where they should be in the various fields at this stage of the school year. The largest gains in knowledge were made by the children in Math. For the first time ever, parents completed a mini self-assessment of their child's school readiness. These appeared to mirror those results revealed by the program's self-assessment.

This concluded the committee reports for this evening. A motion made by Daricus Adams to go to closed session to discuss a personnel matter. The motion was seconded by Chelsea Talbott. A roll call vote was taken, approved unanimously, and the Board entered Closed Session at 8:20 p.m.

At 8:35 p.m. the Board returned to open session. A motion was made by Henry Lopez to renew John Joines' contract for another year, and to give him a 1% salary increase. The motion was seconded by Jeanna McGarrah, and was approved unanimously. The roll call vote was as follows:

Henry Lopez – aye
Jim Jackson – aye
Doris Fast – aye
Paula Carsel – aye
Chelsea Talbott – aye
Becky Crane – aye

Daricus Adams – aye
Jeanna McGarrah- aye
Karen Buckman – aye
Kevin Johnson – aye
Chris Lee – aye
Yanet Pacheco – aye

Janice Franklin – aye
Chester Neel– aye
Nikki Tappana – aye
David Holloway – aye
Randy Evans – aye
Phillip Knott - aye

There were no nay votes. Motion was passed unanimously.

This concluded the evening's business.

Announcements

The next meeting is scheduled for November 2, 2017.

The meeting adjourned at 8:40 P.M.

Henry Lopez, President

Attest: Nikki Tappana, Secretary