

ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

BOARD MEETING MINUTES

November 2, 2017 Meeting

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, November 2, 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: Mike Davis, Henry Lopez, Darieus Adams, Janice Franklin, Jim Jackson, Jeanna McGarrah, Chester Neel, David Holloway, Doris Fast, Christopher Lee, Nikki Tappana, Paula Carsel, Kevin Johnson, Cleo Crosby, 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.

Board member Randy Evans was absent. New members Mike Davis and Cleo Crosby were introduced and welcomed.

Kevin Johnson made a motion to accept the amended agenda, which was seconded by Phillip Knott. It was approved by all. Kevin also made a motion to excuse absent member Randy Evans. This motion was seconded by Nikki Tappana and approved unanimously.

Old Business

There was no old business to be discussed.

Executive Director's Report

The Department of Energy completed a monitoring visit on Monday, October 3. It was the best monitoring visit they have ever had. There have been ribbon cuttings in Lamar, South Joplin, and Carthage to celebrate the opening of the new Early Head Start centers. There is also one coming up in Noel.

We will be hosting a chili cook-off on Wednesday, November 22 at the main office from 11:00 a.m. to 1:00 p.m. This is an annual event, with lots of competition and fun!

John has had three conversations with the team leader of the monitoring team re our new centers. The overall feeling is very excited and pleased with the new centers and programs. We have had two positive monitorings, and looking forward to more as we move forward.

Our agency has received our CSBG contract. There is at least one agency in the state who has not.

Head Start Policy Council Report

At the recent meeting, Jamie Kirsh and Henry Lopez reported on the progress on the Joplin Bungalow project and the October Board meeting, including the Strategic Plan for the agency and the renewal of John's contract. We have had many new hirings. Michelle Cook's promotion to Area Supervisor was approved. Michelle will be replacing Ann Adams, who is retiring at the end of the year after more than 38 years with the agency. Leisa Harnar gave an update and explained the Policy Council positions available in the upcoming elections.

Federal class reviewers were expected on Monday, October 30th. The combination Head Start options which we operate at Golden City and Longview are not supported by the new Head Start Organizational Standards. Therefore, we are looking into changing the programs at these two sites for the next program year. This concluded Spring Knott's Policy Council report.

Head Start Update Report

Jeff explained the monitoring team of seven who were here to review classrooms on Monday, October 30th, did so based on C.L.A.S.S. C.L.A.S.S., Connecting Learning Assures Successful Students, is a comprehensive curriculum model and philosophy founded by Barbara Pedersen. The C.L.A.S.S. Model provides a philosophy of teaching and learning, standard-based curriculum development, and research-based teaching strategies. We are a low-risk program which means we only have to re-compete for our grant every five years. As long as we remain in this category, this is the only monitoring we need to undergo.

As John reported earlier, we have the open house for the new Early Head Start center in Noel scheduled. Matt Daniel and his team have finished the remodeling and preparation to the Southwest City center, except for licensing. The team is now working in Joplin on the Ewert Park site. We are also working on contracting with a partner to fill the last partner site opening.

The process for the expansion grant starts over next year, with more than 7 million dollars available. The new 3D team has held two meetings this school year to date. Board members Nikki Tappana and Chelsea are participating as team members. Everyone involved with the program has been very busy due to the changes to the Performance Standards and the new grant.

Board Training

Board training this month was based on the Head Start program, and is the first of two sessions. The new Performance Standards became effective last August. Head Start officials want the Board to be fully informed and aware of what is going on in the program. A strong Board equates to a strong program. The governing body must use ongoing monitoring results, data on school readiness goals, and other information to conduct its responsibilities. Therefore, to start, Jeff and Leisa are going into detail regarding one standard from each section of the Standards. The starting point is that the Board must be aware of the Performance Standards. To facilitate this, the data collection mentions in the standards went from seven items to over seventy times that. The data is connected to Program Goals. There are four goals in Pursuing Excellence, and all staff members in Head Start/Early Head Start programs fit somewhere in those four goals. At the December meeting, there will be ERSEA training. This is when the Board will learn more about what ERSEA stands for, and what is entailed in the Standards pertaining to ERSEA.

Leisa Harnar stated that one of the changes in the Standards has to do with the number of hours spent serving the children in classroom operations. Effective August 1, 2018, Early Head Start programs will be required to provide at least 1380 hours of class time for all enrolled students. We currently meet this standard. By August 1, 2019, a program must provide 1020 hours of planned class operations over the course of at least 8 months of the year, for at least 50 percent of its center-based funded enrollment. And, finally, by August 1, 2021, a program must provide 1020 annual hours of planned class operations over the course of at least 8 months per year for all of its center-based funded enrollment.

Sub Part C focuses on education and child development. The programs must use a curricula that is developmentally appropriate, research based, scientifically valid, which aligns with federal and state standards, and falls within the organized scope and sequence of such standards. We work with staff to structure our program to meet this criteria and teach our people to utilize this curricula.

The Child Health Status and Care section focuses on just what it says. Within the first 30 days after a child first attends a class, or has a home visit, staff must consult with the parents to determine if the child has an ongoing source of health care and has health insurance. Within the first 45 days, staff must obtain or perform evidence-based developmental screenings for vision and hearing. And, within 90 days, staff must obtain determination from a physician if the child is up-to-date on well-child visits and dental care.

The next standard requires that we identify family strengths and needs, and resources must be utilized for family and community engagement, as well as classroom teaching. Staff must partner with parents or our efforts in the classroom are wasted. Our teachers and staff work very diligently on this. We also identify family aspirations and help the families to achieve them. Staff and resources are assigned based on the urgency and intensity of the family needs and goals.

Programs are required to work to develop interagency agreements with the local agency responsible for implementing IDEA to improve service delivery to eligible children. This includes the referral and evaluation process, service coordination, promotion of service provision in the least restrictive, appropriate community-based setting and the reduction in dual enrollment as the children move from preschool to kindergarten.

It is our job to get children ready to transition from Head Start to kindergarten. Most of the standards in this section talk about making parents ready for the transition. The transition from Early Head Start to Head Start is also covered. Basic tenets state that parents must understand their child's progress during Head Start; Understand how they can support their children in kindergarten; Be prepared to exercise their rights and responsibilities; And to assist the parents with ongoing communication with the public school staff.

The Early Head Start program also works with pregnant women, and the standards address this with nine items to be covered with both the expectant mother and father.

The Human Resources Division has duties to complete under the standards, as well. Credentials must be checked and background screenings performed prior to hiring staff. We check the National Sex Offender Registry, require and monitor state and FBI fingerprinting, and do a child abuse and neglect registry check. For bus driver candidates, in addition we require a pre-employment drug screening and a state and federal motor vehicle report through the licensing bureau which includes information from the National Driver Registry.

The next section states that a program must submit timely reports related to any incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, or any matter for which notification or a report to state, tribal, or local authorities is required by applicable law. This includes staff or volunteer incidents of child abuse, neglect, or sex offenses; Any incidents that require a classroom or center to be closed; Legal proceedings that are directly related to program operations; Revocations of center licenses, agency filed bankruptcy, Child and Adult Care Food Program disqualification, or an audit that determines the agency is at risk.

Programs are required to match grant funding for operations and administration at certain levels. A program is required to obtain at least a 20% non-federal match. Last year we achieved a 25% match of \$2.3 million. There is a 15% cap on Administrative costs. Last year, we used only 10% for administrative costs.

Parents in these programs have specified rights, including the right to inspect and ask for amendments to their child's records. They have the right to obtain a free copy of any records which were disclosed to third parties unless the court has ordered the contents not be disclosed. They also have the right to review any written agreements with third parties.

When a program is transporting children, each child must be seated in a child restraint system appropriate for the child's age, height, and weight. Any baggage or other items being transported must be secured leaving all aisles, doors, and emergency exits clear and unobstructed. Up-to-date child rosters and lists of the adults to whom each child is authorized to be released must be maintained. No child can ever be left behind, whether on the bus or in the classroom. There must be at least one bus monitor on board the bus any time children are present.

There are federal administration procedures regarding how you may lose your program. Although there are seven conditions that can each cause a program to have to re-compete for funding when they have occurred, all programs have to re-compete at some point. The goal is not to have to do it more frequently, or for one of these seven events. These seven items are deficiency, no school readiness goals, poor CLASS scores, loss of state child care license, suspension by the ACF, debarment from grant reception by federal, state, or CACFP, and bad finances or GAO inspection.

The contact information for Jeff and Leisa was provided to each Board member. The Board was asked to remember that "We make a difference in the Lives of Children and Families". This concluded the Board training for this session.

Executive/Finance/Audit Committee Report

Henry Lopez stated that the committee had reviewed the minutes from the last Board meeting. One error had been noted, and the secretary was asked to have this corrected. Henry made a motion to approve the corrected minutes of the October Board meeting. The motion was seconded by Kevin Johnson, and approved unanimously.

Next, Henry made a motion to approve the Financial Statements for the month of September 2017 as recommended by the committee. This motion was also seconded by Kevin Johnson. Following discussion, the motion passed unanimously.

The committee had reviewed the documentation of how ESC's Programs and Services aligned with the agency's mission chart. They felt the agency needed to come up with a strategic plan to address the high pregnancy rate among teens in McDonald County. Henry made a motion to approve the report. This motion was seconded by Nikki Tappana, and approved unanimously.

John informed the Board that an agency risk assessment is required to be done annually by CSBG. Ten different items (modules) are reviewed and assessed. The agency has contracted with Terry Grooms to do this. Tammy Walker and John Joines then reviewed the items, identified any shortcomings, and decided if we need to do a corrective policy. Each module included anywhere from 4 to 75 questions, and a two page summary was completed. The report was 85 pages in its entirety. It will be reviewed and analyzed and discussed with the Board one more time. Then if we feel it is prudent, policies will be written that would minimize our risks. Henry made the motion to approve the agency risk assessment. Becky Crane seconded the motion and it was approved unanimously.

Community Relations Committee Report

Kevin Johnson reported that the committee had reviewed the two exit surveys received from resigning Board members. They were all positive, and no action was needed in regards to this item.

We received 532 completed customer service surveys from clients this year. Highlights were that 98% reported being very satisfied/satisfied with the responsiveness of staff, rated their visits to our offices as positive and our facilities were rated favorably. 99% said they would recommend our services to others. 80% of the participants said they heard about our agency and programs from family or friends. This was a review and no action was required.

Kevin made a motion to approve the election of Melissa Kennon and Thomas Wilson as Low-Income Representatives to the Board for Barton County. Chelsea Talbott seconded the motion. The Board reviewed the information provided for these two candidates, and approved their election.

Kevin then made a motion to approve the election of Leo Taylor-Bey as a Low-Income Representative to the Board for Jasper County, and the election of Sonia Myers as the alternate for that position. Nikki Tappana seconded this motion. The Board reviewed the information for both Mr. Taylor-Bey and Ms Myers, and voted unanimously to approve their election.

Kevin then made a motion to approve the appointment of Cleo Crosby as a Private Interest Representative to the Board for McDonald County. Cleo was present and gave some background information for herself and why she felt she would be a good fit for this position. Doris Fast seconded the motion, and it was approved unanimously.

The motion to accept Mike Davis as the Public Official Representative to the Board for Barton County was made by Kevin and seconded by Nikki Tappana. Mr. Davis is the presiding Commissioner for Barton County. The Board approved his appointment unanimously.

Agency Personnel and Planning Committee Report

Jim Jackson reported for this committee. He made a motion to approve applying for \$63,000 from Missouri Housing Innovative Program from Missouri Housing Development Commission (MHDC). Kevin Johnson seconded the motion. This grant would be used by ESC as a partner agency with The Homeless Coalition, who sponsors the Jasper Newton County Continuum of Care. Of this grant, no more than 10%, or \$6300 may be used for administration. We would like to use that portion to help pay the salary of Shonna Greninger. Shonna is the Coordinator for the Housing Connect program, which assists agencies in our area, including Economic Security Corporation, in securing housing for the homeless population in Jasper and Newton counties. The motion to approve applying for this grant was approved unanimously.

Jim made a motion to approve applying for HeRO funds in the amount of \$500,000.00 from MHDC. The motion was seconded by Jeanna McGarrah. We have received this type of funding for the Home Repair Division since 2004. The program rehabilitates owner-occupied homes in Southwest Missouri. The estimated allocation would be \$450,000 for direct client services and \$50,000 for administration costs. The motion was approved unanimously.

Next, Jim made a motion to approve the Early Head Start – Child Care Partnership Continuation Grant in the amount of \$777,000.00. The motion was seconded by Nikki Tappana. This funding is for the remaining six months of the initial 18 month budget period funded on March 1, 2017. The EHS Expansion/CCP grant would allow \$740,000 for operations of the program and \$37,000 for training and technical assistance. Following discussion, this motion was approved unanimously.

Jim made a motion to approve applying for the Missouri Foundation for Health Opportunity Fund in the amount of \$300,000.00. The motion was seconded by Chelsea Talbott. Jim explained that this fund was designed to support innovative ideas and approaches that provide solutions for problems affecting the health and well-being of individuals and communities most in need. Our agency would like to focus on Oral Health for pregnant women and children ages 0-5 years. The funding would be utilized in a three prong approach to increase the number of dental exams and treatment for all enrolled in the Head Start and Early Head Start programs by 25%. This grant is good for three years. The Board voted and approved the motion unanimously.

The motion to approve changes to the Personnel Policies to reflect a change to our Retirement Plan was made by Jim Jackson and seconded by Chelsea Talbott. The change would be to allow

participants to change their contribution level once per quarter, rather than once per year. The motion was approved unanimously.

Approval of the selection of employee insurance benefits for 2018 was made by Jim, as well, and seconded by Mike Davis. The selection included all of the same benefits, but switching from Aetna to Anthem for the Health, Dental, and Vision plans. The dental and vision plans would not change by much, and the premiums would remain the same. We would still have a base and buy-up plan for the health, but the plans are richer than under Aetna, who wanted a huge increase in premiums. After reviewing the recommendations, the Board approved the selection unanimously.

Jim made a motion to approve accept \$49,500 from MHDC for the HeRO Program. This was seconded by Nikki Tappana and explained by Jim. At the end of the grant year, any funds not used by the various agencies in the state are returned to MHDC. The agencies are then eligible to request all or part of those funds. AsS the only agency who had spent or earmarked all of our original grant, and one who had a monitoring with no findings or recommendations, we were in excellent position to make this request. MHDC contacted Curtis Scott, the Director of our HeRO Division, and asked if we wanted all of the funds. Curtis said yes, pending Board approval. The Board unanimously voted to accept these funds.

Program Monitoring and Evaluation Committee Report

Chelsea Talbott reported that the committee recommended approving the fourth quarter Agency Grade Card and made that motion. The motion was seconded by Nikki Tappana. Chelsea expressed the pride the members felt in the agency for the great job done. The motion was approved unanimously.

Chelsea then went over the Head Start Self-Assessment. The highlight of the report was a survey completed by employees. A focus group of employees identified the most powerful impacts. Twenty goals for improvement were set based on these surveys. There was no action required of the Board for this item.

A review of Head Start Data showed great numbers across the board. We have met requirements for the number of poverty level and special needs children on our waiting lists, and are now accepting children on the lists whose families are at 130% of the federal poverty level. Again, no action was required to be taken by the Board.

We are rated as a medium risk agency due to the amount of money we oversee and the number of inspectors utilized in our Weatherization Division, according to a recent Weatherization Technical Monitoring Report. Our auditor is fairly new at his position, and does need some more experience. We have been asked to present at the next state meeting. A fish fry will be held at the Weatherization office next Tuesday to celebrate National Weatherization week. Partner contractors and staff have all been invited, as are Board members.

This concluded the committee reports for this evening. A motion was made by Kevin Johnson to go to closed session to discuss a personnel matter. The motion was seconded by Janice Franklin.

A roll call vote was taken, approval was unanimous, and the Board entered Closed Session at 8:40 p.m. The vote was as follows:

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| Henry Lopez – aye | Daricus Adams – aye | Janice Franklin – aye |
| Jim Jackson – aye | Jeanna McGarrah- aye | Chester Neel– aye |
| Doris Fast – aye | Karen Buckman – aye | Nikki Tappana – aye |
| Paula Carsel – aye | Kevin Johnson – aye | David Holloway – aye |
| Chelsea Talbott – aye | Chris Lee – aye | Cleo Crosby – aye |
| Becky Crane – aye | Yanet Pacheco – aye | Phillip Knott - aye |
| Mike Davis - aye | | |

At 8:55 p.m. the Board returned to open session. A motion was made by Chelsea Talbott to adjourn. The motion was seconded by Kevin Johnson, and was approved unanimously.

This concluded the evening’s business.

Announcements

The next meeting is scheduled for December 7, 2017.

The meeting adjourned at 9:00 P.M.

Henry Lopez, President

Attest: Nikki Tappana, Secretary