

ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

BOARD MEETING MINUTES

March 1, 2018 Meeting

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, March 1, 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: Henry Lopez, Darieus Adams, Janice Franklin, Jim Jackson, Jeanna McGarrah, Chester Neel, David Holloway, Doris Fast, Christopher Lee, Randy Evans, Paula Carsel, Kevin Johnson, Cleo Crosby, Karen Buckman, Thomas Wilson, Melissa Kennon, Becky Crane, Leo Taylor-Bey, Yanet Pacheco, Phillip Knott, David Bunch, and Bethany Knoll. A quorum was present. Spring Knott, Head Start Policy Council Liaison, was also present.

Board members Mike Davis and Nikki Tappana were absent. Janice Franklin made a motion to excuse the two absent members. This motion was seconded by Paula Carsel and approved unanimously. Paula Carsel then made a motion to accept the amended agenda, which was seconded by Kevin Johnson. It was approved by all.

Old Business

There was no old business to be discussed.

Executive Director's Report

John began his monthly report with an update on Tony Wright, our Fiscal Director. Tony had undergone surgery on Monday of this week. Tony will be undergoing radiation therapy once he has recovered from surgery. He returned home last night, and hopes to be back at work soon. Terry Grooms is assisting with Tony's duties during this time.

As previously reported, Curtis and John have been looking at vacant lots for building opportunities. They are currently working with the city of Sarcoxie on acquiring five lots in that town.

There turned out to be more structural damage than anticipated to the buildings we are leasing at 1102 and 1104 Illinois here in Joplin. A lot of work has already been done towards the renovations, and we expect the buildings to be ready by the end of April.

We are working on the organizational chart required for the business that will operate the Joplin Bungalow. The papers for that Limited Liability Company have been received. John thanked Darieus for all of his help towards getting the tax exempt status of this project approved. We have not received that approval yet, but it is looking much more likely now. Without this status, we cannot afford the project, which will furnish homes for specific groups of clients. These

include homeless veterans, senior citizens, and those with disabilities. The project is planned for 26th and McCoy in Joplin and will feature thirty-two units at 500 to 600 square feet each, all fully furnished, with utilities included.

John and Jerry Nichelson, Director of Human Resources, have been talking to various brokers about health insurance for next year. At this point, they are just looking around, not trying to make any decisions or commitments.

John introduced guest Jasmine Rodriguez, a student at Missouri Southern State University in the social services program. Tammy Walker, Director of Community Development, passed out Needs Assessment Surveys and asked that members complete and return them to us before leaving this evening, or as soon as possible. These surveys aide us in developing our strategic plan.

Head Start Policy Council Report

Spring Knott reported that at their most recent meeting, the Council had approved the hiring of six Teachers, multiple Teacher Aides, one Family Resource Specialist, a Center Support Assistant, a Family Support Assistant, two Safety Monitors, and one Janitor. All of the usual reports pertaining to the program, including attendance and food services, were also gone over and approved. Centers remained open during Spring Break this year to make up for time lost due to bad weather this winter. Conscious Discipline, Brain Building Basics, and Multi-tiered emotional/social support updates and training were provided. The By-Laws of the Council were reviewed, with no changes made. This concluded Spring Knott's Policy Council report.

Head Start Update Report and Board Training

Performance Standards for the Head Start and Early Head Start Programs now call for more data for decision making and to show the results of participation in these programs by children and families. There is on-going self-assessment of the programs, with monthly meetings to review the data. This data is used for assessing, planning, and implementation of methods and goals. Jeff showed an example of the data that is reviewed each month. All of the items that came out of the previous year's review will be completed during the current year, and the results evaluated. At the end of the year, these monthly reports will be compiled into one annual report, which will then be utilized to make a plan of improvement for the following year.

Executive/Finance/Audit Committee Report

Henry reported for this committee and made a motion to approve the minutes of the February 1st Board meeting, including the closed session. The motion was seconded by Yanet Pacheco, and was approved unanimously.

Henry then made a motion to approve the financial statements for January 2018, not including the financial statements. As explained in the previous month's meeting, the credit card statements will now be on the same schedule as the rest of the financial reports. Since the January statements were already approved in February, this month there will be no credit card statements to approve. Next month, in April, both the financial statements and the credit card statements for February will be submitted for review and approval. Thereafter, the two sets of

reports will be for the corresponding months. This motion was seconded by David Holloway, and approved by all.

Henry made a motion to waive the Sealed Bid requirement for purchases over \$25,000 for the purchase of computers. It was explained that due to time constraints, phone bids would be obtained instead. Jeff has obtained approval from the Office of Head Start for this. Thomas Wilson seconded the motion, which passed unanimously.

Rob Rebman, of our auditing firm Roberts, McKenzie, Mangan, & Cummings, reported to the committee regarding their audit of our firm during the committee meeting earlier this evening. There were no findings. Revenues are up for the year substantially. All of our programs except Women's Health and Family Planning received additional funding this past year, and expect to do so again this year. The overall report was good, and there were no issues stated in the management letter. Items were tested in Head Start, Housing, and Community Development. We are a low-risk auditee due to the lack of findings for this and the last several years. Henry made a motion to approve the audit, Becky Crane seconded the motion, and it passed unanimously. It was announced that per our cycle, we will be requesting bids for auditing firms this year.

The final item for this committee was approval to accept a single-source bid for in-service training for our teaching staff. This training and software is only available from one source, hence the single-source bid. This training would last five days, be attended by approximately 200 people, and cover our specific criteria. Henry made the motion, which was seconded by Kevin Johnson, to accept the bid and the motion was approved by all.

Community Relations Committee Report

There was no meeting or report for this committee.

Agency Personnel and Planning Committee Report

Daricus Adams reported that Travis Crusa had presented the child selection criteria for the Head Start and Early Head Start programs. These criteria must be reviewed and approved annually by the Board and Policy Council. A point system is used, where each criteria met by a family adds points towards the enrollment qualification score for a child. This year, the criteria for Head Start included the addition of points if one of the parents of the child was incarcerated. This item was already included in the criteria for Early Head Start. Daricus made the motion to approve the child selection criteria for this year. The motion was seconded by Kevin Johnson and approved unanimously.

Program Monitoring and Evaluation Committee Report

The first item for this committee was a review of the CSBG LIHEAP Monitoring Response Letter. Following the monitoring, action had been decided on and taken in response to items found during the monitoring. A response letter detailing these actions and answers was sent to the monitoring party, who then replied with their decision regarding the appropriateness of the action. All of the items were accepted and closed, or removed. There was no action required of the committee.

Following the new format designed by monitors, the agency grade card now rates thirty-eight items and community goals. This grade card was for the first quarter of the fiscal year, and showed that most of the items were on track, with just a few items in the yellow. This means they were right on the borderline of falling behind, but the items are expected to have corrected themselves during the next quarter. There was no action taken on this item.

The final item, as reported by Yanet Pacheco, was a review of Head Start data. The Home Visitor who was lagging behind goals last month has been mentored and has improved. Attendance numbers at all of the centers were at 85% or above when adjusted for the bad weather. We have enrolled fifty-seven of the seventy-four new students under the Child Care Partnership grant for Early Head Start, and are on track to have everyone enrolled on schedule. This item required no action by the committee or Board.

Kevin Johnson made a motion to go into closed session. The motion was seconded by David Holloway, and the roll call vote was as follows:

Jim Jackson – aye	Henry Lopez – aye	Daricus Adams – aye
Janice Franklin – aye	Chester Neel – aye	David Holloway – aye
Doris Fast – aye	Christopher Lee – aye	Jeanna McGarrah – aye
Paula Carsel – aye	Kevin Johnson – aye	Cleo Crosby – aye
Karen Buckman – aye	Thomas Wilson – aye	Becky Crane – aye
Leo Taylor-Bey – aye	Yanet Pacheco – aye	Phillip Knott – aye
David Bunch – aye	Bethanie Knoll – aye	Randy Evans – aye
Melissa Kennon - aye		

The Board entered closed session at 8:15, and returned to open session at 8:40. Henry reported that no action was taken during the closed session, only discussion. Randy Evans then made a motion to close the Women’s Health and Family Planning Clinic effective the end of their fiscal year, March 31st. Phillip Knott seconded the motion. The vote was eighteen in favor and four opposed. The motion carried. Kevin Johnson made a motion to adjourn, which was seconded by Daricus Adams, approved unanimously, and the meeting adjourned at 8:45 P.M.

Announcements

The next meeting is scheduled for April 5, 2018.

Henry Lopez, President

Attest: Nikki Tappana, Secretary