

ECONOMIC SECURITY CORPORATION OF SOUTHWEST AREA

BOARD MEETING MINUTES

June 7, 2018 Meeting

The Economic Security Corporation of Southwest Area's Board of Directors met on Thursday, June 7, 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.

Roll call was taken and those present were: Mike Davis, Henry Lopez, Darieus Adams, Janice Franklin, Jim Jackson, Jeanna McGarrah, Chester Neel, Doris Fast, Chris Lee, Paula Carsel, Kevin Johnson, Cleo Crosby, Karen Buckman, Thomas Wilson, Yanet Pacheco, Phillip Knott, Bethanie Knoll, and Roseann Lowery. A quorum was present. Spring Knott, Head Start Policy Council Liaison, was also present.

Board members David Holloway, Nikki Tappana, Randy Evans, Melissa Kennon, and Becky Crane, were absent. Sonia Myers has resigned. Kevin Johnson made a motion to excuse the absent members as they had requested. This motion was seconded by Thomas Wilson and approved unanimously.

Kevin Johnson made a motion, seconded by Darieus Adams, to not have a meeting in July. The motion was approved unanimously.

Kevin then made a motion to accept the amended agenda, which was seconded by Phillip Knott. It was approved by all.

Old Business

There was no old business to be discussed.

Executive Director's Report

John reported that he had met with two other local community action agencies to go over the strategic planning process. The Joplin Bungalows project was proceeding and we are just about ready to borrow the money to purchase the land.

We have had a lot of trouble this year with the HVAC units in this building. The central controls operate on an ancient DOS platform. To correct the problems, we need to transition over to a new system for the web based controls. We have looked into this, and ordered the required equipment. The process turned out to be less expense than expected at \$14,000.00.

Our Midtown Head Start/Early Head Start center (or John C. Joines Center) opened last week. John reiterated that plans are to have the Board visit the new center in August.

This concluded John's report.

Head Start Policy Council Report

Spring Knott reported that the May Council meeting had been cancelled, so there was no report this month.

Head Start Update Report

Jeff reported that we have finished up the Head Start 2017-2018 school year. The department is now working on the calendar, trainings, and so on for the 2018-2019 school year. Seven of our new buses have been delivered, and we expect the balance of them soon.

The Self-Assessment for the program was completed last week, and goals for the next year determined. He and Leisa have been busy with new grant applications, and dealing with the results of another grant we recently received word on. There will be more on this later.

Board Training

Robin Smith, Assistant Community Development Director, went over the Energy Crisis Intervention Program, focusing on the summer unit of this program. During the summer (June through September) this program helps with cooling costs. The majority of the time, this means electric, although there is an extremely small portion of the clientele who use gas to operate their air conditioning. The client must have at least a shut off notice to qualify. There are also funds for repairing or replacing the central air unit, as long as it *is* a central air unit and the client owns the home. We do NOT help with window units or fans.

Assistance must restore or prevent disconnection of service for at least 30 days. The benefit amount granted is the amount required to resolve the crisis, but no more than \$300.00. This means that in some cases, in order to receive assistance, a client may have to make a copayment towards the balance needed. If the benefit amount received on the first occasion is less than the maximum, and the client receives another shut off notice, they can apply for help again, as long as program funds are available and they still meet the criteria. The maximum benefit amount for repairs or replacement of the central air unit is \$700.00 (if the client has not used any of their benefit yet). The replacement unit must be Energy Star rated or rated at 100% efficient.

Executive/Finance/Audit Committee Report

Henry reported for this committee, with the first item being the discussion of the State EHS grant application. We had applied for this grant again this year, but the protocol for selecting grantees has changed. The biggest emphasis now appears to be on the cost portion of the bid. For the grant year ending June 30th, we received \$833,891.00 and served 61 children. Unfortunately, for the upcoming year we will receive only \$155,210.00, and be able to serve only 9 children. One child has graduated up to Head Start, so that left us with 51 children to find alternate services for. To date, we have been able to place all but eleven of those and have assisted those 40 families to obtain assistance to pay for the services. We also know for sure that we can place six of the remaining eleven, and are working diligently to find slots for the final five.

As a result of the reduction in this grant, thirteen staff members were facing layoff. All but a couple of those have applied for and been placed in positions that opened up due to attrition. There is still time for the last few to possibly do so as well.

The department is going to apply for a federal grant, which would cover all of the state slots lost if approved. Of course, this would be for next year, so it will not resolve the current situation.

Jeff and Leisa, as well as John, reviewed all of their grant applications to determine why we were overpriced for this grant. Our performance numbers were good, but we either need to cut costs for the program, or find another source of funding to cover the shortfall. The good news is, the loss of this grant will not result in the closing of any sites. This was a discussion item only, and no action was required of the Board.

Henry made a motion to approve the minutes of the May 3, 2018 Board meeting as recommended by the committee. The motion was seconded by Bethanie Knoll, and passed unanimously.

Next, Henry made the motion to approve the minutes of the meeting by conference call of the Executive, Finance, Audit Committee which was held on May 10, 2018. The purpose of this meeting was to discuss the state EHS grant application and its results. No action was taken during the meeting. The motion to approve the minutes was seconded by Kevin Johnson, and approved by all present.

Henry then made a motion to approve the financial statements for April 2018, including the credit card statements. This motion was seconded by Paula Carsel, and approved by all as well.

John and Tony, our Fiscal Director, have asked to open a separate bank account for the transactions to do with the Joplin Bungalow's LLC project. The signers on the account would be John Joines and Jerry Nichelson. The motion to approve opening a bank account with Southwest Missouri Bank for Joplin Bungalows LLC was made by Henry, seconded by Jeanna McGarrah, and approved unanimously.

The final item on this committee's agenda was approval of a bid to provide the Agency Annual Financial Audit and preparation of IRS Form 990. The bidder recommended by the committee was the same company we have used for the last several years, Roberts, McKenzie, Mangan & Cummings, CPAs. Their bid for this cycle was only \$460.00 higher than their last bid. Henry made a motion to approve accepting the bid from RMMC to provide the Agency Annual Financial Audit and preparation of the IRS Form 990. The motion was seconded by Paula Carsel, and passed unanimously.

Community Relations Committee Report

There was no meeting for this committee.

Agency Personnel and Planning Committee Report

Darius Adams made a motion to apply for the Missouri Department of Natural Resources' Playground Scrap Tire Surface Material Grant, in the amount of \$30,000.00. This material would be a 'poured in place' surface which would provide a softer, spongier playground foundation which would be safer for the children. This grant would allow for replacement of the current material used at the North and South Joplin Head Start centers. The material is made of 50% recycled materials, and the proposed grant amount was based on the lowest bid. This motion was seconded by Jim Jackson, and passed unanimously.

Program Monitoring and Evaluation Committee Report

Yanet Pacheco reported that Jeff had received word from the Office of Head Start that they were providing funds for a 2.6% Cost of Living increase for employees for fiscal year 2018. To receive and allocate funds for this for some of the staff, Yanet made the motion to apply for the Early Head Start Child Care Partnerships COLA grant in the amount of \$38,480.00. The motion was seconded by Darius Adams and approved by all present.

The committee had reviewed the Second Quarter Agency Outcomes Report. For most of the items, the results were good, but there were several items that were reported as "Not Available". This is because they were not completed until May 31, so there was not time to tally and report the items on this report. The committee decided there was no need to approve this item.

As stated before, funds were set aside for COLA increases. Yanet made the motion to approve making the application for the Head Start/Early Head Start COLA and Training/Technical Assistance funding in the amount of \$216,416.00. This funding would cover the balance of the 2.6% COLA for the majority of the Head Start/Early Head Staff. The motion was seconded by Thomas Wilson and passed unanimously.

The Weatherization Technical Monitoring held in February of this year was an improvement over previous monitorings. There were fewer findings, due in part to procedures we now have in place to catch issues as they arise. All in all, it was a good visit. Because this was a review item only, no action was required by the Board.

Jeff had presented the Head Start Data to the committee. The only item that appeared to be a little off was the attendance in a couple of centers, due to the weather and flu season. Despite this, we still met the national goal of 85% attendance overall. This was a review item only, no action required by the Board, as well.

This item concluded the evening's reports.

Member Cleo Crosby stated she had been involved in the Head Start program since its early days in 1968-1969. It was a good program then, and just keeps getting better and better. She is proud of the program, and to be involved with it.

Announcements

There will be no meeting in July, so the next Board meeting is scheduled for August 2, 2018.

Kevin Johnson made a motion to adjourn, which was seconded by Jeanna McGarrah. Motion passed and meeting adjourned at 8:10 P.M.

Henry Lopez, President

Attest: Nikki Tappana, Secretary