

**HIGHLIGHTS OF EAST MISSOURI ACTION AGENCY, INC.**  
**BOARD OF DIRECTORS MEETING**  
**MONDAY, April 28<sup>th</sup>, 2025**

NOTE: The regularly scheduled meeting of the East Missouri Action Agency Board of Directors was held April 28<sup>th</sup>, 2025 at 903 E. Chestnut, Desloge, Missouri and via zoom.

The dinner began at approximately 6:35 p.m. and the Board was called to order at approximately 7:05 p.m. A quorum was present at the Board meeting. The following highlights of actions taken by the EMAA Board of Directors during this meeting.

1. **Review of Agenda:** Approved as presented.
2. **Review and Approval of Minutes:** The Board reviewed and approved the March 24<sup>th</sup>, 2025 Meeting Minutes.
3. **Executive Director Report:** A verbal overview of the written report was provided from the Board briefing book.
4. **Information Items:** Members reviewed the following:
  - A. Head Start Enrollment-Screenings-CACFP-Attendance- March 2025
  - B. Weatherization Technical Monitoring and Results
  - C. Aging Matters Senior Center Monitoring Results
5. **Consent Calendar Items:**  
Proposed Application for Renewal of Summer Food Service Program in St Francois County:  
A motion to approve the application for renewal of summer foods was made and a second was heard. The motion carried.
6. **Action on Committee Reports:** as follows
  - A. **Personnel / Equal Opportunity Committee:**
    1. Personnel Action Reports – March 2025. Informational purposes only.
    2. Proposed Approval for a New Position Description and Rating for EMAA Construction Training Program Coordinator – DRA Workforce: A motion was made to approve the New Position Description and Rating for EMAA Construction Training Coordinator – DRA Workforce and a second was heard. The motion carried.
    3. Proposed Approval for a New Position Description and Rating for EMAA Administrative Assistant – DRA Workforce – A motion to approve the new position description and rating for EMAA Administrative Assistant was made and a second was heard. The motion carried.
    4. Proposed Changes to the EMAA Policy Manual – A motion to approve the changes to the EMAA Personnel Policy was made and a second was heard. The motion carried.

**B. Finance Committee:**

1. Travel Report – March 2025. This was for informational purposes only.
2. Agency Credit Card Statements – March 2025. Informational purposes only
3. Financial Reports – Greg Shinn presented the February 28<sup>th</sup>, 2025 Financial Reports to the Board. A motion to approve the Financial Statements from February 28<sup>th</sup>, 2025 was made and a second was heard. The motion carried.
4. Proposed Approval to Change Check Signers on Various Bank Accounts- A motion was made to approve changing check signers on various bank accounts. A second was heard and the motion carried.
5. Proposed Approval of LIHTC Application to Rehab Park Hills Apartments and Brettwood Apartments. A motion to approve both applications to rehab Park Hills Apartments and Brettwood Apartments was made and a second was heard. The motion carried.

**C. Program Committee:**

1. Proposed Approval for Application of the Neighborhood Assistance Program (NAP) Tax Credits- A motion to approve the Application for the Neighborhood Assistance Program (NAP) Tax Credits and a second was made. The motion carried.
  2. Proposed Approval to apply for the Disaster Assistance Funds through the Missouri Development Commission Disaster Relief Funds - A motion to approve the Disaster Assistance Funds through the Missouri Development Commission Disaster Relief Funds was made and a second was heard. The motion carried.
  3. Proposed Approval of Head Start Site Selection for Program Year 2025-2026 - The Executive Director and the Head Start Director recommends the EMAA Board of Directors approve the Head Start Site Selection for Program Year 2025-2026. The motion to approve the Head Start Site Selection for Program year 2025-2026 was made by Trisha Hoover. Jim Thompson made the second. The motion carried.
- 7. Report by Sarah Thurman, Board Liaison to Head Start/Early Head Start Policy Council:**  
A report was provided from the meeting held in April 2025. This was informational only
- 8. Old Business:**
- A. Calendar of Future Board of Directors Decisions for 2025
  - B. Schedule of Future Board Meetings for 2025
- 9. New Business:**

**10. Open Meeting – Comments:** The Ground Up food truck has been wrapped and looks great. They will be providing the food for the next board of directors meeting. The green house has been successful with providing an abundance of lettuce and had a record week in the month of April.

**11. Notice of Closed Session:**

The agenda of this meeting includes a possible vote to close part of this meeting pursuant to RSMo. 610.021. (3) provides that Boards may deal in closed meetings with matters that involve "legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys..." or "leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore..." or "firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded..." A motion is needed to go into closed session. The purpose of the closed meeting is to be stated in the motion and recorded in the minutes.

**a. Personnel**

**b. Approve Closed Session Meeting Minutes 2.24.25**

**12. Report from closed meeting:**

**13. Adjournment:** The meeting adjourned approximately 8:30 pm.

NOTE: A full copy of the Board of Directors meeting minutes are available upon request Monday through Thursday from 7:30 a.m. to 5 p.m. Contact Debbie Myers, Executive Secretary, at 573.431.5191 ext. 1142 or via e-mail at [dmyers@eastmoaa.org](mailto:dmyers@eastmoaa.org)