

HIGHLIGHTS OF EAST MISSOURI ACTION AGENCY, INC.
BOARD OF DIRECTORS MEETING
MONDAY, AUGUST 26th, 2019

NOTE: The regularly scheduled meeting of the East Missouri Action Agency Board of Directors was held August 26, 2019 at 903 E. Chestnut, Desloge, Missouri.

To promptly inform EMAA staff members and other interested persons of the results of meetings of the Governing Board for the Agency, brief summaries are posted on bulletin boards throughout EMAA, posted on the Agency's website under Board Highlights and are provided to local newspapers immediately following each meeting.

The dinner began at approximately 6: 15 p.m. and the Board was called to order at approximately 6:45 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:** The Agenda was approved.
2. **Review and Approval of Minutes:** The Board reviewed and approved the regular Board of Directors Meeting Minutes on 7-22-19 and Board Executive Session Committee Meeting Minutes for 8-8-19
3. **Executive Director Report:** Keri McCrorey provided a verbal overview of the rewritten report in the Board briefing book.
4. **Information Items:**
 - A. Report on Risk Assessment
A list was prepared for the Board briefing book that outlines the completed items and the non-completed items. This was for informational purposes only.
5. **Consent Calendar Items:**
 - A. **Proposed Approval to apply for the Head Start Continuation Grant:**
The Administration for Children and Families, Office of Head Start, notified our Head Start Department that our continuation grant is due October 1st, 2019. We will be applying for Program operations along with Training and Technical assistance. The grant will fund our program from January 1, 2020 through December 31, 2020. The motion carried.
6. **Action on Committee Reports:** as follows:
 - A. **Personnel / Equal Opportunity Committee:**
 1. **Personnel Actions Report – July 2019:** Report is for informational purposes only.

2. Proposed Seating of Low-Income Sector Representatives Elected for Bollinger, Iron, Perry and Ste. Genevieve Counties: The Election results were as follows:

Chester Hayes was re-elected to serve as the Low Income Rep for Bollinger County
Jockeese Martin was elected to serve as the Low Income Rep for Iron County (replacing Pamela Kugel-Rolls)

Khala Young was re-elected to serve as the Low Income Rep for Perry County
Laura Bourisaw was re-elected to serve as the Low Income Rep for Ste. Gen County
The motion carried.

3. Proposed Approval to extend the Private Sector Board Members an additional year for the Counties of Cape Girardeau, Madison, St Francois and Washington:

The purpose of this proposal was discussed. This will extend the current term to 2021.
The motion carried

B. Finance Committee:

1. Financial Reports for June 2019: The report was reviewed and was for informational purposes only.
2. Cash Journal & One Card Statements for June 2019: The report was reviewed and for informational purposes only.
3. Travel Report for June 2019: The report was reviewed and was for informational purposes only.
4. Proposed Approval for Fraud Risk Assessment and Monitoring Policy: Auditing and Accounting standards now require that entities perform a fraud risk assessment of its organization and develop a plan to monitor it. The motion carried.

C. Program Committee:

1. Proposed Strategies for EMAA's 2020 Community Services Block Grant:
The Executive Director and the Community Services Director recommend that the EMAA Board of Directors approve the proposed strategies for the Community Services Block Grant for FY2020. The Community Services Director has prepared a list of strategies for the CSBG Program which are consistent with the EMAA commitments outlined in the Strategic Plan.
The motion carried.
2. Proposed Approval of the Oaks Terrace Management Agreement:
The Executive Director and the Housing Director recommend that the EMAA Board of Directors approve the management agreement. A standard HUD management is the document being presented for use. The motion carried.

D. Fundraising Committee:

Greg Shinn addressed the Board to make them aware that EMAA is actively building events to increase additional "flexible funds" aside from program funds to assist in many areas where there are needs however not funds available. These dollars will be used for all of the counties we currently serve. He requested Board Member participation or involvement is vital to the success of these events.

Two Fundraising events are currently being developed at this time.

1. October is Breast Cancer Awareness Month along with Weatherization Month. Both the EMAA Women's Wellness and Weatherization Programs will be showcased at an event to be held on Thursday October 17th on the EMAA Parking Lot. Each department will have staff on hand to promote their programs. The MoBap Mammogram bus will be here that day to service those with no insurance or limited insurance. T-shirts will be made and sold to generate revenue.
2. An Annual event is being developed at this time. Twin Oaks Vineyard will be the venue to be held November 9th. A dinner with a Silent Auction, Entertainment provided by a well-known Comedian. Details have not been finalized entirely at this time.

10. Report by Tammy Durbin, Board Liaison to Head Start/Early Head Start Policy Council:
Renee Killian reported the Agenda items for their meeting in August was to discuss the Head Start Continuation Grant. There were no other items of concern.

11. Old Business:

- A. Calendar of Future Board of Directors Decisions for 2019: Denis Moore directed board members to note pages 48 to 50 regarding future Board action items.
- B. Tentative Schedule of Future Board Meetings for 2019: Denis Moore directed Board member to page 51 of the board briefing book for the proposed schedule of future board meetings.

12. New Business

13. Open Meeting - Comments:

- A. Community Service Programmatic Training – Cathy Poole, Community Service Director, provided a power point training for each of the Board Members present. She discussed the programs that are managed in her area.

14. Notice of Closed Session:

- A. Executive Director Evaluation and Compensation Review.

15. Report from closed meeting:

The review of the Executive Director's evaluation & compensation was discussed; no decisions or votes were taken and this will be discussed at the September 2019 Board of Directors meeting.

16. Adjournment: The motion carried to adjourn. The meeting adjourned approximately 9:00 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