

**HIGHLIGHTS OF EAST MISSOURI ACTION AGENCY, INC.
BOARD OF DIRECTORS MEETING
MONDAY, FEBRUARY 25, 2019**

NOTE: The regularly scheduled meeting of the East Missouri Action Agency (further known as EMAA) Board of Directors was held February 25, 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 and are posted on the Agency's website under Board Highlights.

The dinner began at approximately 6:00 p.m. and the Board was called to order at approximately 6:45 p.m. Roll was called and it was determined a quorum was present at the Board meeting. The following are highlights of actions taken by the EMAA Board of Directors during this meeting.

1. **Review of Agenda** – Approved with 2 addendums:

Under Personnel/Equal Opportunity Committee a proposal to approve a sponsoring organization for the Bollinger County Private Sector

Under Program Committee a proposed acceptance for additional Supplemental Funds to Increase Program Hours for Head Start.

2. **Review and Approval of Minutes:** The Board reviewed and approved the 1-28-19 Board of Directors Regular Meeting Minutes.

3. **Executive Director Report:** Keri McCrorey provided a verbal overview of her written report in the Board briefing book.

4. **Information Items:** Members reviewed the following:

A. Head Start Enrollment – Screening – CACFP – Attendance December 2018 and Head Start Policy Council Report for December.

- B. Fundraising Committee - EMAA Strategic Plan for 2019 – 2021 is to create a fundraising committee. The committee is to be made up of staff and board members to solicit ideas.
 - C. Vendor List was reviewed by Board members and Conflict of Interest were signed.
5. **Consent Calendar Items:** There were no items to report.
6. **Action Committee Reports:** as follows
- A. Personnel/Equal Opportunity Committee:**
1. Personnel actions for January, 2019: Report is for information purposes only
 2. Proposed seating of Public Sector Representative from Perry County: motion was carried to seat Mike Sauer.
 3. Proposed Approval of the Board Assessment Tool: It was the Board's recommendation to accept the Assessment Tool presented. The motion carried.
 4. Proposed Approval of Sponsoring Organization for the Bollinger County Private Sector: Patton Lions Club is willing to appoint a member to fill the vacancy. The board accepted this proposal. The motion carried.
- B. Finance Committee:**
1. Monthly Financial Statement: Members received a copy of the October 2018, November 2018 and December 2018 Financial statements. They were reviewed and for informational purposes only.
 2. Cash Journal and One Card Statements for Period 12/1/18 – 12/31/18. The report was reviewed as it was for informational purposes only.
 3. Travel Report for December 2018: The report is for informational purposes only.
 4. Revised Fiscal Policies: the accounting department recommends the EMAA Board approve the revised fiscal policies. The agency has implemented a paperless accounts payable program. An electronic

copy of the complete fiscal policies is available on the Agency website. The motion carried to accept the revised Fiscal Policies.

C. Program Committee:

1. Proposed Head Start Self-Assessment Tool for 2019: It was recommended that the Board of Directors and the Head Start Policy Council approve the use of EMAA Head Start Monitoring Plan and Head Start Performance Standards for the Self-Assessment for 2019. The motion carried.
 2. Proposed Approval for Head Start Eligibility Priority Criteria/Data Entry: It was recommended that the Board of Directors and Head Start Policy Council approve the proposed Head Start Eligibility Priority Criteria/Data Entry as presented. This motion carried.
 3. Proposed Acceptance for Additional Supplemental funds to Increase Program Hours: It was recommended that the Board of Directors approve the Head Start program to apply for additional Supplemental Funds to increase program hours. The motion carried.
7. **Report by Tammy Durbin, Board Liaison to Head Start/Early Head Start Policy Council:** It was reported that the items discussed at the council meeting were things previously voted on at this meeting. The next Council meeting was scheduled for March 3rd, 2019.
8. **Old Business:**
- A. Calendar of Future Board of Directors Decisions for 2019: The board was directed to pages 96 – 99 regarding future Board actions items.
 - B. Tentative Schedule of Future Board Meetings for 2019: The board was directed to page 96 of the board briefing book for the proposed schedule of future board meetings.
9. **New Business:**
- A. Fiduciary Responsibility Training: Training was provided for all board member's present.
 - B. Review of EMAA Vendor List – board was referred to Information tab

- C. Required annual documents were signed and obtained by all members present.

Code of Ethics - Conflict of Interest - Board Member Job Descriptions

10. Open Meeting: An informational video of EMAA was presented about the history of Community Action and services provided by EMAA. Handouts were provided to each member for Women's Wellness 2018 Year in Review and a 2019 Need Priorities Informational Document.

11. Notice of Closed Session: No session

12. Report from Closed meeting: No session

13. Adjournment: The meeting adjourned approximately 8:00 p.m.

NOTE: A full copy of the Board of Directors meeting minutes are available upon request Monday through Thursday from 7:30 a.m. to 5:00 p.m. Contact Debbie Myers, Executive Secretary, at 573.431.5191 ext. 1142 or via e-mail at dmyers@eastmoaa.org.