

**HIGHLIGHTS OF EAST MISSOURI ACTION AGENCY,
INC. BOARD OF DIRECTORS MEETING
MONDAY, January 25th, 2021**

NOTE: The regularly scheduled meeting of the East Missouri Action Agency Board of Directors was held January 25th, 2021 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 6:30 p.m. and the Board was called to order at approximately 7:00 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.

Board Members Present: Jim Thompson, Chester Hayes, Tammy Durbin, Vicky Brewington, Tami White, Terri Rogers, Barb Sherry, Leo Arzen, Harold Gallaher

Board Members Present via Teleconference: Denis Moore, Jockese Martin, Dan Wichmer, Julie Bova, Bernice Noble, Michelle Roland, Lisa Reitzel, Mike Sauer, Pam Ernst

Board Members Absent: Scott Johnson, Lee Asher, Kim Sawyer, David Sansegraw, Khala Young, Ronnie Chandler

Staff Present: Keri McCrorey, Renee Killian, Debbie Myers, Denise Johnson, Nicolle Hahn, Greg Shinn Agency CPA, Dave Scheck - teleconference

1. **Determination of Quorum:** A quorum was determined.
2. **Review of Agenda:** The Agenda was approved as presented.
3. **Review and Approval of Minutes:** Denis Moore asked Board members to refer to the Board briefing book regarding the 10/26/2020 Regular Meeting Minutes, the 11/24/2020 Executive Committee Meeting Minutes and the 12/7/2020 Executive Meeting Minutes. The motion to approve carried.
4. **Executive Director Report:** Keri McCrorey provided a verbal overview of the written report in the Board briefing book.
5. **Information Items:**
 - A. **Missouri Department of Health and Senior Services Child and Adult Care Food Program Review – Head Start** had a virtual CACFP (Child/Adult Food Care Program) review on 12/20/2020. There were no findings.

- B. Department of Mental Health Office of Monitoring – Shelter Plus- Housing Department. A review was performed in September 2020. The response was that EMAA will follow the recommendation set forth by the DMH concerning future billings on the Shelter Plus Program. Information purposes only.
- C. Head Start Continuation Grant for 2021 – EMAA received continuation notification; from the Department of Health and Human Services, Administration for Children and Families for Head Start operations and training assistance. Information purposes only.
- D. Strategic Plan Update – Nicolle Hahn presented the status update to the EMAA Strategic Plan. Information purposes only.
- E. Minimum Wage Increase – EMAA is required to pay minimum wage. The change in the minimum wage will result in requesting approval of a new salary chart. Effective January 1, 2021 changes will be made to those employees this applies to.
- F. Head Start Enrollment Screenings – October, November and December 2020. Informational purposes only.

6. **Consent Calendar Items:** There were no consent calendar items.

7. **Action on Committee Reports: as follows:**

A. Personnel / Equal Opportunity Committee:

- 1. Proposed Seating of Public Sector Representative from Bollinger County. The Executive Director recommends that the EMAA Board of Directors approve Leo Arnzen to serve as the Public Sector representative from Bollinger County as the Presiding Commissioner. The motion to approve carried.
- 2. Proposed Seating of Public Sector Representative from St Francois County. The Executive Director recommends that the EMAA Board of Directors approve Harold Gallaher as the Public Sector representative from St Francois as the Presiding Commissioner. The motion to approve carried.
- 3. Proposed Seating of Public Sector Representative from Iron County. The Executive Director recommends that the EMAA Board of Directors approve Ronnie Chandler as the Public Sector representative from Iron County as the Associate Commissioner. The motion to approve carried.
- 4. Proposed Approval of Women’s Wellness Center Department Head/Nurse Practitioner Job Description. The Executive Director and the HR Coordinator recommend that the Board of Directors approve the Women’s Wellness Center Department Head/Nurse Practitioner Job Description. The motion carried.

5. Proposed Approval of Employment Contract for the Women's Wellness Department. The Executive Director and the HR Coordinator recommend that the Board of Directors approve the employment contract for the Women's Wellness Center Department Head/Nurse Practitioner. The motion to accept carried.
6. Proposed Approval of the Senior Center Director Position and Position Description. The Executive Director and the Community Services director recommend that the Board of Directors approve the position and rating as recommended by the Mark 1 Job Rating Committee. The motion to approve carried.
7. Proposed Approval of CSR/Uplift and Temporary Homeless Shelter Position and Position Description. The Executive Director and the Community Services Director recommends the EMAA Board of Directors approve the position and rating as recommended by the Mark 1 Job Rating Committee. The motion to approve carried.
8. Proposed Approval for Additional Holidays for Senior Center Staff. The Executive Director and HR Coordinator recommend that the following holidays be observed for Senior Center Staff: New Year's Day, President's Day, Memorial Day, Independence, Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve (full day), Employee's Birthday. The motion to approve carried.
9. Proposed Approval of Personnel Policy Manual Change Section VI. The Executive Director and the Community Services Director recommend the EMAA Board of Directors approve an addition to the EMAA Personnel Policies in Section VI. The motion to approve carried.
10. Proposed Approval of Changes for Time Off Due to COVID. The Executive Director and HR Coordinator recommend that the Board of Directors approve changes regarding how leave is taken using the Families First Coronavirus Response Act. The motion to approve carried.
11. Proposed Approval to Amend the EMAA Bylaws. The Executive Director recommends the EMAA Board of Directors amend its bylaws in Article III and Article IV. The Board discussed the proposed changes. The motion to approve carried.
12. Personnel Action Reports – October, November and December 2020. Reviewed for informational purposes only.

B. Finance Committee:

1. Proposed Approval to Purchase a Mobile Trailer Unit. The Executive Director and the Community Services Director recommend the EMAA Board of Directors approve the purchase a 24' trailer. The motion to approve carried.

2. Financial Reports for October, November and December 2020 - Greg Shinn, CPA addressed the board and presented a Preliminary Draft for September 2020. This was for informational purposes only.
3. Cash Journal & One Card Statements for October and November 2020: Informational purposes only.
4. Approval of Commitment to Affordable Housing. The agency CPA and the Executive Director recommend committing to obtaining financing to construct new housing and rehab existing housing to be either flipped for a profit or rented. The motion to approve carried.
5. Travel Report for October, November and December 2020 –No travel during this time period

C. Program Committee:

1. Proposed Acceptance of No Kid Hungry 0-5 Grant. The Executive Director and the Community Services Director recommend that the EMAA Board of Directors approve the acceptance of the No Kid Hungry Grant if awarded. The motion to accept carried.
2. Proposed Acceptance of Emergency Solutions Grant. The Executive Director and the Community Services Director recommends that the EMAA Board of Directors approve the acceptance of the ESG-CV Grant. EMAA has applied for the ESG-CV grant through the CARES Act to address homelessness in our communities. The motion to accept carried.

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8. Report by Board Liaison to Head Start/Early Head Start Policy Council:

Tammy Durbin addressed the Board. The Policy Council met in January. The policy council approved a variety of reports such as the November meeting minutes, fundraisers, personnel action, expenditures and Head Start enrollments.

9. Old Business:

- A. Calendar of Future Board of Directors Decisions for 2021: The board reviewed the calendar.
- B. Schedule of Future Board Meetings for 2021: The board reviewed the schedule.

10. New Business: There was no new business discussed.

11. Open Meeting – One question was asked. Would EMAA be offering Tax Preparation Assistance? Yes, regular taxes will start February 16th at the Desloge Outreach office and the Uplift Center in Farmington.

12. Adjournment: The motion carried to adjourn. The meeting adjourned at 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