

**HIGHLIGHTS OF EAST MISSOURI ACTION AGENCY,
INC. BOARD OF DIRECTORS MEETING
MONDAY, July 27th, 2020**

NOTE: The regularly scheduled meeting of the East Missouri Action Agency Board of Directors was held July 27th, 2020 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.

Board Members Present: Jim Thompson, Chester Hayes, Linda Woods, Patrick Mullins, Tami White, Daniel Wichmer, Tammy Durbin, Bernice Noble,

Board Members Present via Teleconference: Denis Moore, Lee Asher, Lisa Reitzel, Julie Bova, Jockese Martin, Jim Scaggs, Khala Young

Board Members Absent: Letitia Dixon, Kim Sawyer, David Sansegraw, Vicky Brewington, Tina McMahan, Sonya Fulton, Mike Sauer

Staff Present: Keri McCrorey, Renee Killian, Cathy Poole, Debbie Myers, Greg Shinn Agency CPA

1. **Determination of Quorum:** A quorum was determined.
2. **Review of Agenda:** The Agenda was approved as amended.
3. **Review and Approval of Minutes:** Denis Moore asked Board members to refer to the Board briefing book regarding the 6-01-20 Regular Meeting Minutes and the 7-7-20 Executive Committee Meeting Minutes. The motion carried.
4. **Executive Director Report:** Keri McCrorey provided a verbal overview of the written report in the Board briefing book.
5. **Information Items:**

Low-Income Board Elections Nominees - Review item only

6. Consent Calendar Items:

1. **Proposed Acceptance of the Additional LIHEAP Summer Contract Allocation for the FY2020 Program Year:** EMAA has received an amendment to the FY20 LIHEAP Contract from the Missouri Department of Social Services. The motion carried.
2. **Proposed Approval to apply for the Show Me Healthy Women 2020/2021 Grant:** Women's Wellness is requesting Board approval to apply for the state funded Show me Healthy Women 2020/2021 grant. The motion carried.

7. Action on Committee Reports: as follows:

A. Personnel / Equal Opportunity Committee:

1. Personnel Action Reports – June 2020 – reviewed as informational item only.
2. Proposed Approval for the Revised Salary Chart: (this was an amended item.) The Executive Director and the Human Resource Coordinator recommends that the Board of Directors approve the updated Compressed Work week Executive Salary Chart as amended. The motion carried.
3. Proposed Approval for a New Position Description for the MIS/CSBG Training Coordinator: The Executive Director and the Community Services Director recommend that the Board of Directors approve the position and rating as recommended by the Mark I Job Rating Committee. The motion carried.
4. Proposed Approval for New Weatherization Positions: The Executive Director and the Community Services Director recommend that the Board of Directors approve the new Weatherization positions and rating as recommended by the Mark I Job Rating Committee. The motion carried.
5. Proposed Approval for Health and Safety Policy: The Executive Director and the Department Heads recommend the Health and Safety Policy be approved and added to the Personnel Policy Manual. The motion carried.
6. Proposed Approval of Infectious Disease Preparedness Response: The Executive Director recommends the EMAA Board of Directors approve the Infectious Disease Preparedness Response Plan. The plan outlines the facility modifications, staff requirements and customer interactions. The motion carried.
7. Proposed Approval to Participate in the Community Loan Center of Southeast Missouri: (this was an amended item) The Executive Director and Human Resource Coordinator recommend that the Board approve EMAA to participate in the Community Loan Center of Southeast Missouri. This new benefit will assist the employees who may have a crisis and need a loan and deter them from accessing funds through a higher cost lender. The motion carried.

B. Finance Committee:

1. Financial Reports for April and May 2020 – these items were tabled and will be discussed at the August Board meeting.
2. Cash Journal & One Card Statements for April and May 2020:
Informational purposes only
3. Travel Report for April and May 2020 – No travel during this time period_

C. Program Committee:

1. Proposed Re-Opening Guidelines for the Head Start 2020-2021 :
The Executive Director and Head Start Director recommends the Head Start Policy Council and EMAA Board of Directors approve the proposed re-opening guidelines for the Head Start 2020-2021 program year as presented. The guidelines were written from guidance Provided by the Office of Head Start and local licensing and regulations. The motion carried.

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

8. Old Business:

- A. Calendar of Future Board of Directors Decisions for 2020: reviewed
- B. Tentative Schedule of Future Board Meetings for 2020: reviewed

9. New Business: There was no new business

12. Open Meeting – There was nothing to report.

13. Notice of Closed Session:

A motion was made to leave regular session and go into closed by Tammy Durbin and a second was heard from Patrick Mullins. Roll was taken as entered into the closed session. All those in favor by stating “aye” were: Jim Thompson, Chester Hayes, Linda Woods, Patrick Mullins, Tami White, Daniel Wichmer, Tammy Durbin, Bernice Noble, Denis Moore, Lee Asher, Lisa Reitzel, Julie Bova, Jockese Martin, Jim Scaggs, Khala Young. A quorum was determined.

14. Report from closed meeting:

A. Discuss Personnel

15. 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