

**HIGH LIGHTS OF EAST MISSOURI ACTION AGENCY,  
INC. BOARD OF DIRECTORS MEETING  
MONDAY, JUNE 3<sup>RD</sup>, 2019**

**NOTE:** The regularly scheduled meeting of the East Missouri Action Agency Board of Directors was held June, 3rd, 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 with 2 addendums:

1. **Personnel/Equal Opportunity Committee: Item #3**

This item was amended to define the job position. It specifically named the position as Housing Inspection Coordinator.

2. **Personnel/Equal Opportunity Committee: Item #4**

Proposed Job Description for a Housing Management/Assistant Position.

2. **Review and Approval of Minutes:** The Board reviewed and approved the regular Board of Directors Meeting Minutes on 3-25-19 and Board Executive Committee Meeting Minutes for 4-4-19, 4-15-19 and 4-26-19.

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

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

A. Head Start Enrollment – Screening – CACFP – Attendance February 2019

B. Head Start Duration Supplement Grant

C. Head Start Spring Education Aggregation of Outcomes 2019

D. Head Start Aggregation and Analysis of Outcomes Data

E. Mid-Year Outcomes Report: October 2018 – March 31, 2019

5. **Consent Calendar Items:**

A. **Proposed Acceptance of the Liberty Gas Contract for the FY 18/19/ Program Year:**  
(Program Committee)

EMAA has received the contract for the FY18/19. With these funds, we are able to provide weatherization services and provide emergency services during the winter months to those

who are in a crisis or no heat situation. The Motion carried.

**B. Proposed Acceptance of the Spire Gas Contract for the FY 18/19 Program Year: (Program Committee)**

EMAA has received the contract for the FY18/19 that will be used for four counties in our service area. With these funds, we are able to provide weatherization services and provide emergency services during the winter months to those who are in a crisis or no heat situation. The motion carried.

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

**A. Personnel / Equal Opportunity Committee:**

1. Personnel Actions Report – March and April 2019: Report is for informational purposes only.
2. Revised Salary Chart for Non-Compressed work week employees:  
The Board of Directors approved the new salary chart. The motion carried.
3. Proposed Job Description for a Housing Inspection Coordinator Position:  
The Board of Directors approved the Housing Inspection Coordinator Position. The motion carried.

**B. Finance Committee:**

1. Financial Reports for February and March 2019: The report was reviewed and was for informational purposes only.
2. Cash Journal & One Car Statements for February and March 2019: The report was reviewed and for informational purposes only.
3. Travel Report for February and March 2019: The report was reviewed and was for informational purposes only.

**C. Program Committee:**

1. Proposed Approval to apply for funding through Express Scripts  
The Board of Directors approved the proposal to apply for the funding through Express Scripts. The motion carried.
2. Proposed Approval of 2019 Head Start Annual Self-Assessment  
The Board of Directors approved the 2019 Head Start Annual Self-Assessment. The motion carried.
3. Proposed Approval for Head Start Site Selection for the 2019-2020 Program Year  
The Board of Directors approved the proposed Site Selection as presented for the 2019-2020 program year. The motion carried.

4. Proposed Approval for Women's Wellness Center to pursue a new funding grant from the Anna Lalor Burdick Program, The Lalor Foundation. The Board of Directors approved the submission for The Anna Lalor Burdick Program, The Lalor Foundation, new funding grant. The motion carried.

5. See Consent Calendar Items: A and B

10. **Report by Tammv Durbin, Board Liaison to Head Start/Early Head Start Policy Council:**  
There was no meeting for the month of May 2019. The meeting held in June had items discussed that were submitted for approval in the Board of Directors meeting this evening.

11. **Old Business:**

- A. Calendar of Future Board of Directors Decisions for 2019: Mr. Moore directed board members to note pages 119 to 122 regarding future Board action items.
- B. Tentative Schedule of Future Board Meetings for 2019: Mr. Moore directed Board member to page 123 of the board briefing book for the proposed schedule of future board meetings.

12. **New Business:**

- A. Head Start Eligibility Training  
Renee Killian, EMAA Head Start Director, provided training to all Board Members regarding the Head Start Eligibility requirements. A handout was provided
- B. Board Training:  
Keri McCrorey, EMAA Executive Director, provided training to all Board Members regarding their responsibilities as a Board Member. Specifically Duty of Care, Loyalty and Obedience. CSBG Organizational Standards require annual training be completed. A handout was provided.

13. **Open Meeting - Comments:**

A reminder that there would be no additional meeting in June. The next regular meeting will be July 22<sup>nd</sup>.

14. **Notice of Closed Session:**

The Board went into closed session at approximately 8:30 p.m. and resumed to Regular meeting at Approximately at 8:44 p.m.

15. **Report from closed meeting:**

No action was taken or necessary as this was for informational purposes only.

16. **Adjournment:** The motion carried to adjourn. The meeting adjourned approximately 8:45 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)