

HIGHLIGHTS OF EAST MISSOURI ACTION AGENCY, INC.
BOARD OF DIRECTORS MEETING
MONDAY, June 2nd, 2025

NOTE: The regularly scheduled meeting of the East Missouri Action Agency Board of Directors was held June 2nd, 2025 at 903 E. Chestnut, Desloge, Missouri and via zoom.

The dinner began at approximately 6:35 p.m. and the Board was called to order at approximately 7:10 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:** Approved as presented.
2. **Review and Approval of Minutes:** The Board reviewed and approved the April 28th, 2025 Meeting Minutes.
3. **Executive Director Report:** A verbal overview of the written report was provided from the Board briefing book.
4. **Information Items:** Members reviewed the following:
 - A. Head Start Enrollment-Screenings-CACFP-Attendance- April 2025
5. **Consent Calendar Items:** there were no consent calendar items
6. **Action on Committee Reports:** as follows
 - A. **Personnel / Equal Opportunity Committee:**
 1. Personnel Action Reports – April 2025. Informational purposes only.
 2. Proposed Approval for a New Position Description and Rating for the Culinary Arts Assistant Kitchen & Greenhouse Manager – A motion was made to approve the New Position Description and Rating for EMAA Culinary Arts Assistant Kitchen & Greenhouse Manager and a second was heard. The motion carried.
 3. Proposed Approval for a New Position Description and Rating for EHS Center/Nutrition Aide - A motion was made to approve the new position description and rating for EHS Center/Nutrition Aide. A second was heard. The motion carried.
 4. Proposed Approval for a New Position Description and Rating for EHS Site Manager/Family Advocate – A motion was made to approve the new position description and rating for EHS Site Manager/Family Advocate and a second was heard. The motion carried.
 5. Proposed Approval for a New Position Description and Rating for EHS Teacher – A motion to approve the new position description and rating for EHS Teacher was made and a second was heard. The motion carried.

6. Proposed Approval of Amendment to the 403(b) Thrift Plan – A motion to approve the amendment to the 403 (b) Thrift plan was made and a second was heard. The motion carried.

B. Finance Committee:

1. Travel Report – April 2025. This was for informational purposes only.
2. Agency Credit Card Statements – April 2025. Informational purposes only
3. Financial Reports – The March 30th, 2025 Financial Reports were reviewed. A motion to approve the Financial Statements from March 30th, 2025 was made and a second was heard. The motion carried.
4. Proposed Approval of the Revised EMAA Fiscal Policy – The revisions to the Fiscal Policy were reviewed. A motion to approve the revisions was made and a second was heard. The motion carried.
5. Proposed Approval for Increasing Guest Meal Prices from \$6 to \$80 – Senior Center - A motion was made to approve the increase from \$6 to \$8 for guest meals at the Senior Center. A second was heard and the motion carried.
6. Proposed Approval of the Fraud Risk Assessment and Monitoring Tool - A motion to approve the Fraud Risk Assessment and Monitoring Tool was made and a second was heard. The motion carried.

C. Program Committee: there were no program committee items

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

A report was provided from the meeting held in May 2025. This was informational only

8. Old Business:

A. Calendar of Future Board of Directors Decisions for 2025

B. Schedule of Future Board Meetings for 2025

9. New Business:

10. Open Meeting – Comments:

11. Notice of Closed Session:

The agenda of this meeting includes a possible vote to close part of this meeting pursuant to RSMo. 610.021. (3) provides that Boards may deal in closed meetings with matters that involve "legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys..." or "leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore..." or "firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded..." A motion is needed to go into closed session. The purpose of the closed meeting is to be stated in the motion and recorded in the minutes.

- a. **Approve the Closed Session Meeting Minutes from April Meeting.**
- b. **Personnel/Contract**

12. Report from closed meeting:

13. Adjournment: The meeting adjourned 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