

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

NOTE: The regularly scheduled meeting of the East Missouri Action Agency (further known as EMAA) Board of Directors was held March 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 6:15 p.m. and the Board was called to order at approximately 7:00 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** – The agenda was approved as presented.

2. **Review and Approval of Minutes**: The Board reviewed and approved the 2-25-19 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 January 2019
 - B. Head Start Results of Health and Safety Screening
 - C. Head Start 2018 Annual Report
 - D. Summary of the 2019 Draft Title X Family Planning Program Final Rule

5. **Consent Calendar Items:**

- A. **Proposed Application for Renewal of Summer Food Service Program in Cape Girardeau, St Francois and Ste. Genevieve Counties.** The Board approved to close 2 sites due to lack of participation and add 2 additional sites. Those closing are Mineral Point Head Start Feeding Site and Orchard View Apartments. The 2 new sites are Ste. Genevieve Community Center and DuBourg Center in Ste. Genevieve. The motion carried.

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

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

1. **Personnel actions for February, 2019:** Report is for information purposes only.
2. **Proposed Removal of Low Income Bard Representative for St. Francois County.** The Board approved the proposed removal. The motion carried.
3. **Proposed Seating of Private Sector Representative from Bollinger County.** The Board accepted the proposed seating. The motion carried.
4. **Proposed Approval of Changes to Section V.7.D. Of the EMAA Personnel Policy Manual.** The Board approved the changes to the EMAA Personnel Policy. The motion carried.
5. **Proposed Update to the Pre-Employment Checks and Child Abuse Policy.** The Board approved the changes to the Pre-Employment Checks and Child Abuse Policy for EMAA Employees and New Hires. The motion carried.
6. **Proposed Acceptance of Motor Vehicle Policy.** The Board approved the proposal of the Motor Vehicle Policy. The motion carried.

B. **Finance Committee:**

1. **Proposed Acceptance and Presentation of the Agency Audit.** The Board approved the Agency's audit for September 30, 2018 conducted by Boyer & Associates. The motion carried.
2. **Proposed Acceptance and Presentation of IRS Form 990.** The Board approved the Agency's 990 Tax Return for the year ending September 30, 2018. The motion carried.
3. **Proposed Approval of a Housing Project with HRM Developments.** The Board approved the project with HRM

Developments. The motion carried.

4. Financial Report for January 2019. The report was reviewed and is for informational purposes only.
5. Cash Journal and One Card Statements for January 2019. The report was reviewed is for informational purposes only.
6. Travel Report for January 2019: The report was reviewed and is for informational purposes only.

C. **Program Committee**: The Board was directed to the Consent Calendar Items.

7. **Report by Tammy Durbin, Board Liaison to Head Start/Early Head Start Policy Council**: It was reported that there was no Head Start Policy Council meeting for the month of March.

8. **Old Business**:

- A. Calendar of Future Board of Directors Decisions for 2019: The board was directed to pages 58 – 61 regarding future Board actions items.
- B. Tentative Schedule of Future Board Meetings for 2019: The board was directed to page 62 of the board briefing book for the proposed schedule of future board meetings.

9. **New Business**: There was no new business.

10. **Open Meeting - Comments**:

A Board member presented some concerns regarding property under different management. The Executive Director mentioned that there have been discussions taking place to resolve those issues.

11. **Notice of Closed Session**: No session

12. **Report from Closed meeting**: No session

13. **Adjournment**: The meeting adjourned approximately 7:45 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.