

**HIGHLIGHTS OF EAST MISSOURI ACTION AGENCY,  
INC. BOARD OF DIRECTORS MEETING  
MONDAY, March 23rd, 2020**

**NOTE:** The regularly scheduled meeting of the East Missouri Action Agency Board of Directors was held March 23, 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, Linda Woods, Patrick Mullins, Chester Hayes

**Board Members Present via Teleconference:** Denis Moore, Sonya Fulton, Lisa Reitzel, Tina McMahon, Julie Bova, Bernice Noble, Tami White, Tammy Durbin, Daniel Wichmer, Jim Scaggs

**Board Members Absent:** Lee Asher, Letitia Dixon, Jockese Martin, Laura Bourisaw, Tonya Martin, Khala Young, David Sansegraw, Mike Sauer, Vicky Brewington, Deanna Hornbuckle

**Staff Present:** Keri McCrorey, Julie Pfeifer, Debbie Myers, Greg Shinn– Agency CPA – teleconference

**Visitors Present:** Curt Boyer - Boyer & Associates, PC

1. **Determination of Quorum:** A quorum was determined.
2. **Review of Agenda:** The Agenda was approved as amended.
3. **Review and Approval of Minutes:** The Board reviewed the 02-24-2020 regular Board of Directors Meeting Minutes. The minutes were approved.
4. **Executive Director Report:** Keri McCrorey provided a verbal overview of the written report in the Board briefing book.
5. **Information Items:** There were no Information Items.

## **6. Consent Calendar Items:**

Proposed Application for Renewal of Summer Food Service Program in Cape Girardeau, St Francois, and Ste. Genevieve Counties. For the past 20 years, EMAA has been operating the Summer Food Service Program. The Missouri Department of Health and USDA provide the funding for this program. Meals are prepared in the kitchens at the Head Start Centers. The meals are provided to children at a variety of sites around Cape Girardeau, St. Francois, and Ste. Genevieve Counties. It is recommended that the Board authorize EMAA to continue to operate the Summer Food Program in Cape Girardeau, St. Francois, and Ste. Genevieve Counties. The Board approved the Renewal of the Summer Food Program.

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

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

1. Personnel Action Reports – February 2020 – reviewed as informational item only
2. Proposed Approval to Amend East Missouri Action Agency Bylaws – the motion carried to table this item until the next appointed time
3. Proposed Removal of the Private Sector Board Representative for Bollinger County – The Board approved to remove Tonya Martin as the Private Sector Representative. The motion carried.
4. Proposed Approval of the Sponsoring Organization for the seating of the Private Sector Representative for Bollinger County- The Executive Director is requesting the Board of Directors approve the Woodland R-IV School District as the sponsoring organization the Private Sector seat for Bollinger County. Julie Bova made the motion to accept Woodland R-IV as the sponsoring organization for the Private Sector seat for Bollinger County. A second was heard from Tina McMahon. The motion carried.
5. Proposed Seating of the Private Sector Representative for Bollinger County – Kim Sawyer - The Executive Director recommends that the Board of Directors seat Kim Sawyer from Woodland R-IV School District as the Private Sector representative to the EMAA Board of Directors for Bollinger County. A motion to seat Kim Sawyer to the Board of Directors representing the Private Sector for Bollinger County was made by Tammy Durbin and a second was heard from Tami White. The motion carried.
6. Proposed approval to revoke the current COVID-19 Policy and adopt the existing “Families First Coronavirus Response Act” – amended item. The Executive

Director and Human

Resource Coordinator recommend that the Board revoke the coronavirus policy that was approved by the Executive Committee on March 16, 2020. There has been more information received since the passage of the “Families First Coronavirus Response Act”. The approved policy needs to be revoked and EMAA will follow the Law as outlined in the Act. The motion to revoke the COVID-19 policy was made by Tammy Durbin and a second was heard from Daniel Wichmer. The motion carried.

**7. Proposed Approval for Administrative Leave – amended item**

The Executive Director and Human Resource Coordinator recommend that the Board of Directors approve the addition to Section VII of the EMAA Personnel policy to add a paid administrative leave policy. The proposed language is: *Administrative leave should only be used for emergency circumstances and will be at the discretion of the Executive Director.* The motion to accept the new policy for Administrative Leave was made by Tammy Durbin and it was seconded by Julie Bova. The motion carried.

**a. Finance Committee:**

1. Financial Reports for September 2019, October 2019, November 2019 and December 2019: Informational purposes only
2. Cash Journal & One Card Statements for October 2019, November 2019 and December 2019: Informational purposes only
3. Travel Report for October 2019, November 2019 and December 2019: Informational purposes only
4. Proposed Authorization to change bank account for Women's Wellness:  
The executive director recommends the Board of Directors approve the opening of a checking account and to approve the designation of authorized signers. The Board of Directors approved the proposal.

**b. Program Committee:**

1. Proposed Approval for Head Start Eligibility Priority Criteria/Data Entry: The Executive  
Director and the Head Start Director recommends the Head Start Policy Council and EMAA Board of Directors approve the proposed Head Start Eligibility Priority Criteria/Data Entry as presented. The Board of Directors approved the proposal.
2. Proposed Head Start Self-Assessment Tool for 2020: The Executive Director and the Head Start Director recommends the Board of Directors and Head Start Policy Council approve the use of the EMAA Head Start Monitoring Plan and Head Start Performance Standards for the self-assessment for the 2020 year. The Board of Directors approved the proposal.
3. Proposed Approval to Apply for Missouri Rural Health Association (MRHA) Funding: The Executive Director and Community Services Director recommend that the EMAA Board of Directors approve to apply for the funding opportunity from Missouri Rural Health Association. The Board of Directors approved the proposal.
4. Proposed Approval to Apply for Missouri Housing Innovation Program Funding: The Executive Director and the Community Service Director recommend that the Board of Directors approve to apply for the funding opportunity from Missouri Housing Innovation Program. The Board of Directors approved the proposal.
5. Proposed Approval for Women's Wellness Program to Apply for the Right Time Initiative Funding Grant: The Executive Director and the Women's Wellness Program Director recommend that the EMAA Board of Directors approve the proposal to apply for the Right Time Initiative Funding Grant. The Board of Directors approved the proposal.

**7. Report by Tammy Durbin, Board Liaison to Head Start/Early Head Start Policy Council:**

Tammy Durbin reported that the Policy Council met on February 3<sup>rd</sup>. They approved the Eligibility Priority Criteria/Data Entry and Self-Assessment Tool that was presented this evening to the Board of Directors for approval. Renee Killian mentioned her appreciation for Tammy and all her efforts with the Policy Council.

**8. Old Business:**

- A. Calendar of Future Board of Directors Decisions for 2020: Denis Moore directed board members to note pages 165 to 167 regarding future Board action items.
- B. Tentative Schedule of Future Board Meetings for 2020: Denis Moore directed Board member to page 164 of the board briefing book for the proposed schedule of future board meetings.

**9. New Business:**

- A. Housing Department Board Training – Bill Tucker provided the training to the Board of Directors on some aspects of the Housing Program.
- B. Review EMAA Vendor List – each of the Board of Directors received a copy of the Vendor List to review.
- C. Required annual documents to obtain Board Member signatures – The Board Members received the Code of Ethics, Conflict of Interest and Board Member Job Description to obtain their signature. .

**12. Open Meeting - Comments:** There were no open meeting comments

**13. Notice of Closed Session:** There was no closed session

**14. Report from closed meeting:**

**15. Adjournment:** The motion carried to adjourn. The meeting adjourned approximately 9:05 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)