

**HIGHLIGHTS OF EAST MISSOURI ACTION AGENCY,
INC. BOARD OF DIRECTORS MEETING
MONDAY, October 26th, 2020**

NOTE: The regularly scheduled meeting of the East Missouri Action Agency Board of Directors was held October 26th, 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 6:30 p.m. and the Board was called to order at approximately 7:00 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, Michelle Roland, Patrick Mullins, Chester Hayes, Tammy Durbin, Vicky Brewington, Tami White, Terri Rogers,

Board Members Present via Teleconference: Denis Moore, Sonya Fulton, Scott Johnson, Jim Scaggs, Jockese Martin, Dan Wichmer, Julie Bova, Bernice Noble

Board Members Absent: Lisa Reitzel, Lee Asher, Kim Sawyer, David Sansegraw, Mike Sauer, Khala Young, Barb Sherry, Pam Ernst

Staff Present: Keri McCrorey, Renee Killian, Debbie Myers, Denise Johnson, Nicolle Hahn, Greg Shinn Agency CPA, Dave Scheck - teleconference

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 9-28-2020 Regular 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:**
 1. **Employee Satisfaction Survey Results -**
Keri reported that the Employee Satisfaction Survey is part of the EMAA Strategic Plan. The response rate was good. The results indicate that there are areas where the staff thought were great and other areas could be improved. The main touch point on the results is the need to have WiFi installed in all the Head Start Classrooms. This is an area of improvement that will be researched further.

2. Weatherization Monitoring Results and Response – this was reviewed and no additional concerns were mentioned.
3. Head Start Enrollment Screenings – September 2020 – For Informational Purposes Only.

6. **Consent Calendar Items:** There were no consent calendar items.

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

A. Personnel / Equal Opportunity Committee:

1. Personnel Action Reports – September 2020 – reviewed as informational item only.
2. Proposed Seating of Private Sector Representatives for Bollinger, Iron, Ste. Genevieve and Perry Counties. The Executive Director recommends that the EMAA Board of Directors seat the nominees for the Private Sector from Bollinger, Iron, Ste Genevieve and Perry Counties for a 2 year term. The motion carried.
3. Proposed New Position Description and Ratings for Women’s Wellness Department Position – The Executive Director and the Women’s Wellness Director recommend that the Board of Directors approve the position and rating as recommended by the Mark 1 Job Rating Committee. The proposed positions include a Women’s Wellness Center Office Manager and a Women’s Wellness Center Program Assistant. The motion carried.
4. Proposed New Position Description and Ratings for Community Services Position. The Executive Director and the Community Services Director recommends the EMAA Board of Directors approve the position and rating as recommended by the Mark 1 Job Rating Committee. The proposed position is for a CARES Resource Developmental Specialist. The motion carried.
5. Proposed New Position Description and Ratings for Administration Department Position. The Executive Director and Administration Manager recommend that the Board of Directors approve the position and rating as recommended by the Mark 1 Job Rating Committee. This position is for a Data Entry Clerk that will be utilized by the Administration Department, Human Resource Department and Community Services. The motion carried

B. Finance Committee:

1. Financial Reports for August 2020 - Greg Shinn, CPA presented the August Financial Reports. This was for informational purposes only.
2. Cash Journal & One Card Statements for September 2020: Informational purposes only

3. Travel Report for September 2020 – No travel during this time period
4. Proposed Approval to Change Check Signer on Various Bank Accounts - The Executive Director recommends the approval to add the new Community Services Director as a check signer on the bank accounts and removing the previous Community Service Director. The motion carried.
5. Proposed Approval of Renewal of Liability Insurance – The Executive Director and the Agency CPA recommends that the Board of Directors allow the management to select the Liability Insurance coverage for FY2021. The motion to carried.

C. Program Committee:

1. Proposed Approval of the Head Start Impasse Resolution - The EMAA Head Start Director and the Executive Director recommends that the Policy Council and Board of Directors approve the Head Start Impasse Resolution. The motion carried.
 2. Proposed Approval of 2020-2021 Head Start Long and Short Term Goals – The EMAA Head Start Director and the Executive Director recommends the Policy Council and Board of Directors approve the proposed Long and Short Term Goals as presented. The motion carried.
- 8. Report by Board Liaison to Head Start/Early Head Start Policy Council:**
Policy Council met on 10/5/2020. They approved the August meeting minutes. Approved the Head Start Impasse Resolution. Completed the annual Code of Conduct documents. Reviewed the Head Start Program goals along with the Policy and Procedure plans.
- 9. Old Business:**
- A. Calendar of Future Board of Directors Decisions for 2020: The board reviewed the calendar.
 - B. Schedule of Future Board Meetings for 2020: The board reviewed the schedule.
- 10. New Business:** The Board heard about the potential opportunity for EMAA to to contract with the City of Farmington to assume the control over the Farmington Senior Center.
- 11. Open Meeting** – There was nothing to report.
- 12. Adjournment:** The motion carried to adjourn. The meeting adjourned at 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