

HIGHLIGHTS OF EAST MISSOURI ACTION AGENCY, INC.
BOARD OF DIRECTORS MEETING
MONDAY, SEPTEMBER 23rd, 2019

NOTE: The regularly scheduled meeting of the East Missouri Action Agency Board of Directors was held September 23, 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.
2. **Review and Approval of Minutes:** The Board reviewed and approved the regular Board of Directors Meeting Minutes on 8-26-19 and the closed session minutes held on 8-26-19.
3. **Executive Director Report:** Keri McCrorey provided a verbal overview of the rewritten report in the Board briefing book.

4. Information Items:

- A. **Summer Food Service Program Monitoring Report and EMAA's Response - Keri McCrorey** provided an update to the monitoring of the summer food program.

5. Consent Calendar Items:

A. **Proposal to Apply for the Community Services Block Grant (CSBG): Program Committee**

The Community Services Block Grant Request for Proposal was due to the Community Service Unit by August 21. The allocation we had to use is just an estimate for writing our Plan. The State has told us that once the actual allocations are determined, then the amount could increase, or possibly decrease. Our CSBG plan (strategies) that was submitted was based on the new 2019-2022 Strategic Plan.

B. **Proposed Acceptance of the LIHEAP Contract for the FY20 Program Year: Program Committee**

EMAA has not received the contract for the FY20 LIHEAP program from the Missouri Department of Social Services. However, the LIHEAP Unit will be offering contracts for FY20 by the end of September. The contract amount at this time is unknown. The LIHEAP program has two components: Energy Assistance that provides an energy grant to income eligible participants, whether or not, they are in a crisis situation, and the

second component is ECIP. It provides emergency heating and cooling assistance to those who are in a crisis situation. This program is operated in all eight counties served by EMAA.

- C. Proposed Acceptance of Dollar Help Funds: Program Committee
Missouri Energy Care will be offering funding for participation in the Dollar Help Program. This program is funded through donations made by customers of Spire Gas Co., and its subsidiaries. Dollar Help funds are used to assist families with winter home heating crises. Families receiving Dollar Help must have applied for Energy Assistance and ECIP, if funds are available, in order to receive assistance through Dollar Help. This program services the counties of Iron, Madison, St. Francois and Ste. Genevieve.
- D. Proposed Acceptance of Dollar More Funds: Program Committee
Ameren UE provides funding for emergency energy assistance through the Dollar More Program. This program is funded through donations made by customers of Ameren UE. Dollar More funds are used to assist families with home heating/cooling crises. This program services the counties of Bollinger, Cape, Iron, St Francois and Washington.
- E. Proposal to Accept Round-Up Funding: Program Committee
Citizens Electric provides funding for emergency energy assistance each year. This program helps Citizens customers with \$100 in the winter and the summer. The funding provided through Citizens comes from customers who contribute, as well as, company funding. EMAA has operated this program for several years. The program services customers in Cape, Perry, and Ste. Genevieve.
- F. Proposal to Accept Keeping Current Funds: Program Committee
Ameren UE provides funding for another type of energy assistance. It's called the Keeping Current Program. This program can provide qualified low income customers with a credit on their cooling or heating bills every month for up to two years. This is only offered if the customer keeps current with their current monthly payments. This program services the counties of Bollinger, Cape, Iron, St Francois and Washington.
- G. Proposal to Accept Liberty Utilities Funding: Program Committee
Liberty Utilities provides funding for emergency assistance each year. The funding is provided through Liberty customers. This program services a small part of Cape and Iron Counties.
- H. Proposal to Apply for the Spire Gas Grant for Weatherization for the FY19/20 Program Year-Program Committee
EMAA is applying for the FY19/20 Spire Gas program with Spire. These funds will be used for four counties in our service area. With these funds, we are able to provide weatherization services starting on October 1st, 2019 for approximately five qualified clients. It also provides emergency services during the winter months to those who are in a crisis or no heat situation.

- I. Proposal to Apply for the LIHEAP Contract Weatherization for the FY19/20 Program Year: Program Committee
EMAA is applying for the FY19/20 LIHEAP program from the Department of Natural Resources. We have received notification on the amount of funding we will receive, it will be close to the amount of \$308,952 that will be used for all eight counties in our service area. With these funds, we are able to provide weatherization services starting on October 1st, 2019 for approximately 48 qualified clients. It also provides emergency services during the winter months to those who are in a crisis or no heat situation. The motion to accept the Consent Calendar Items presented, A-I was made by Laura Bourisaw. A second was heard from Tina McMahon. The motion carried.

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

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

1. Personnel Actions Report – August 2019: Report is for informational purposes only.
2. Proposed Approval of EMMA Board Elections of Officers for Program Year 2019-2020: The Board Chairperson and the Executive Director recommends that the Board of Directors maintain the current officer for the new program year, effective October 1, 2019. The officers are:
 - Denis Moore – Chairperson
 - Tami White – Vice-Chairperson
 - Jim Thompson – Treasurer
 - Tammy Durbin - SecretaryTina McMahon made the motion to accept the recommended Board of Directors Officers for the new program year. A second was heard from Chester Hayes. The motion carried
3. Proposed Approval of EMMA Board of Directors Committee assignments for the Program Year 2019-2020: The Board Chairperson and the Executive Director recommend approval of the Executive committee and Committee Assignments for the new program year effective immediately. Attached is a list of members. Tina McMahon made the motion to accept the recommended Executive committee and Committee Assignments. Lisa Reitzel made the second. The motion carried.

B. **Finance Committee:**

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

4. Proposed Renewal of Contract for CPA Services: The Executive Director recommends the renewal of the contract with Thurman, Shinn & Company for oversight of EMAA's financial operations at the current term. Sonya Fulton made the motion to accept the renewal contract for CPA Services with Thurman, Shinn & Company. Lee Asher made a second. The motion carried.
5. Proposed Approval of the Agency Budget for 2019-2020: The Executive Director and the CPA recommend the Board of Directors approve the agency budget for the fiscal year ending September 30, 2020. Sonya Fulton made the motion to accept the Board of Directors approve the 2020 fiscal year budget. Mike Sauer made a second. The motion carried.
6. Proposed Amendment to the 403B Retirement Plan: The agency CPA, Executive Director and Program Directors recommend that the Agency amend the 403B plan. Sonya Fulton made the motion to accept the amended 403B plan. Lisa Reitzel made a second. The motion carried.
7. Proposed Approval of Key Management Retirement Plan: The agency CPA recommends the Board of Directors adopt an additional retirement plan for the key management positions. Sonya Fulton made the motion to adopt the additional retirement plan specifics. A second was heard from Vicky Brewington. The motion carried.
8. Proposed Approval to Adjust Wages Due to Minimum Wage Increase: The Executive Director, Head Start Directors and Human Resource Coordinator recommend that the Board approve the proposed increase in hourly wages due to the minimum wage increase. The motion to accept the increased hourly wages was made by Sonya Fulton. It was seconded by Laura Bourisaw. The motion carried.
9. Proposed approval to Open New Banking Account for Brettwood Apartments: The Executive Director and agency CPA recommend that the Board of Directors approve the agency to open new bank accounts for Brett Wood Apartments. Sonya Fulton made the motion to approve the new bank accounts for Brett Wood Apartments. A second was heard from Lisa Reitzel. The motion carried.
10. Request Approval to Purchase Property Located at 404 Saline Fredericktown, MO: The Executive Director, Housing Director and CPA recommend the Board of Directors authorize the Executive Director to purchase the property located at Saline St, Fredericktown, MO. Sonya Fulton made the motion to approve the purchase of the property. A second was heard from Lisa Reitzel. The motion carried.
11. Resolution to Sign Documents: The Executive Director recommends that the Board of Directors allow the Executive Director to sign agreements and contracts without getting

further board action. The motion to accept the approval to allow the Executive Director to sign agreements was made by Sonya Fulton. A second was heard from Laura Bourisaw. The motion carried.

12. Proposed Approval for Fraud Risk Assessment and Monitoring Policy: Auditing and Accounting standards now require that entities perform a fraud risk assessment of its organization and develop a plan to monitor it. The motion carried.

C. Program Committee:

1. Proposed Approval to Accept Funding Opportunity for the Census Count Outreach:
The Executive Director and the Community Services Director recommend that the EMAA Board of Directors approve to apply for the funding opportunity from Missouri Foundation for Health to conduct education and outreach for the 2020 Census Count. Laura Bourisaw made the motion to approve to apply for the funding opportunity from Missouri Foundation

D. Fundraising Committee:

Greg Shinn provided an update to the Board of Directors with the progress of the events planning. He addressed the importance of the Board of Directors participation in these events

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

Tammy Durbin informed the Board that there was no Head Start Policy Council meeting in September.

11. Old Business:

- A. Calendar of Future Board of Directors Decisions for 2019: Denis Moore directed board members to note pages 73 to 75 regarding future Board action items.
- B. Tentative Schedule of Future Board Meetings for 2019: Denis Moore directed Board member to page 76 of the board briefing book for the proposed schedule of future board meetings.

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

13. Open Meeting - Comments:

Debra Hamilton was a guest at this Board meeting. She is a former employee of EMAA and a past recipient of EMAA services. She described herself as an activist. She believes there are 2 things that are important. One being an inspiration to the clients and Two, removing the barriers from the clients success. She claimed that she has received complaints from EMAA clients. She believes that the EMAA leaders have a responsibility to inspire and encourage clients. She feels EMAA has barriers in place with regard to the complaint process. Additionally, she believes some staff could use additional customer service training.

14. Notice of Closed Session:

- A. Executive Director Evaluation and Compensation Review.
- B. Personnel Issues

15. Report from closed meeting:

The review of the Executive Director's evaluation & compensation was discussed and approved.
The personnel issues were discussed.

16. Adjournment: The motion carried to adjourn. The meeting adjourned approximately 9:40 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