

**HIGHLIGHTS OF EAST MISSOURI ACTION AGENCY,
INC. BOARD OF DIRECTORS MEETING
MONDAY, September 28th, 2020**

NOTE: The regularly scheduled meeting of the East Missouri Action Agency Board of Directors was held September 28th, 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, Daniel Wichmer, Chester Hayes, Tammy Durbin, Vicky Brewington

Board Members Present via Teleconference: Denis Moore, Tina McMahon, Julie Bova, Bernice Noble

Board Members Absent: Lisa Reitzel, Lee Asher, Jockese Martin, Letitia Dixon, Kim Sawyer, David Sansegraw, Mike Sauer, Khala Young, Jim Scaggs, Tami White

Staff Present: Keri McCrorey, Renee Killian, Debbie Myers, Denise Johnson, Nicolle Hahn, Greg Shinn Agency CPA, Rob Baker

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 8-24-2020 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:** There were no information items to report.
6. **Consent Calendar Items:**

The following Consent Calendar Items 1-9 were reviewed and approved. The motion to approve all carried.

1. Proposed Approval to apply for the Spire Gas Grant – (Weatherization)
EMAA is applying for the FY20/21 Spire Gas program with Spire. Notification has been received and the funding will be used for four counties in the EMAA service area. It will also provide emergency services during the winter months to those who are in a crises.
2. Proposed to apply for the LIHEAP Contract for the FY20/21 Program Year:
(Weatherization) EMAA is applying for the FY20/21 LIHEAP program from the Department of Natural Resources. Notification has been received and will be used for all eight counties in our service area. It also provides emergency services during the winter months to those who are in a crisis or no heat situation.
3. Proposal acceptance of the Community Services Block Grant (CSBG) contract:
(Community Services) The Community Services Block Grant Request for Proposal was due to the Community Support Unit by August 14. The allocation used was an estimate for writing our plan. It is based on the same amount as the FY20. The state has told us that once the actual allocations are determined, then the amount could increase, or possibly decrease.
4. Proposed acceptance of the LIHEAP Contract for the FY21 Program Year: (Community Services) EMAA has not received the contract for the FY21 LIHEAP program from the Missouri Department of Social Services. However, the LIHEAP Unit will be offering contracts for FY2021 by the end of September.
5. Proposed acceptance of Dollar Help Funds: (Community Services) 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 Spire customers only in the counties of Iron, Madison, St. Francois and Ste. Genevieve.
6. Proposed Acceptance of Dollar More Funds: (Community Services) 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.
7. Proposal to Accept Round-Up Funding: (Community Services) Citizen’s Electric provides funding for emergency energy assistance each year. This program helps Citizen’s customers with \$100 in the winter and the summer. The funding provided through Citizen’s 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.
8. Proposal to Accept Keeping Current Funds: (Community Services) Ameren UE provides funding for another type of energy assistance. It is 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.

9. Proposal to Accept Liberty Utilities Funding: (Community Services) Liberty Utilities provides funding for emergency assistance each year. The funding is provided through Liberty customers contributions to their community energy assistance program. This program services a small part of Cape and Iron Counties.

9. Action on Committee Reports: as follows:

A. Personnel / Equal Opportunity Committee:

1. Personnel Action Reports – August 2020 – reviewed as informational item only.
2. Proposed Seating of Low Income Sector Representatives for Cape County. The Executive Director recommends that the EMAA Board of Directors seat the winning candidate from Cape Girardeau County. The motion carried.
3. Proposed Seating of Low Income Sector Representative for Ste. Genevieve County (Ste Genevieve is a special election due to Board Member resignation) The Executive Director recommends that the EMAA Board of Directors seat the winning candidate from Ste. Genevieve County. The motion carried.
4. Proposed Seating of the Head Start Board Liaison. The Executive Director and the Head Start Director recommends the EMAA Board of Directors approve the proposed seating of the Liaison to the Board from the Head Start Policy Council. The motion carried.
5. Proposed Approval of EMAA Board of Directors Officers for Program Year 2020-2021. The Board Chairperson and the Executive Director recommend approval of the EMAA Board of Directors Officers. The motion carried.
6. Proposed Approval of EMAA Board of Directors Election of Executive Committee/Board Committee Assignments for Program Year 2020-2021. The Board Chairperson and the Executive Director recommend approval of the Executive Committee and Committee Assignments for the new program year, effective 10-1-2020. The motion carried.
7. Proposed Approval of the Fraud, Abuse and Misconduct Policy. The Executive Director and the Department Heads recommends the EMAA Board of Directors approve the revision to the Fraud and Abuse Policy in Section XV 3.B of the personnel policy manual. The motion carried.

B. Finance Committee:

1. Review and Approve the Annual Budget for 2020-2021. Greg Shiun, CPA presented the Annual Budget to the Board of Directors. The motion carried to approve the Annual Budget.
2. Cash Journal & One Card Statements for July and August 2020: Informational purposes only
3. Travel Report for August 2020 – No travel during this time period
4. Financial Reports for July 2020 – Reviewed for informational purposes only
5. Proposed Approval of the Agency CPA Services. The Executive Director recommends the renewal of the contract with Thurman, Shinn & Company for oversight of EMAA’s financial operations. The motion carried.
6. Proposed Approval of the Fraud Risk Assessment/Monitoring Policy. The agency CPA recommends that the EMAA Board of Directors approve the Fraud Risk Assessment/Monitoring Policy. The motion carried.

C. Program Committee:

1. Proposed Approval of the Community Needs Assessment. The Executive Director and the Program Directors recommend that the EMAA Board of Directors approve EMAA’s Community Needs Assessment as presented. The motion carried.
7. **Report by Board Liaison to Head Start/Early Head Start Policy Council:**
There was no meeting during the month.
8. **Old Business:**
 - A. Calendar of Future Board of Directors Decisions for 2020: Denis Moore directed board members to note pages (73-75) regarding future Board action items.
 - B. Schedule of Future Board Meetings for 2020: Denis Moore directed Board member to page 76 of the board briefing book for the proposed schedule of future board meetings.
9. **New Business:** The Board went through a presentation and training on the Sunshine Law.
12. **Open Meeting** – There was nothing to report.
13. **Notice of Closed Session:** A motion to leave regular session and go into closed session Pursuant to Section 610.021 (3) RSMO – Personnel was made and the motion carried. Roll was taken as the Board entered into the closed session. All those in favor stated “aye”. A quorum was determined.

14. **Report from closed meeting:**

A. Discuss Personnel – personnel issues were addressed. A motion was made to enter back into Regular Session. All in favor said “aye”. The motion carried.

15. **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