

**HIGHLIGHTS OF EAST MISSOURI ACTION AGENCY,
INC. BOARD OF DIRECTORS MEETING
MONDAY SEPTEMBER 27TH, 2021**

NOTE: The regularly scheduled meeting of the East Missouri Action Agency Board of Directors was held September 27th, 2021 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 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: Denis Moore, Jim Thompson, Chester Hayes, Tami White, Harold Gallaher, Michelle Roland, Tammy Durbin

Board Members Present via Teleconference: Lisa Reitzel, Bernice Noble, Lee Asher, Daniel Wichmer, Julie Bova, Pam Ernst

Board Members Absent: Kim Sawyer, Scott Johnson, Ronnie Chandler, Pam Ernst, Khala Young, Julie Bova, David Sansegraw, Lee Asher, Jockese Martin

Staff Present: Keri McCrorey, Debbie Myers, Denise Johnson, Nicolle Hahn, Greg Shinn, Jaci Rogers, Dave Scheck via Teleconference

Visitor Present: No visitors present

1. **Determination of Quorum:** A quorum was determined.
2. **Review of Agenda:** A motion to approve the Amended Agenda was approved as presented.
3. **Review and Approval of Minutes:** A motion to accept the August 12th 2021 Executive Committee minutes and the August 23rd Regular meeting minutes was made and a second was heard. 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:**
 - A. **Head Start Enrollment Screenings** – Information purposes only
 - B. **Head Start Vaccination Mandate** - The new mandate initiated by the Head Start Funding source was discussed. This was to make the board members aware of the concerns.

6. Consent Calendar Items:

The following Consent Calendar items were discussed.

Proposed Acceptance of the LIHEAP Contract for FY22 Program Year: (Community Services)

Proposed Acceptance of Dollar Help Funds: (Community Services)

Proposed Acceptance of Dollar More Funds: (Community Services)

Proposal to Accept Round-Up Funding: (Community Services)

Proposal to Accept Keeping Current Funds: (Community Services)

Proposal to Accept Liberty Utilities Funding: (Community Services)

Proposal to Apply for the SPIRE Gas Grant for the Fy21/22 Program Year: (Weatherization)

Proposed to Apply for the LIHEAP Contract for the FY21/22 Program Year (Weatherization)

The motion to accept all the above-mentioned Consent Calendar items presented was made and a second was heard. The motion carried.

7. Action on Committee Reports: as follows:

A. Personnel / Equal Opportunity Committee:

1. Personnel Action Reports – will be reported next month
2. Proposed Seating of Private Sector Representatives for Cape and Madison Counties -terms beginning October 1, 2021– The Executive Director recommends the agency Board of Directors seat the following candidates appointed from Cape and Madison Counties. The candidates are:
Lee Asher – Cape County
Denis Moore – Madison County
A motion to accept the seating of the appointed candidates was made and a second was heard. The motion carried.
3. Proposed Seating of Low-Income Sector Representative for St Francois County – The Executive Director recommend the Board of Directors seat the second runner up, Sarah Thurman from the July 2020 low-income election for St Francois County. A motion to accept the seating of the second runner up was made and a second was heard. The motion carried.
4. Proposed Approval of EMAA Board of Directors Officers, Election of Executive Committee and Board Committee Assignments for Program Year 2021-2022 – term to begin October 1, 2021. The Board Chairperson and the Executive Director recommend the approval of the officers, Executive Committee and Committee assignments for the new program year effective October 1, 2021. A motion to approve the Board of Directors Officers, Election of Executive Committee and Board Committee Assignments was made and a second was heard. .The motion carried.
5. Proposed Approval the EMAA Personnel Policy Reviewed by Attorney- The Executive Director, Program Directors and Human Resource Coordinator recommend the approval of the Personnel Policy Manual. A motion to approve the EMAA Personnel Policy that was reviewed by the attorney was made and a second

was heard. The motion carried.

B. Finance Committee:

1. Financial Reports – July 2021. This was for informational purposes only.
2. Cash Journal & One Card Statements for August 2021- Informational purposes only.
3. Travel Report for August 2021 – There was no travel
4. 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 to accept the Fraud/Risk Assessment/Monitoring Policy was made and a second was heard. The motion carried.
5. 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. A motion to accept the renewal of the contract with Thurman, Shinn & Company was made and a second was heard. The motion carried.
6. Proposed Approval of the Agency Budget for 2021-2022 - The Executive Director and Agency CPA recommend that the EMAA Board of Directors approve the agency budget for the fiscal year ending September 30, 2022. A motion to approve the 2021-2022 Agency budget was made and a second was heard. The motion carried.
7. Proposed Approval of Housing Project for Mineral Area Apartments – The Executive Director recommends the Board approve the MHDC application for the Mineral Area Apartments. A motion to approve the Housing Project for Mineral Area Apartments was made and second was heard. The motion carried.
8. Proposed Acceptance of the Selection of Agency Auditor – The Executive Director, Administration Manager and the Agency CPA recommend the Board of Directors select the CPA firm WIPFLI, LLP for the audits ending September 30, 2021, 2022 and 2023. A motion to accept WIPFLI, LLP as the agency CPA was made and a second was heard. The motion carried.

C. Program Committee:

1. Proposed Approval of EMAA’s Strategic Plan – The Executive Director and the Program Directors recommend that the EMAA Board of Directors approve EMAA’s FY2022-FY2024 Strategic plan. A motion to approve the EMAA FY22-24 Strategic plan was made and a second was heard. The motion carried.
2. Proposed Strategies for EMAA’s 2021 Community Services Block Grant Contract The Executive Director and the Community Services Director recommend that the Board of Directors approve the proposed strategies for the Community_Services Block Grant for FY2022. A motion to approve the FY2022 CSBG was made and second was heard. The motion carried.
3. Proposed Acceptance of the Low Income Water Assistance Program (LIWAP) – The Executive Director and the Community Services Director recommend that the EMAA Board of Directors approve the acceptance of the Low Income Water

Assistance Program through the Office of Community Services, passed down to the State through the Department of Social Services. A motion to approve the LIWAP was made and a second was heard. The motion carried.

8. Report by Board Liaison to Head Start/Early Head Start Policy Council:

Policy Council met on September 13th. They approved several items such as the minutes, credit card purchases, personnel action , Policy Council Bylaws and agreed to move the election of officers for October to the November meeting.

9. Old Business:

A. Calendar of Future Board of Directors Decisions for 2021: The board reviewed the calendar.

B. Schedule of Future Board Meetings for 2021: The board reviewed the schedule.

10. New Business:

There was no new business

11. Open Meeting:

There was nothing to report.

12. Notice of Closed Session:

The agenda of this meeting includes a possible vote to close part of this meeting pursuant to RSMo . 610.021. (2) RSMo. 610.021 (3) provides that Boards may deal in closed meetings with matters that involve "legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys..." or "leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore..." or "firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded..." A motion is needed to go into closed session. The purpose of the closed meeting is to be stated in the motion and recorded in the minutes.

A. Real Estate

B. Personnel

A motion was made to leave regular session and go into closed session. Roll was taken as entered into the closed session. All those in favor stated "aye", a quorum was determined.

13. Adjournment: The motion carried to adjourn. The meeting adjourned at approximately 8:50 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 p.m. Contact Debbie Myers, Executive Secretary, at 573.431.5191 ext. 1142 or via e-mail at dmyers@eastmoaa.org