



Central Missouri Community Action

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www.showmeaction.org

May 21, 2009

Dear Board Member:

I'm looking forward to seeing you at our meeting next week. The board is scheduled to meet at 6:00 p.m., Thursday, May 28 at Central Office. Dinner will be served at 5:30. We hope you'll arrive early and join in a short time of socializing before the meeting begins.

As one small step in fulfilling our commitment to develop an innovative, caring agency dedicated to being an influential leader in our communities, Brooke Smith, our Administrative Services Coordinator will be calling to remind board members of the meeting and to gather an RSVP list. If you are unavailable when she calls and receive a voicemail, please take time to respond so we will know your attendance plans.

Your attendance at each meeting is valued and important. The enclosed agenda itemizes the business of the evening. The full board is not scheduled to meet during the months of June and July so we trust you will make it a high priority to attend the May 28 meeting.

Please visit the Central Missouri Community Action website to view additional documents. To access the documents, go to <http://www.showmeaction.org/board/meetings.html> and then click on May 28, 2009. Documents from previous meetings are available by date under *Archive* at <http://www.showmeaction.org/board/meetings.html>.

Again, I'm looking forward to your presence next Thursday for what should be a very informative and productive meeting.

Sincerely,

Darin Preis
Executive Director

Enclosures

CENTRAL MISSOURI COMMUNITY ACTION

NOTICE OF MEETING

Notice is hereby given that the CMCA Board of Directors will conduct a meeting at 6:00 p.m. on Thursday, May 28, 2009 at the Central Office Conference Room, 807-B North Providence Road, Columbia, Missouri.

Central Missouri Community Action Strategic Commitments (SC)

- SC 1. Engage the community to assure that all people have their basic needs met.*
- SC 2. Enhance community capacity to ensure all individuals have lifelong learning opportunities.*
- SC 3. Build community capacity to enhance economic and community assets.*
- SC 4. Build relationships across class and race lines.*
- SC 5. Develop an innovative, caring agency dedicated to being an influential leader in our communities.*

AGENDA

- I. Call to Order and Welcome
- II. Consent Agenda Items – *Action Required*
 - Minutes from April Board Meeting
 - Agenda
 - April Financial Report
 - April Credit Card Statement
 - April Head Start USDA Meal Count
 - April Head Start Attendance Report
 - April Head Start Quality Assurance Monitoring Reports
 - Board Attendance Report
- III. Audit Report and Approval
- IV. Board Activity
 - Community Assessment
- V. Action Items
 - A. I CAN Continuation Refunding Grant Application (Year 2)
 - B. Connecting for Children Continuation Refunding Grant Application (Year 3)
 - C. Early Head Start Expansion Application (Competitive)
 - D. Head Start Expansion Application (Competitive)
 - E. Family Medical Leave Policy (Julie Kratzer)
 - F. Incentive Policy (Julie Kratzer)
- VI. Executive Director's Report
- VII. Other Business
- VIII. Adjournment

CMCA Mission: To empower individuals and families to achieve self-reliance

CMCA is committed to equal opportunity. If you are disabled and need an accommodation such as an interpreter for the hearing-impaired, please contact our office. A three-day notice is required for scheduling. Representatives of the news media may obtain copies of this notice by contacting:

Barbara Corson
CMCA 807-B N. Providence Road, Columbia, MO 65203
Phone: (573) 443-8706, Ext. 226

CENTRAL MISSOURI COMMUNITY ACTION
Board of Directors Meeting
April 23, 2009

Board Members Present

Yolanda Beltran	Susan Keyton
Alice Brandt	Jamie Leeling
Loretta Breeding	Carolyn Lewis
Otis Clark	Dwight Massey
Gabe Craighead	Ken Pearson
Paul Davis	Murray Purcell
Cami Drew	Lisa Thomeczek
John Flanders	Mary Winter
Lilla Jefferson	Roger Young

Board Members Absent

Rev. Lina Eddy	Helen Forgy
Jim Ertle	

Staff Present

Darin Preis	Mernell King
Anita Sanderson	Pat Lockwood
Trina Almond	Chris Macy
Barbara Corson	Dianna Moore

Others Present

Sister Francine Koehler – Translator

AGENDA

- I. Call to Order and Welcome – Alice Brandt called the meeting to order at 6:05
- II. Consent Agenda Items – *Action Required*
 - Minutes from February Board Meeting
 - Agenda
 - February and March Financial Reports
 - February and March Credit Card Statements
 - February and March Head Start USDA Meal Count
 - February and March Head Start Attendance Reports
 - February and March Head Start Quality Assurance Monitoring Reports
 - Board Attendance Report

Susan Keyton moved the consent agenda be approved. Jamie Leeling seconded the motion. The motion carried.

III. Audit Report

Darin announced that the Auditor's exit interview and final report will be delayed until the May board meeting.

IV. Board Activity

The board was divided into four discussion groups and instructed to consider Obama's Plans in correlation with the CMCA Transformation Plan for the purpose of prioritizing the top 3 items from Obama's Plans that our agency should consider and determine where each fits within our strategic plan. (First number reflects strategic commitment, the second number, the ten-year goal subcategory of the commitment.)

- GROUP 1 – Reporter: Murray Purcell
 1. Job creation 3.1
 2. Transportation 1.3
 3. Drop out rate 2.1
- GROUP 2 – Reporter: Susan Keyton
 1. Job creation - invest in next generation
 2. High school graduation; increase *college participation* 2.1
 3. Support ex-offenders by offering support - 4.2 building across race and class lines
 4. Weatherization – (appears under Service section of Obama's Plan) 3.2
- GROUP 3 – Reporter: John Flanders
 1. Transportation access to jobs is critical - 1.3
 2. Expanding Early Head Start 2.1
 3. Save more (financially) - reduce dependence on imports 2.2
- GROUP 4 – Reporter: Dwight Massey
 1. Economy and education are so closely tied together, it's hard to separate
 2. Parent support (i.e., in education, homework)
 3. Community service 4.3

Darin's Responses to Board Comments

- With ARRA funds, plans are in progress to expand our Employment & Training program
- Transportation options have been discussed; including partnerships. It would require partnership and community involvement. There are limits to what we can do; need to keep focused on the priorities
- Drop out/college participation/education – CMCA focus is on Early Childhood. We've got one of the best Head Start models around. It starts the education process early and is an approach that involves the whole family unit. We need more early childhood partnership, particularly more partnership with school districts.
- Recidivism is an issue that has a place in some of our programs such as housing and Employment & Training. Studies show connections to community, family and personal faith are 3 key factors in avoiding re-incarceration. We address the first two.
- Weatherization will be ramping up very soon and very quickly. We are awaiting instruction from the Federal Department of Energy and the State.

- Savings: We're planning to add a financial coordinator position with ARRA funds. We have the Missourians Building Assets program already in place which matches savings 2to 1 for participants meeting specific criteria.
- Healthcare: We received a national grant for Health Literacy. May 7 is a Kick Off training date for the I CAN Care for the Health of My Child. We are looking for ways to expand health literacy, where the key element is prevention.
- Community Service: Our Circles approach fits well with this. We hope to use ARRA funds to expand the program. CMCA is all about community connections and taking ownership for what goes on in our communities.
- Parent support: Head Start is a good model for this. As an agency, we need to do more to with the K-12 age group. This is something worth exploring. We just don't have funds to everything. As a board, you can set the priorities and then we can seek money to pursue and implement such programs.
- The discussion group conversations parallel the discussions we've had as an agency.

V. Action Items

A. City of Columbia Circles Grant Application

Darin summarized the grant. The goal is to increase the number of allies and expand the program. Receiving City of Columbia funding is a priority because once you receive it, the potential of receiving funds in the future increases.

Carolyn Lewis moved that the Circles grant application be approved. Mary Winter made a second to the motion. The motion carried.

B. Columbia CDBG Grant Applications (Dianna Moore)

Dianna summarized the two CDBG grant applications which were detailed in grant summary sheets sent to the board prior to the meeting.

Mary Winter moved that the CDBG grant application for Weatherization be approved. Jamie Leeling made a second to the motion. The motion carried.

Ken Pearson moved that the CDBG grant application for Micro Business be approved; Susan Keyton seconded the motion. The motion carried.

C. Boone County PHA Administrative Plan (Dianna Moore)

Dianna provided an overview of the plan as noted in the Memorandum that was sent to the board prior to the meeting. Notebooks containing the 5-Year Plan for 2009-2014 and Administrative Plan for 2009-2010 were distributed to all board members.

Discussion followed on options for greater success in filling all of our public housing units. Pat Lockwood outlined recent steps taken to fill the units. Darin explained that it's not an issue of staff size, but the complex balance of the response level of those who qualify to letters sent. We are on a trajectory to meet HUD's correction plan. Dianna invited the board to call her with questions at any time.

John Flanders moved that PHA 5 year plan be approved. Dwight Massey made a second to the motion. The motion carried.

D. Callaway County United Way Head Start Grant Application (Mernell King)

Mernell summarized the grant as providing facility updates not possible through the regular Head Start budget.

Susan Keyton moved the grant application be approved. Jamie seconded the motion. The motion was approved.

E. Leach Foundation Head Start Grant Application (Mernell King)

Mernell summarized that the Infant-Toddler space at Williams Family Support Center needs renovation. She invited the board to attend the May 12 ribbon cutting and celebration of the Williams Family Support Center playground.

Jamie made a motion to approve the grant application. Susan made a second. The motion carried.

F. American Academy of Dermatology Head Start Grant Application (Mernell King)

Mernell explained that the sun shade is moveable and will protect the play area. There is a limit of one grant per agency per year.

Susan moved the grant application be approved. Jamie seconded. The motion carried.

G. Head Start COLA/Quality Funding (Mernell King)

Mernell distributed a letter from the Department of Health and Human Services, Administration for Children and Families, Region VII outlining CMCA Head Start and Early Head Start's allocations for cost of living adjustments (COLA) and quality improvement (QI) funding and application requirements for the funding. She also distributed a grant summary sheet for the COLA and QI funds. On a related note, she said that word was just received today that additional funding will be received in the form of "Summer Funds," a funding that has not previously existed. She will share information with the board as it becomes available.

Susan made a motion that the COLA and QI grant application be approved. Lilla made a second to the motion. The motion carried.

H. Missouri Head Start Association Executive Services Application (Darin Preis)

Darin summarized the grant application. The purposes in applying are: to ensure that MHSA thrives and contributes to the continuous improvement of services to children and families in the state of Missouri and to continue building upon the state, regional and national reputation of this association as a standard-setter within the Head Start Community. It fulfills Strategic Commitment 5 – displaying innovation and taking a leadership role in state. The position will be housed at Center for Family Policy and Research on the MU campus. It is a 1 year grant, performance-based contract. If awarded the contract, Darin would recommend the state association work toward having an internal person assume this role. MHSA is an advocacy group.

Murray Purcell moved CMCA submit the application. Susan made a second to the motion. The motion carried.

VI. Program Updates

A. Housing – Rosewood Project and New Application (Dianna Moore)

The proposed donation of the property in Mexico is still being pursued however the structure of the donation has changed. Due to requirements of MHDC, we are no longer applying for the AHAP tax credits for this donation. The capitol needs assessment of the property has resulted in the need for a reserve account that is in the amount of \$44,149 for the first year and a near term total (10 year) of \$232,574. Because of this need, we are anticipating applying for the USDA – RD Multi-family

Housing Preservation Demonstration program. This program would allow for the deferral of principal and interest for 20 years and the funds could then be diverted into the reserves. In addition, we can apply for additional reserves to help to pay for the needs as well as funds for the agency to administer the project. Dianna recommends that we not accept the donation unless we are approved for this program. We are currently awaiting announcements as to the request for proposals under this program. The complex is currently fully leased and appraised at \$507,600. The USDA loan is currently \$259,740.

B. Weatherization – Funding Applications (Dianna Moore)

Plans for implementation of the ARRA funding are proceeding. Job descriptions have been prepared. Hiring additional personnel will begin May 1 and will be staggered over the next three months. In total, we anticipate hiring 15 individuals. Contractor information sessions will be conducted in June and applications are currently being accepted. The legislation states that contractors are to be paid prevailing wages; however, we do not know if that means STATE or FEDERAL prevailing wage. The Federal prevailing wage is somewhat less. In addition, there is not currently a weatherization ‘job category’ in the prevailing wage categories and we understand this is being proposed. The agency is finalizing a lease for warehouse and office space on Vandiver Drive in Columbia to house all the weatherization activities. The following is the latest information we have on the funding levels:

1. ARRA funds \$7.3 million. We anticipate being able to spend this over a three year period rather than the 18 months as initially thought.
2. Regular DOE funding (2009-2010) \$504,292. This can be spent over a two year period.
3. Anticipated but not confirmed - Regular DOE funding (2010-2011) \$504,292 to be spent in one year.

Dianna invited the board to attend the public hearing about the state plan scheduled for 10:00 tomorrow morning at DNR’s administration building in Jefferson City.

C. Communication and Development – Ride Out Poverty (Trina Almond)

Trina shared details of the Ride Out Poverty fundraising event scheduled for April 25 and invited the board to participate in the ride or come to the concluding lunch and events at noon. This event will also serve as a springboard to Community Action Month, which is the month of May.

VII. Executive Director’s Report

ARRA has taken a large portion of time recently and much remains unknown.

Mernell King received a National Head Start Association (NHSA) award. She will receive the award in Orlando next week.

CMCA is considering discontinuing use of indicate we need fewer full day slots are needed in Mexico. Parents in full day slots are struggling to make the required copay that is necessary to make a full day class possible. We are considering breaking the full day slots at the Williams Family Support Center into double the number of part day slots. With this arrangement we could consolidate all of our current Head Start activity into one location, which will serve parents better and reduce costs associated with maintaining two sites. Melissa is conducting some focus groups to see if this proposal will meet the needs of the families currently being served. Following more extensive conversations and review in Mexico, the best course of action will be determined.

Discussion that followed:

When and if the economy picks up, what happens then?.

Concern expressed about sufficient spots for those who become eligible for Head Start due to change in income in a challenging economy.

What is the possibility of changing one of full days to 2 part days plus keep church?

Response: We would have to get approval to add 20 more slots.

VIII. Other Business

Jamie Leeling presented the concern that some parents see the Fulton Head Start name as a barrier. It should better reflect that the center is for all Callaway County families. She made the suggestion that the name be changed to Callaway County Child and Family Development Center.

Mary Winter so moved. Carolyn Lewis made a second to the motion. The motion carried.

IX. Adjournment

Alice reminded the board that the next meeting date is May 28.

Lilla made a motion to adjourn. Yolanda Beltran seconded the motion. The motion carried. The meeting adjourned at 8:25

Central Missouri Community Action
 Balance Sheet - AGENCY BALANCE SHEET-BOARD
 As of 4/30/2009

	Current Year
Assets	
Cash	
CASH IN BANK	353,564.94
CASH IN BANK-PAYROLL	640,662.43
CASH IN BANK -HOUSING	338,895.50
CHDO SAVINGS	24,281.34
CASH IN BANK- CORPORATE	30,052.55
AHAP- TAX CREDIT	18,537.50
CMCHDC PROPERTIES CASH ACCT	15,211.10
CASH IN BANK - MERCHANT SVS	47.35
Total Cash	1,421,252.71
Receivables	
PETTY CASH	2,365.00
ACCTS.RECEIVABLE- DUE FROMS	2,972.59
ACCOUNTS RECEIVABLE	361,453.68
NOTES RECEIVABLE	809,426.07
AGENCY OFF SET	250.00
RECEIVABLE-HUMAN ENTERPRISE	1,019.68
PRE-PAID EXPENSE	78,998.36
PRE-PAID COMPUTERS	779.00
ABRA SOFTWARE	13,755.00
ACCUMULATED DEPRECIATION-ABRA	(9,169.96)
ACCUMULATED DEPRECIATION-EQUIP	(100,915.24)
ACCUM DEPRECIATION-VEHICLE	(622,408.50)
WEATHERIZATION CREW INVENTORY	1,775.34
Total Receivables	540,301.02
Fixed Assets	
INVENTORY	7,119.32
REAL ESTATE & BUILDING	992,060.77
PROPERTY - LAND	380,968.08
PROPERTY-RENOVATIONS	38,506.00
EQUIPMENT	157,138.09
VEHICLES	647,823.40
Total Fixed Assets	2,223,615.66
Contra-Fixed Assets	
EQUITY -BUILDING-	(175,564.43)
EQUITY-PROPERTY	(207,770.49)
Total Contra-Fixed Assets	(383,334.92)
Other	
CMC HDC CREDIT UNION SHARES	455.05
INVESTMENTS	265,501.14
Total Other	265,956.19
Total Assets	4,067,790.66
Liabilities	
Accounts Payable	923,175.73
Long Term Payables	988,631.29
Total Liabilities	1,911,807.02
Net Assets	
Beginning Fund Balance	
FUND BALANCE	1,570,649.41
RESERVE ACCOUNT	730,597.88
Total Beginning Fund Balance	2,301,247.29
Excess Revenue/Expenditures (Loss)	(145,263.65)
Total Net Assets	2,155,983.64

Central Missouri Community Action
Balance Sheet - AGENCY BALANCE SHEET-BOARD
As of 4/30/2009

	<u>Current Year</u>
TOTAL LIABILITIES AND NET ASSETS	<u>4,067,790.66</u>

Central Missouri Community Action
April-09

Ratio Analysis

Liquidity Ratio – Is also referred to as solvency ratios to indicate the ability of the agency to meet financial obligations over the short term.

Current Ratio = Current Assets divided by Current Liabilities

Compares assets expected to be available as cash within the next year with liabilities that will become due within the next 12 months. This ratio should be 1.21 or higher.

<u>Current Assets</u>		<u>Current Liabilities</u>	
Total Cash	1,421,252.71	Accounts Payable	923,175.73
Receivables	540,301.02		
Investments	265,501.14		
Total	2,227,054.87		

April 30, 2009 ratio = 2.41

Cash Ratio = Cash + Cash equivalents divided by Current Liabilities

Relates current liabilities to the agency's most liquid assets: cash, cash equivalents and short-term investments. This ratio should be .50 or higher.

<u>Cash + Cash Equivalents</u>		<u>Current Liabilities</u>	
Total Cash	\$1,421,252.71	Accounts Payable	\$ 923,175.73
Investments	\$265,501.14		
Total	\$1,686,753.85		

April 30, 2009 ratio = 1.83