



Central Missouri Community Action
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ShowMeAction.org

September 18, 2020

Dear Board Member:

The board is scheduled to meet at 6:00 pm on Thursday September 24, 2020 by Zoom meeting.

The Zoom meeting information has been emailed to you and sent by a calendar invitation. If you need to enter the information manually, please use:

Topic: CMCA Board Meeting

Time: September 24, 2020 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5893977502>

Meeting ID: 589 397 7502

If you just want to call in you may dial:

+1 312 626 6799

Meeting ID: 984 9345 8211

Please note that this is NOT a toll free number but CMCA will reimburse you for any cost you incur.

I'm looking forward to meeting with you virtually on Thursday.

A handwritten signature in black ink that reads "Darin Preis". The signature is written in a cursive, flowing style.

Darin Preis, CCAP
Executive Director

Enc.

NOTICE OF MEETING

Notice is hereby given that the CMCA Board of Directors will conduct a meeting at **6:00 p.m.** Thursday September 24, 2020 by Zoom meeting.

Topic: CMCA Board Meeting

<https://us02web.zoom.us/j/5893977502>

Meeting ID: 589 397 7502

AGENDA

- I. Call to Order – Welcome
- II. Consent Agenda Items
 - a. Approval of Agenda
 - b. Minutes from August
 - c. Head Start Report
 - d. Fiscal Reports
 - e. Credit Card Statements
- III. Program Updates
 - a. Cole/Moniteau County Community Organizer
- IV. Action Items
 - a. Agency Budget
 - b. Board Calendar
 - c. Bylaw Change
 - d. CSBG Manual
 - e. HR Policy: Probation
 - f. New Board Member Proposal
 - g. Board Officer Elections
- V. Executive Directors Report
 - a. PI-Final Rule on Designation Renewal System Changes
- VI. Adjourn to Closed Session for Executive Directors evaluation

Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

CMCA Board of Directors,

We have kept you busy this month with the special meeting on September 3 and my evaluation coming up on Sept. 24! As a reward, I think we have got a fairly streamlined meeting agenda. We will get a program update from our Cole/Moniteau County Community Organizer and then some house cleaning items to prepare for the next fiscal year that starts on October 1. The agency wide budget is your first look at how all of the grants and contracts you have approved fit together for a comprehensive view of our fiscal fitness next year. At a glance it looks complicated, but you will see that each column represents a grant or contract and each row shows the expenditures we are anticipating for each grant. We are still anticipating some new contracts next year that we have not included but we will bring any substantive changes to your attention in the future.

You will also see that I am recommending a minor change to the bylaws. I was reviewing them recently to prepare for submission with our Grand Court development application. I noticed that one section says that we will have board members from each county “served by CMCA.” I do not think it was our intent to expand the board when we expanded our Head Start program into three new counties and I am recommending language to correct that. Keep in mind that we *do* have new Head Start Policy Council members representing these new counties specifically for that program.

Again, it should be a straightforward meeting that should give you plenty of time to go into closed session to discuss my evaluation. I will use the “breakout room” option in our Zoom meeting for you to have a confidential discussion but Julie and I will be available to answer any questions if you call us into the virtual room. One of these days we will be able to meet in person again, but until then we are all getting proficient in the use of these amazing tools.

I look forward to seeing you on Thursday. Thank you for your support of CMCA!

As always, feel free to contact me if you have any questions or comments before the meeting. My cell phone is 573-864-2281.



Executive Director

Family and Community Development Department

Community Services Block Grant (CSBG)

Angela Hirsch

The COVID-19 pandemic has resulted in the Family & Community Development Department extending our alternative service delivery model. Staff are flexing between work in the office and working remotely.

- All County Family Resource Centers remain closed to the public. Members and those seeking services are seen by appointment only.
- Community Organizers are working from home and in the office. Community-based activities continue to be conducted through virtual methods including Zoom, Google Meets or teleconferencing.
- LIHEAP staff are working in the office to continue the processing of LIHEAP applications. The staff are isolated in private offices and no contact with the public is made. Applications are accepted through the US mail and a permanent drop box has been installed at the Boone County FRC for applications that are hand delivered.
- Housing Choice Voucher staff are back in the office. No briefings are being held at this time.
- Weatherization services are back up and running with every safety measure taken to ensure the health and safety of staff and contractors during home inspections and work.
- Show Me Healthy Relationships staff divide their time between office and working from home. Classes are resuming virtually. No in person classes are currently scheduled.
- SkillUP staff are flexing between working from home and in the office and seeing members virtually or by appointment.

Community Services Block Grant (CSBG)

CSBG CARES Act funding

- CMCA submitted the proposal and budget for the CSBG CARES Act funding on September 15th.
- The state has not yet provided any indication as to when we might expect a contract for these funds to be put into place.
- CMCA's final allocation for these funds will total \$1,504,080.
- These funds must be completely expended by September 30, 2022.
- Despite our efforts and the Board's recommendation, the State Department of Social Services determined that they would *not* increase the eligibility threshold for services to 200% of the Federal Poverty Level. The level will remain at 125%. While we are disappointed by this decision, we can now finalize our planning and move towards execution of a contract.

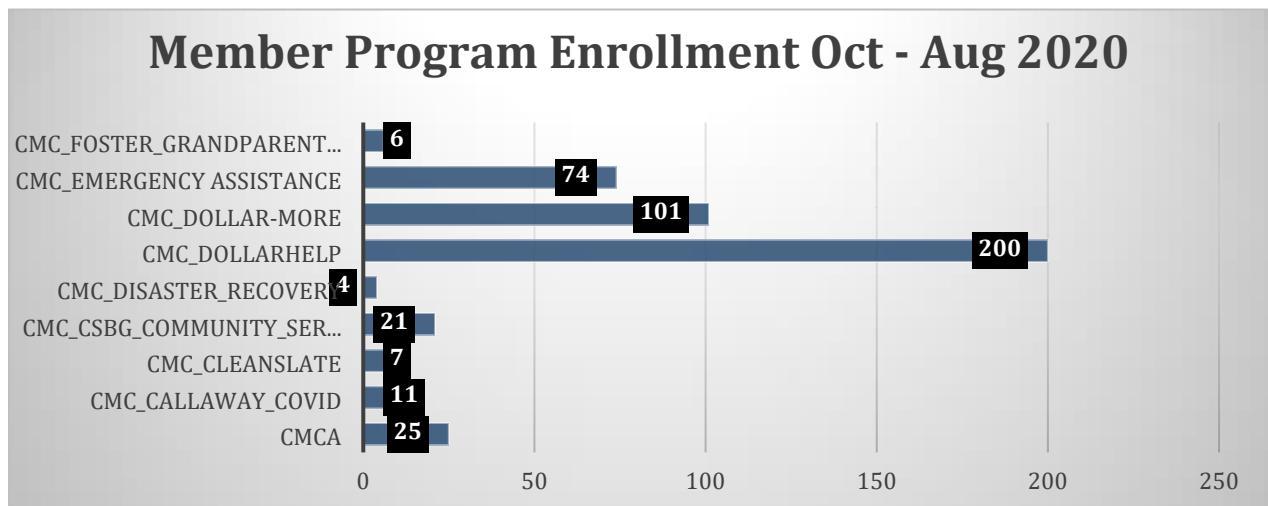
FY21 CSBG funding

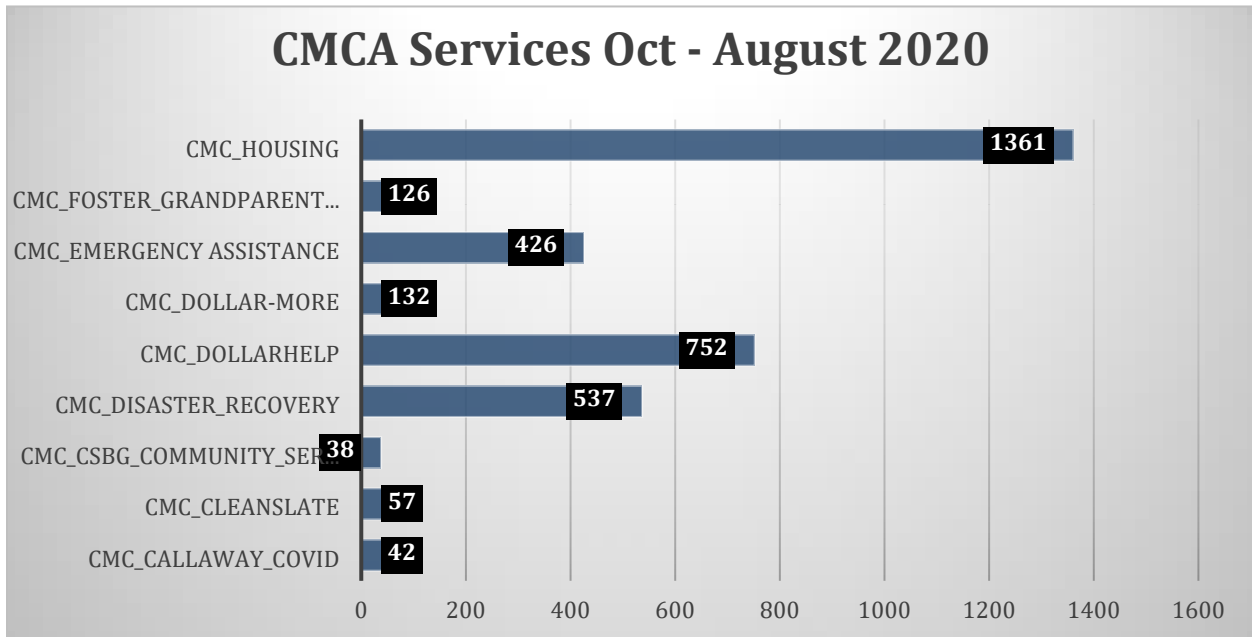
- The FY21 CSBG workplan has been submitted and we are awaiting final approval
- A contract for FY21 funding is not expected to be issued until after the first of the calendar year or at such time that Congress passes an annual appropriation.
- CMCA will utilize FY20 funding that is remaining to support the work submitted to the state.
- CMCA will have enough funding carried over from FY20 to support FY21 work through January 2021.

CMCA FY21 Program Manual

- The FY20 CSBG Contract includes requirements for specific policies to be put into place by 9/30/2020.
- The CSBG Manual (included for your review) includes these required policies as well as updated procedures for CSBG services. The newly required policies and updates are highlighted and will be reviewed during the September Board Meeting.

CMCA Services October – August





Whole Family Approach

- All new procedures and data entry changes were trained at pre-service for 20/21 school year
- FOC client flow conversation with Emily Avery
- City of Columbia grant submitted 8/31 to support FOC/WFA work
- Last week of August- Family Admins met with each Site Director and Family Success Coach together to review expectations, discuss change of supervision and moving forward under SD's with FA's providing coaching & mentoring
- Opened new FSC position for Clubhouse/HCV in Cooper/Howard

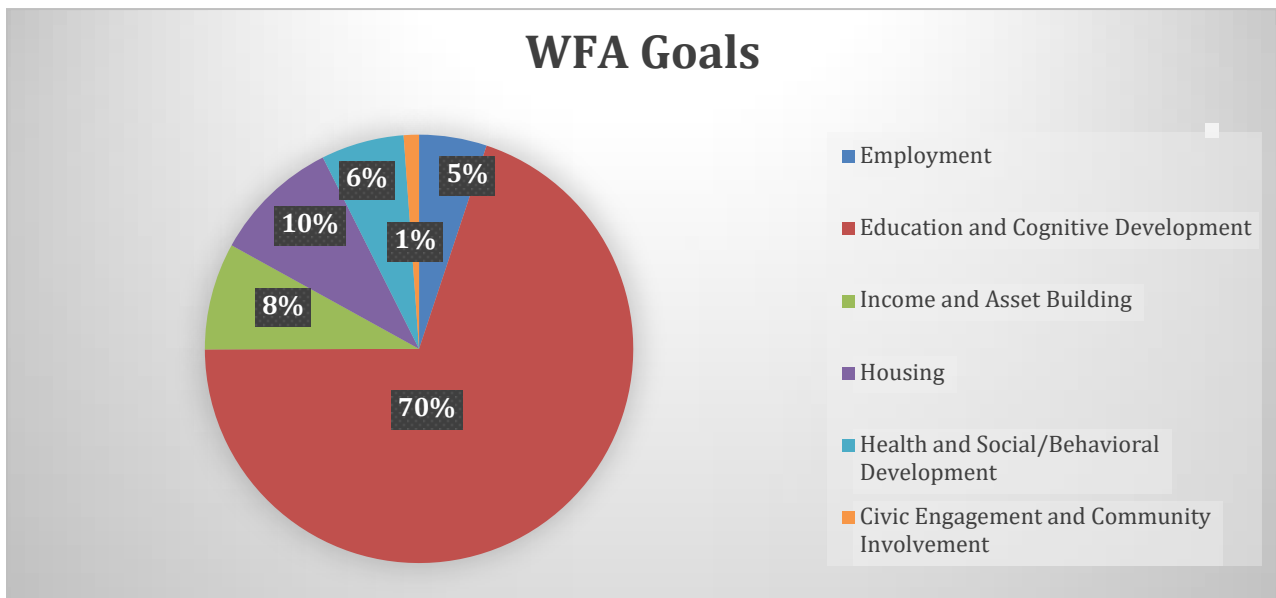
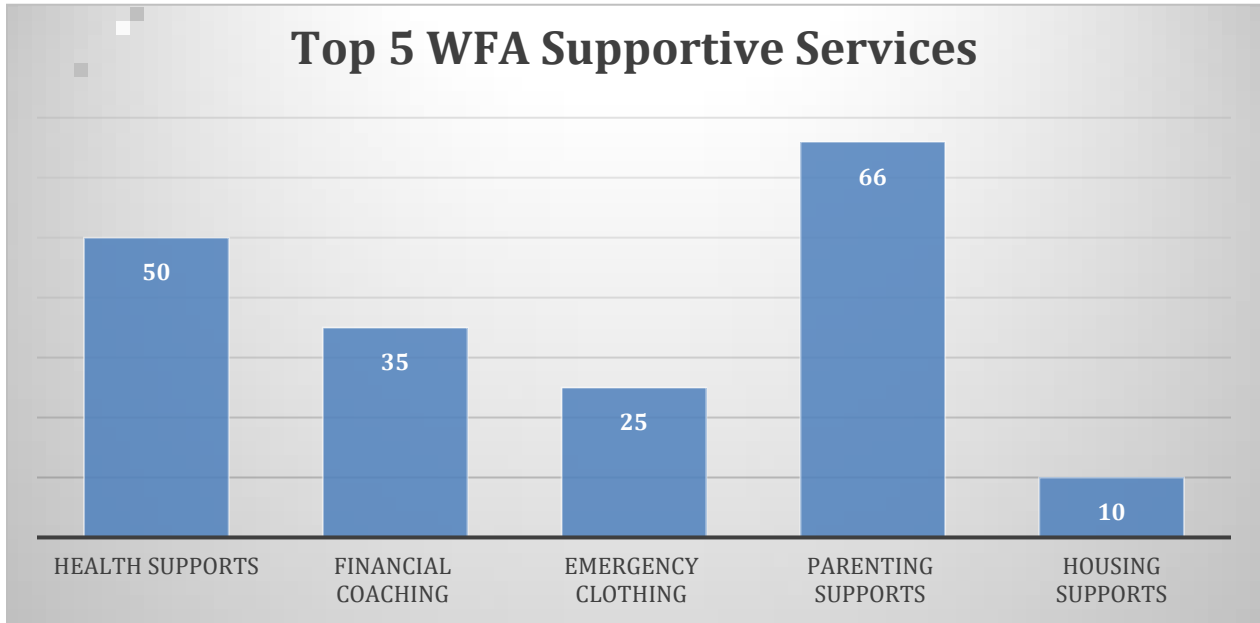
FSC positive events for the month:

- A Bear Creek mom moved out into her own apartment this month. She has had some challenges along the way, but we are really proud of her for navigating through being a senior in high school, a single mom, and working.
- Another Bear Creek mom started college this month. In addition to being a full time nursing student, she is working at Chick Fil-A and as an LPN at the University.
- Building Strong Families class referrals has increased in Audrain Co. Kathy is doing classes in both Mexico and Vandalia at this time with United Way funding.

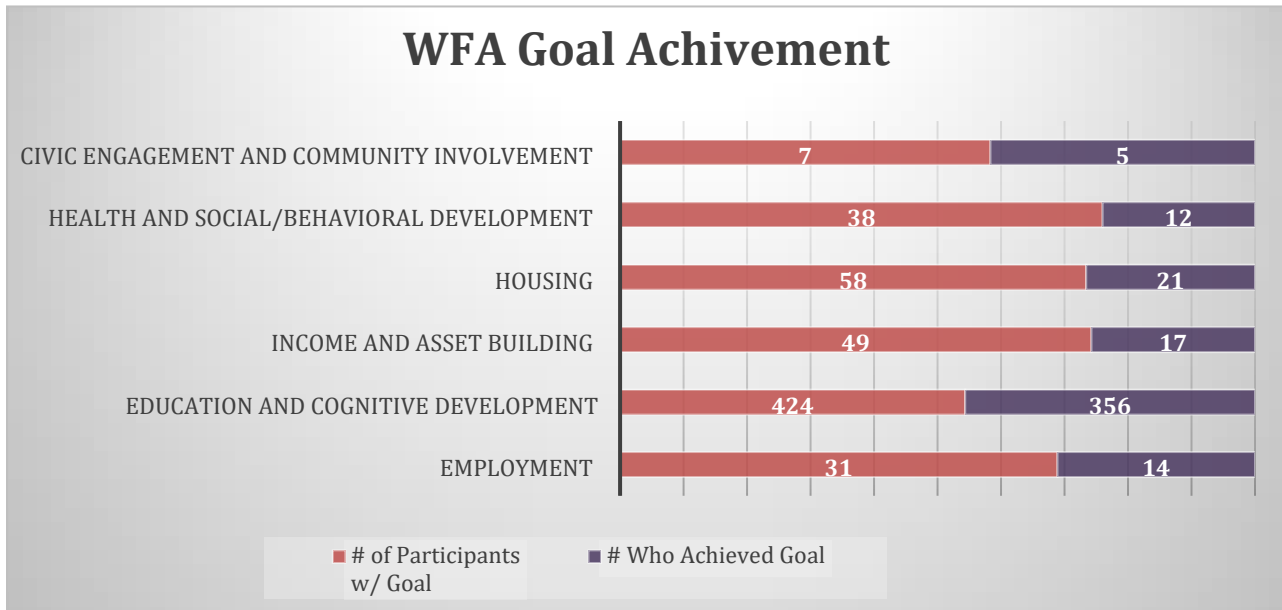


FSC difficulties/challenges reported from FSCs:

- confusion with Park Ave HS and CPS school year starting



WFA Goal Achievement



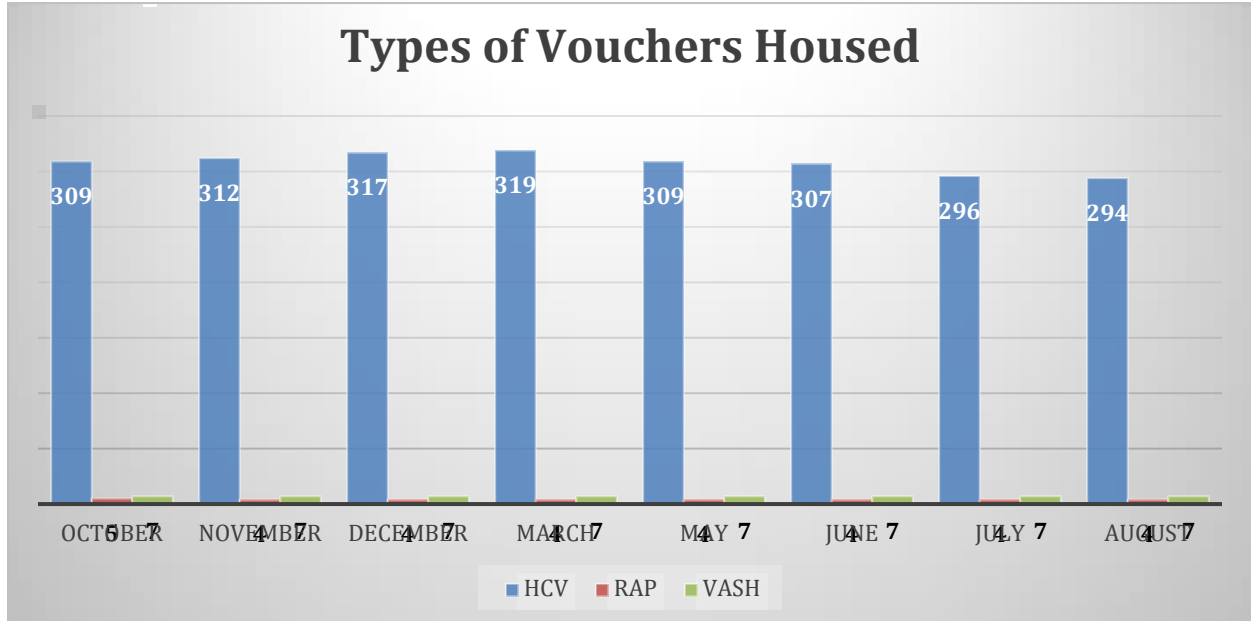
SkillUP

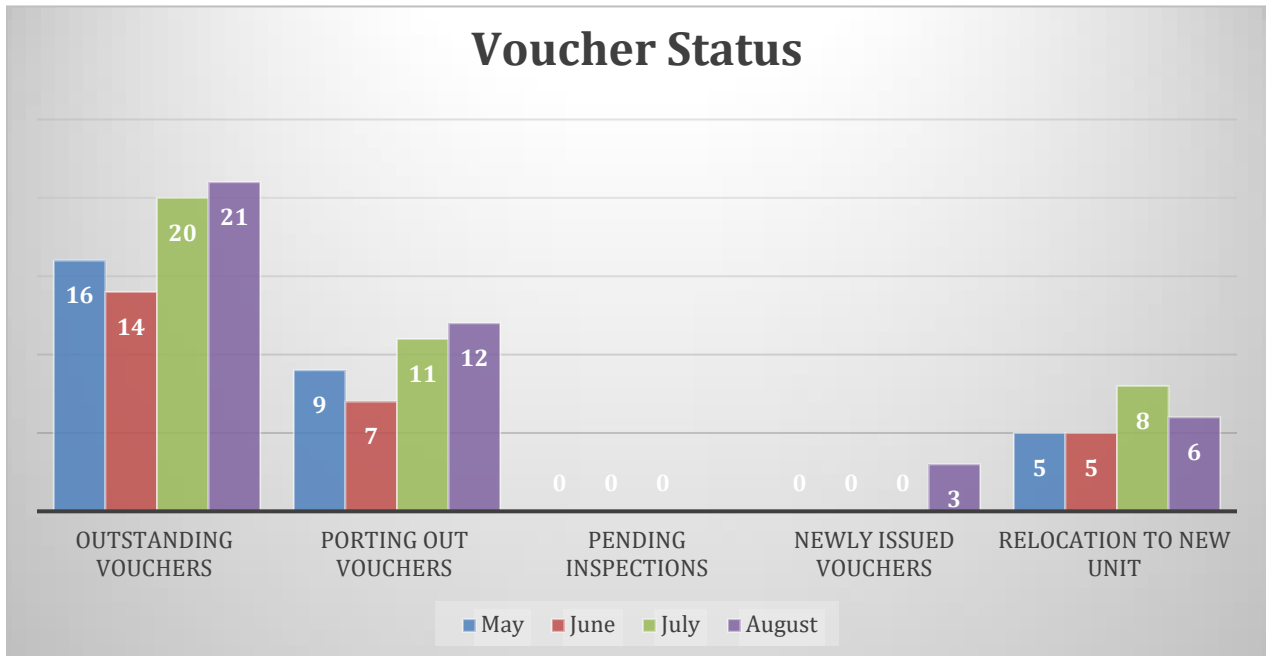
- 7 new enrollments for the month of August
- TWO new success stories submitted to DSS-FSD
- All 5 individuals who started training in July are still attending and progressing well in school.
- SkillUP FNS funds will be fully spent after 9/15 pay period.

| SkillUP Services October - August | | Unduplicated Number of Individuals Served |
|--|--|---|
| Employment Services | | 50 |
| SRV 1a Vocational Training | | 15 |
| SRV 1b On-the-Job and other Work Experience | | 1 |
| SRV 1f Job Readiness Training | | 3 |
| SRV 1i Coaching | | 12 |
| SRV 1j Resume Development | | 3 |
| SRV 1k Interview Skills Training | | 1 |
| SRV 1l Job Referrals | | 9 |
| SRV 1n Pre-employment physicals, background checks, etc. | | 1 |

| | |
|--|------------|
| SRV 1o Coaching | 2 |
| SRV 1p Interactions with employers | 3 |
| Education and Cognitive Development Services | 19 |
| SRV 2aa College applications, text books, computers, etc. | 9 |
| SRV 2cc Home Visits | 1 |
| SRV 2i Other Post Secondary Preparation | 1 |
| SRV 2u High School Equivalency Classes | 1 |
| SRV 2w Parenting Supports (may be a part of the early childhood programs identified above) | 2 |
| SRV 2y Post-Secondary Education Preparation | 5 |
| Income and Asset Building Services | 2 |
| SRV 3h Health Insurance | 1 |
| SRV 3i Social Security/SSI Payments | 1 |
| Housing Services | 5 |
| SRV 4c Rent Payments (includes Emergency Rent Payments) | 4 |
| SRV 4i Utility Payments (LIHEAP-includes Emergency Utility Payments) | 1 |
| Health and Social/Behavioral Development Services | 3 |
| SRV 5nn Kits/boxes | 2 |
| SRV 5v Mental Health Counseling | 1 |
| Services Supporting Multiple Domains | 110 |
| SRV 7a Case Management | 64 |
| SRV 7c Referrals | 38 |
| SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services) | 5 |
| SRV 7e Child Care subsidies | 2 |
| SRV 7f Child Care payments | 1 |

Housing Choice Voucher program

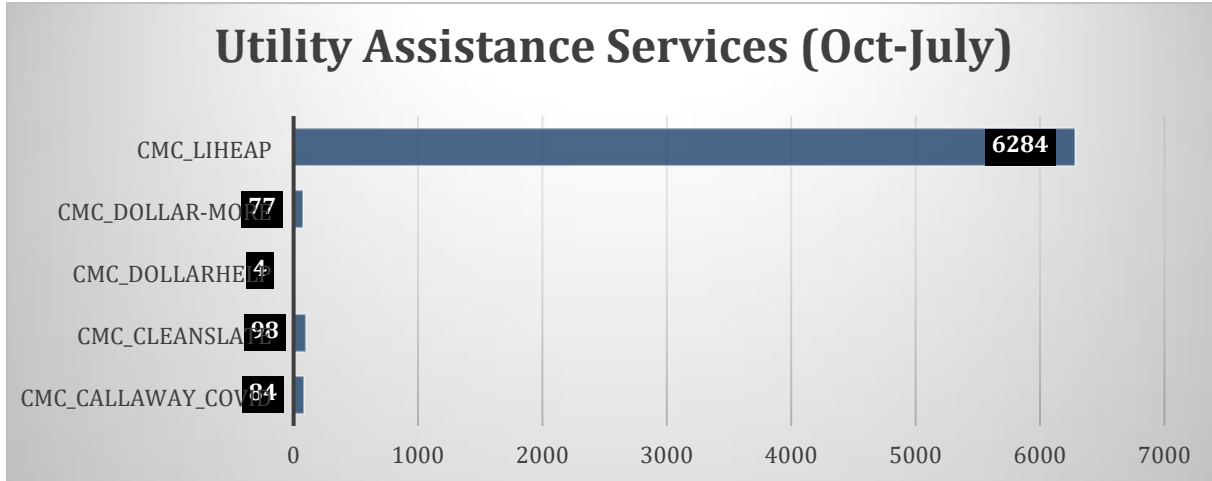




- The Housing Choice Voucher program has received COVID relief funding through HUD to support Administrative as well as Housing Assistant Payment costs.
- HCV staff are working with families whose vouchers were rescinded in January as a result of the shortfall inquiry.
- CMCA will absorb 3 “port-in” families from Lincoln County, Columbia Housing Authority, and Jefferson City Housing Authority.
- Housing Briefings will begin again in October.
- HCV staff will begin to purge the Wait List for those who have been on the list for more than 2 years and/or have obtained alternative housing.



LIHEAP/Energy Assistance



Callaway COVID Funding

- In July, CMCA entered into an agreement with the Callaway County Commissioners to provide utility assistance services for families impacted by the COVID-19 pandemic. Utilizing Callaway County CARES Act funding, CMCA is working with Callaway County families to provide financial assistance that covers utility arrears from March, April, May and June for electricity, natural gas, water, sewer, trash and internet services provided by Callaway County based utility companies.
- At this time, the agreement with Callaway county has ended. The results of the services are below:

| Service | Clients Served | Total Cost |
|--------------------------------|----------------|--------------------|
| Internet Service | 32 | \$1,630.00 |
| Trash removal | 3 | \$17.00 |
| Utility Arrears - electric | 172 | \$56,027.00 |
| Utility Arrears - gas | 3 | \$46.00 |
| Utility Arrears - water | 42 | \$1,208.00 |
| Utility Arrears - water sewage | 3 | \$71.00 |
| TOTALS | 255 | \$58,999.00 |

Show Me Healthy Relationships

Year 5 Current through August 31, 2020

Couples served- 83 (Program goal 64/75*) **130% & 111%* =830 hours**

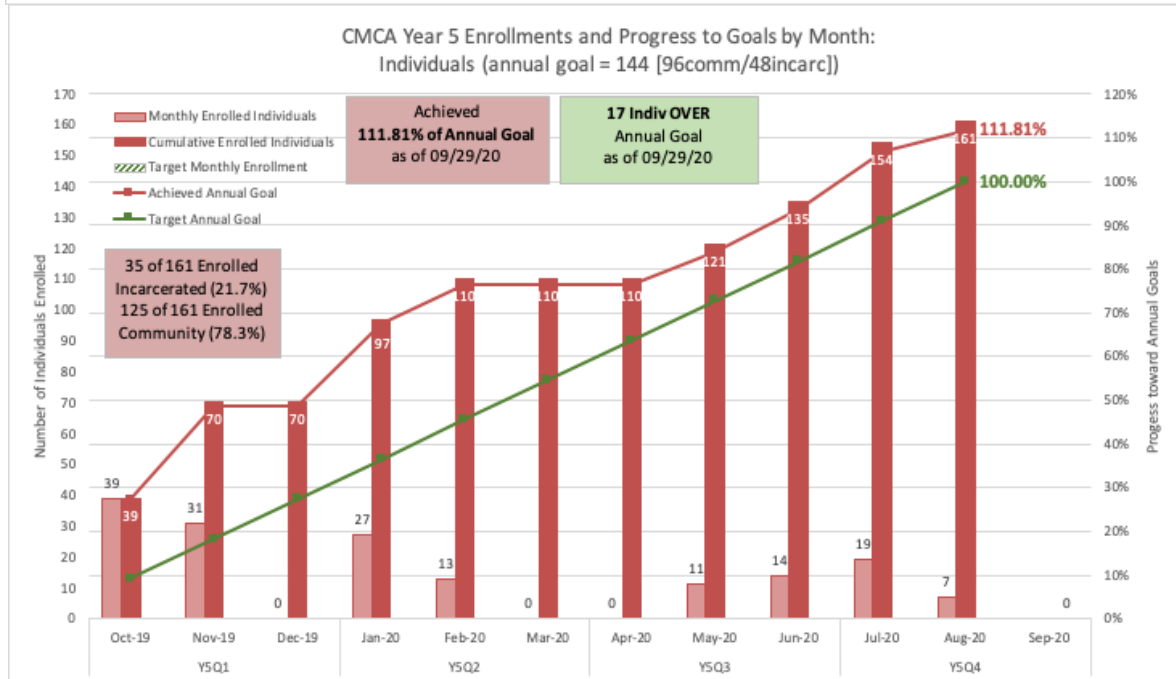
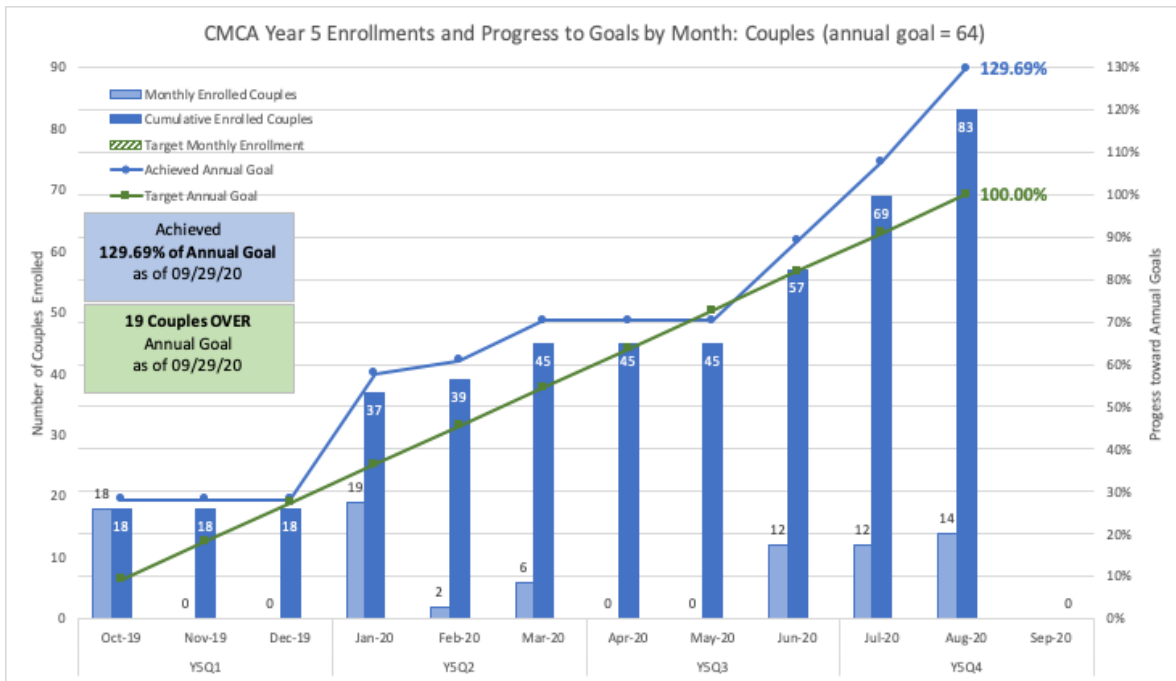
Singles served- 161 (Program goal 96/111*) **168% & 145%* =1610 hours**

WERDCC Singles served – 35 (program goal 48) **73% =350 hours****

(**unable to complete due to programs being shut down at DOC because of COVID)

*** numbers & % with additional #s picked up for COVID loss from other programs**

- CMCA SMHR team continued utilizing Zoom to offer online and remote intakes and classes. Policies and procedures were set up to ensure the safety of both staff and participants and are continuing to be followed. Materials are being dropped off with contactless deliveries as well as being mailed.
- CMCA SMHR is continuing to enroll for singles classes with partnerships and couples classes for the community via Zoom to maintain social distancing while still offering the opportunity to engage in classes. These classes are being offered at many times and days so that we are able to meet the needs of the participants needing and wanting the training.
- CMCA SMHR team continues to push toward wrapping up community couples, community singles, and DOC partnership singles classes. All goals are above the required progress with August marking the eleventh month of the SMHR program year. No classes were able to be offered through the months of March or April due to COVID. Incarcerated numbers will not be able to be met due to not being able to provide in seat classes at this time due to COVID restrictions at WERDCC however those numbers are incorporated back into community numbers.
- CMCA SMHR team continued to work from home to complete intakes during the day, evenings and weekends, for scheduled couples and singles classes during the month of August
- CMCA SMHR sent year end program surveys to participants to ask for final feedback about the program, classes and individual experiences.
- CMCA SMHR assisted the SMHR program to achieve overall program numbers needed. Due to COVID, no access into the institutions and staff shortages at other programs, all programs offered as many class options as possible to continue to meet the needs of the participants that we serve.
- CMCA SMHR began offering our last classes for the program starting in August as our grant funding ends in September 2020.
- We have written for another five year grant in partnership with MU but will not know the status of that until near the end of this program year. One SMHR staff has taken a position with another CMCA program, thus leaving only 2 with the concern of job stability after this grant.



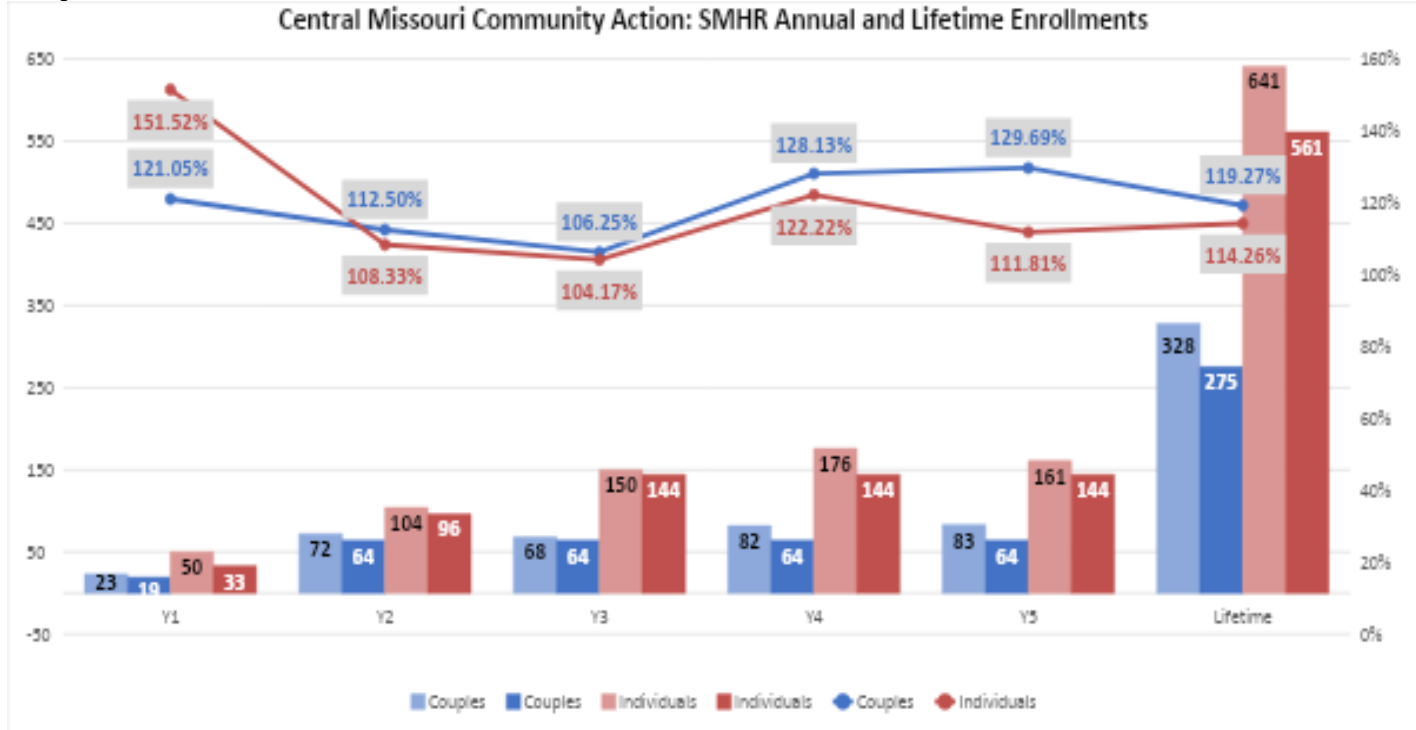
CMCA team enrolls incarcerated women at WERDCC as individuals

Year 5 Notes: All enrollments stopped for 52 days in Mar/Apr due to COVID-19, then all procedures/delivery switched to online (delivery to incarcerated not possible online). Enrollments ceased by 8/25/20 to allow time for series completion by grant year end.

All couple enrollments include 2 participants: Actual participants enrolled = (couple * 2) + (individual)



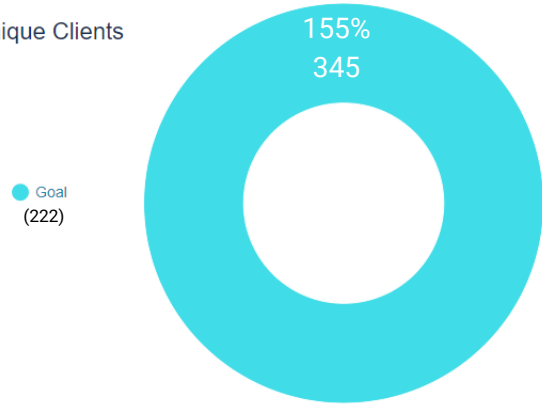
The following table shows our Lifetime completed numbers in both singles and couples:



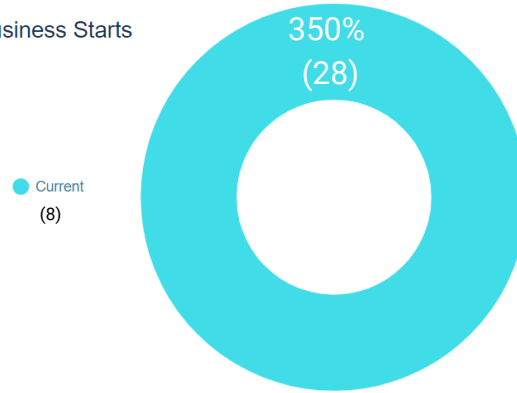
The following table shows our Lifetime target and achieved numbers in both singles and couples:

| | Couples Enrollment | | | Individuals Enrollment | | |
|-----------------|--------------------|------------|----------------|------------------------|------------|----------------|
| | Achieved | Target | % | Achieved | Target | % |
| Y1 | 23 | 19 | 121.05% | 50 | 33 | 151.52% |
| Y2 | 72 | 64 | 112.50% | 104 | 96* | 108.33% |
| Y3 | 68 | 64 | 106.25% | 150 | 144 | 104.17% |
| Y4 | 82 | 64 | 128.13% | 176 | 144 | 122.22% |
| Y5 | 83 | 64 | 129.69% | 161 | 144 | 111.81% |
| Lifetime | 328 | 275 | 119.27% | 641 | 561 | 114.26% |

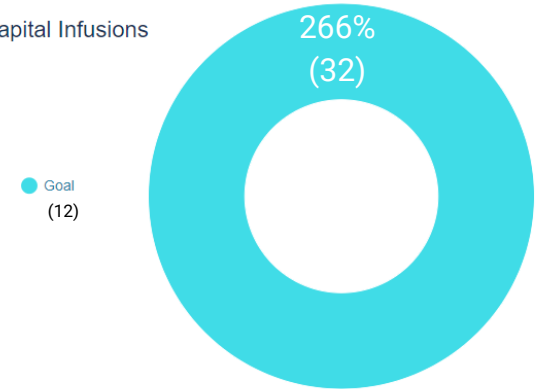
Unique Clients



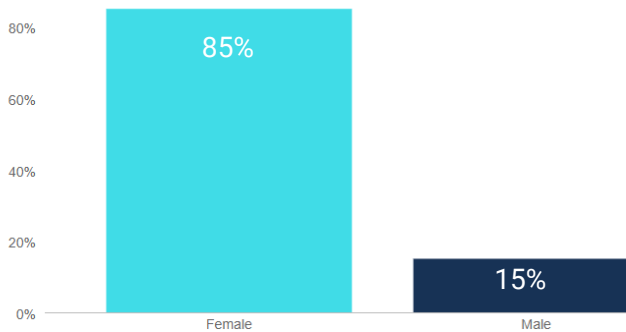
Business Starts



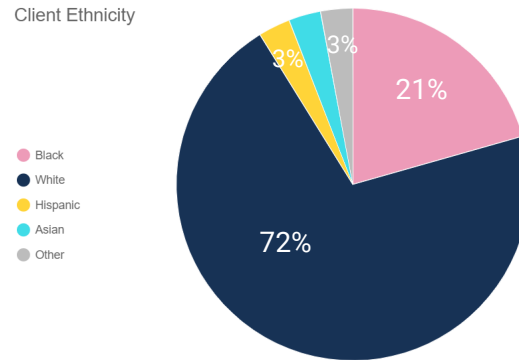
Capital Infusions



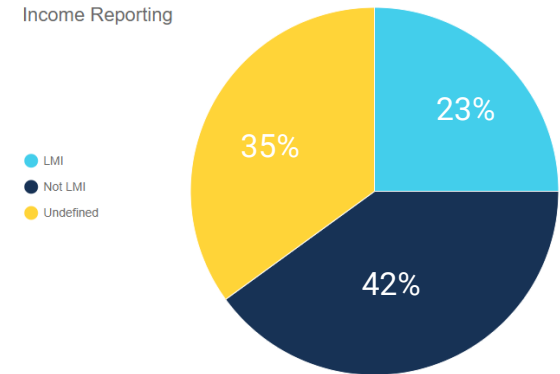
Client Gender



Client Ethnicity



Income Reporting



Impacts By County

| | Unique Clients | Business Starts | Capital Infusions | Capital Infusions (\$) |
|----------------|----------------|-----------------|-------------------|------------------------|
| Audrain | 13 | 1 | 0 | \$0 |
| Boone | 154 | 21 | 17 | \$1,822,200 |
| Callaway | 26 | 3 | 5 | \$252,900 |
| Cole | 34 | 1 | 1 | \$5,000 |
| Cooper | 6 | 0 | 3 | \$47,200 |
| Howard | 9 | 0 | 3 | \$12,967 |
| Moniteau/Osage | 1 | 1 | 2 | \$9,200 |
| Other | 17 | 1 | 1 | \$10,000 |



CMCA Development Plan

Progress Update September, 2020

Revenue by Strategy

| Strategy | YTD FY20 | Projected FY20 | FY19 |
|--|------------------|-------------------|----------------------|
| Direct Mail | | | |
| December 2019 | \$ 7,015 | \$ 5,000 | \$ 160.00 |
| Summer 2020 (July 1-Sept 7) | \$ 12,570 | \$ 10,000 | \$ 23,238.00 |
| TOTAL | \$ 19,585 | \$ 15,000 | \$ 23,398.00 |
| Online and Email | | | |
| Online Donations (not CoMo Gives/MSECC/Direct Mail or Monthly or Event) | \$ 7,797 | \$ 4,250 | \$ 665.00 |
| CoMoGives (December) | \$ 6,068 | \$ 5,000 | \$ 2,940.00 |
| MSECC | \$ - | \$ 1,250 | \$ 1,224.00 |
| TOTAL | \$ 13,865 | \$ 10,500 | \$ 4,829.00 |
| Events | | | |
| Promise Gala (May 14, 2020) | \$ 6,200 | \$ 20,000 | \$ 6,000.00 |
| Women Who Own It (Sept. 2020) | \$ - | \$ 15,000 | \$ 10,000.00 |
| TOTAL | \$ 6,200 | \$ 35,000 | \$ 16,000.00 |
| Monthly Giving | | | |
| Monthly Donors | \$ 1,565 | \$ 1,000 | \$ 850.00 |
| Other Donations (includes unsolicited donations, WBC sponsorships and county fundraising events and solicited sponsorships not attributed to another strategy) | | | |
| Board of Directors | \$ 1,563 | \$ 2,500 | \$ 2,085.44 |
| Other | \$ 33,472 | \$ 46,250 | \$ 22,539.08 |
| WBC Sponsorships | \$ 11,600 | \$ 75,000 | \$ 34,640.00 |
| TOTAL | \$48,200 | \$ 123,750 | \$ 60,114.52 |
| Grants | 109,186 | \$ 75,000 | \$ 68,950.00 |
| Total | \$197,036 | \$ 259,250 | \$ 173,291.52 |

Revenue by Market

| Market Segment | YTD FY20 | Projected FY20 | FY19 |
|----------------|------------------|-------------------|----------------------|
| Individuals | \$ 49,144 | \$ 69,000 | \$ 12,098.00 |
| Businesses | \$ 99,488 | \$ 100,000 | \$ 79,445.00 |
| Foundations | \$ 48,404 | \$ 85,000 | \$ 80,900.00 |
| Total | \$197,036 | \$ 254,000 | \$ 172,443.00 |

8 Ways to Support CMCA!

1. **Make a proud, personal annual gift.**

No matter the size, making a gift to support the organization you represent allows you to show your commitment to the organization and its mission. It also makes it easier for you to ask others for support when you've personally given yourself.

2. **Understand your organization's fundraising program and strategies.**

In October you will receive a fundraising plan for the 2020-21 FY that will outline fundraising goals. We'll refer back to this plan throughout the year and the monthly reports will reflect the goals set by the plan.

3. **Help thank donors.**

Your voice in thanking those who donate to CMCA is the MOST important voice we can use. If you're interested in being involved in thanking donors please contact cherylu@cmca.us. Also, anytime you come across a colleague who has donated to CMCA be sure thank them on behalf of the organization!

4. **Communicate with donors and tell them about CMCA's great work.**

People who know you would much rather hear about the great things happening at CMCA than from someone they don't know! Please share your experiences as a member of the board with friends, colleagues, and family. You never know who might want to get more involved as a volunteer or donor!

5. **Help identify prospective donors and open the door with introductions.**

We know you already do this when possible. But, keep making those connections for us!

6. **Help cultivate donors.**

Cultivation means building relationships with donors to help them feel more connected to the organization!

7. **When appropriate, ask for contributions.**

Believe it or not, most people would love to support the kind of work being done at CMCA, they just need to be asked to contribute.

8. **Support and encourage all fundraising activities and the fundraising team.**

Fundraising events are much more fun with you. Whether in person or virtual, your participation in events as a representative of CMCA makes a big statement about your commitment to the organization! We'd love to have you serve as a matching donor for our CoMo Gives campaign this December. Ask Cheryl for info on how to do this!

Thank you for serving CMCA as a member of the board and for all that you do advance our mission of *helping people, changing lives!*

| | | |
|--|--|-----------------------------|
| ACF Administration for Children and Families | U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES | |
| | 1. Log No. ACF-PI-HS-20-05 | 2. Issuance Date: 8/27/2020 |
| | 3. Originating Office: Office of Head Start | |
| | 4. Key Words: Designation Renewal System (DRS); Head Start Program Performance Standards (HSPPS); Revision; Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring; Deficiency; Fiscal; Audit | |

PROGRAM INSTRUCTION

SUBJECT: Final Rule on Designation Renewal System Changes

INSTRUCTION:

The Office of Head Start (OHS) announced in the [Federal Register](#) a final rule updating the Designation Renewal System (DRS). In the Improving Head Start for School Readiness Act of 2007, Congress required the U.S. Department of Health and Human Services (HHS) to both establish a DRS and to periodically review the system. HHS first established the DRS through a final rule in 2011, and has been regularly analyzing data on the implementation of the system and on the grantees required to compete. OHS is confident the DRS has driven increases in the quality of Head Start and Early Head Start services, but believes improvements can be made to the system.

This final rule includes revisions to three of the seven conditions of the DRS: the deficiency condition, the condition related to the Classroom Assessment Scoring System (CLASS®), and the fiscal condition related to audit findings. These changes will ensure OHS identifies those grantees where competition is the most warranted and more effectively holds grantees accountable, while also making the DRS more transparent.

Key Changes from the Prior DRS Rule

Deficiency Condition

Under this final rule, the DRS no longer requires competition for grantees with a single deficiency during their project period. While all deficiencies are serious and substantial or systemic, changing the condition to require competition if a grantee receives two deficiencies during the project period better reflects significant quality failures of an agency. Additionally, the change will appropriately put the focus on grantees having systems in place to ensure health and safety incidents do not occur or are quickly identified and rectified and on financial and human resource systems that support ongoing, high-quality operations.

CLASS® Condition

For the CLASS® condition, the final rule facilitates the use of CLASS® as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion while simultaneously establishing quality thresholds and raising the competitive thresholds (formerly minimum thresholds) for each domain of the CLASS®.

The quality thresholds are as follows: 6 for Emotional Support, 6 for Classroom Organization, and 3 for Instructional Support. These new thresholds represent the expectations of OHS for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus in teacher-child interactions, with support from OHS. For any grantee with a score below one or more of the quality thresholds, OHS will provide support for quality improvement. OHS will help ensure the grantee's coordinated approach to training and professional development is targeting those areas of teaching practices and teacher-child interactions that most need improvements. The establishment of quality thresholds is intended to build on existing program quality improvement efforts to enhance classroom interactions beyond any set floor and will include more intentional OHS support for such efforts through training and technical assistance supports across a variety of platforms.

The final rule also sets more rigorous competitive thresholds for all three CLASS® domains and represents the floor for quality in terms of teacher-child interactions. Any grantee with a CLASS® score below one or more of the competitive thresholds will be designated for competition. Specifically, the competitive threshold for Classroom Organization is raised from 3 to 5 and Emotional Support is raised from 4 to 5. These competitive thresholds increase the minimum standard of quality and set the expectation for programs to work toward moving into the high-quality range. Because Instructional Support is a domain in which grantees tend to score lower, but is nonetheless important for ensuring high-quality teacher-child interactions, we take a graduated approach to increasing the threshold for this domain. More specifically, the competitive threshold for Instructional Support is initially raised from 2 to an interim threshold of 2.3 for all CLASS® reviews conducted through July 31, 2025. For all CLASS® reviews conducted on or after August 1, 2025, the competitive threshold for this domain raises to 2.5. This approach recognizes where most grantees currently score in this domain and will allow sufficient time for grantees to make necessary quality improvements and gradually move to higher quality.

Fiscal Condition

For the fiscal condition, the final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

Effective Date

The new DRS conditions will be effective October 27, 2020. The prior DRS conditions will apply to all programs until the effective date of this final rule. In general, grantee performance before the effective date of the final rule is subject to the prior DRS conditions and grantee performance after the effective date is subject to the revised DRS conditions. There will be no retroactive implementation of the revised conditions to ensure grantees are not designated for competition based a condition on which they did not know they would be judged.

For all grantees that have been designated for competition under the prior conditions and a funding opportunity announcement (FOA) has not been posted, OHS will reexamine the existing data to determine if they also meet the revised conditions. The new second criterion added to the fiscal condition will not be considered. These grantees will be required to compete if they would also be required to compete under the revised conditions. OHS will send redetermination letters to this group of grantees either reconfirming their competitive status or notifying them of preliminary eligibility for non-competitive funding.

Preliminary non-competitive decisions made prior to the effective date of this final rule will not be revisited under the revised DRS conditions; these grantees will continue to be eligible for a noncompetitive new grant. Only in the rare case that such a grantee receives two or more deficiencies, a license revocation, suspension, debarment from any federal or state funds, disqualification from the Child and Adult Care Food Program, or an audit finding of a going concern before receiving their non-competitive five-year grant award would the grantee be required to compete. This would also have happened under the prior regulation, with the only difference being the number of deficiencies requiring competition.

Next Steps

Programs are urged to take the time to read the final rule in its entirety, including the preamble and the text of the regulation. OHS will continue to provide direction, guidance, and resources that support our mission to prepare Head Start children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

CENTRAL MISSOURI COMMUNITY ACTION
Board of Directors Meeting
Minutes from August 27, 2020

Board Members Present

| | | | |
|------------------|--------------------|--------------|--------------------|
| Alan Winders | Alice Brandt | Ann Anderson | Charlie Melkersman |
| Charlie Roll | Heather Berkemeyer | Jean Ispa | Jodi McSwain |
| Karen Digh-Allen | Michelle Barg | Susan Hart | Judge Walker |

Board Members Absent

| | | | |
|-----------------|---------------|-------------------|---------------|
| Amanda Grellner | Carolyn Lewis | Donna Ward | James Steel |
| Janet Thompson | Mark Brinkman | Yolanda Galbreath | Cynthia Jones |

Staff Present

| | | | |
|--------------------|---------------|---------------|--------------|
| Darin Preis | Julie Aitkens | Angela Hirsch | Beth Vossler |
| Cheryl Unterschutz | Julie McNeill | Nolanda Dodd | |

A Quorum of the CMCA Board of Directors is present.

I. Call to Order-Welcome

Meeting was called to order at 6pm. Darin Preis: Executive Director recited the Promise of Community Action and introduced Judge Walker to the board.

II. Consent Agenda Items

- a. Approval of Agenda
- b. Minutes from July
- c. Head Start Report
- d. Fiscal Reports
- e. Credit Card Statements

Motion to accept Consent Agenda: Ann Anderson
Second: Susan Hart
Approved

III. Program Updates

a. Show Me Healthy Relationships

Nolanda Dodd: ShowMe Healthy Relationships Program Manager gave a brief overview of her history with the agency and of her program and the work her team has done over the past 5 years. The programs 5 year contract will be finished at the end of this month with expectations on renewing for another cycle. Only difference will be serving singles only due to funding cuts.

b. Head Start Self-Assessment

Beth Vossler: Director of Head Start, reviewed the Head Start Self-Assessment with the board. The focus areas of the report outlined the following recommendations:

Whole Family Approach

Recommended goals to be coached on include Income, Employment and Mental Health.

Child Development

Increase in Conscious Discipline training for teachers along with CORE and HELP. Update interim service plans and DECA procedures and training.

Record Keeping & Reporting

Data shows there is a \$55K loss in food reimbursement alone due to low enrollment. Recruiting efforts are high in homebased but low across the board for centers except Central Office. Recommendations are increase recruiting efforts in all counties, this includes using the online application process. Continue monitoring and follow-ups and train staff in ERSEA.

Environment

Finding show 25% of accidents occur outside. Large investments have been made at properties agency has the largest investment. Recommendations are replacing classroom material, installing rubber made outdoor surfaces, hiring a third Facility Administrator, enter site inspections in Child Plus, house repair kits on site and categorizing work orders.

IV. Action Items

- a. Morgan County Head Start building renovations-ratify Exec Committee vote
To renovate Morgan County Head Start a 1303 would need to be processed due to the cost of the renovation. The Executive Committee approved the 1303 process, need the board to ratify their vote.
Motion to approve Executive Committee Vote of 1303 for Morgan County: Susan Hart
Second: Ann Anderson
Motion approved
- b. Warsaw Head Start 1303 for Purchase + Renovations
Agency would like to purchase the current building being leased in Warsaw and renovate it for HS and EHS. Due to prevailing wages for the remodel a 1303 application would need to be started. Instead of doing two 1303 applications, one for the purchase and one for renovations, would like to motion to process one 1303 application for both purchase and renovation.
Motion to approve one 1303 application for purchase and renovations in Warsaw: Ann Anderson
Second: Karen Digh-Allen
Motion approved
- c. Secondary Carryover Request to fund the Renovations
This second carryover request is needed so the funds can be used in the time frame needed for the renovation of the Warsaw building.
Motion to approve Secondary Carryover Request: Susan Hart
Second: Ann Anderson
Motion approved
- d. Worley 1303 for construction

A 1303 application is needed to build a new Early Head Start located at the Worley Campus in Boone County.

Motion to start 1303 application for building an EHS building at Worley:
Michelle Barg
Second: Ann Anderson
Motion approved

e. Early Head Start Expansion

Analysis shows there is a higher need in Boone County for EHS than other counties. Requesting expansion for funding for 24 infant and toddler slots in Boone County along with funding to purchase a facility. Cost range from \$900K to \$1M. 1303 application is required.

Motion to approve 1303 application process for \$900K to \$1M to expand EHS in Boone County: Ann Anderson
Second: Charlie Roll
Motion approved

f. RSVP Program Application

Julie McNeill: Foster Grandparents Program Manager informed the board she would like to apply for the RSVP Program. RSVP Program would allow 75 volunteers who are 55 or older to volunteer in Audrain and Cooper County for three years. Focus would be on seniors homebound, transportation issues for seniors, economic opportunities and job readiness. Goal is to help 210 with food and over 400 with health and education, compassion and support and financial literacy.

Motion to approve RSVP application process: Alan Winders
Second: Ann Anderson
Motion approved

g. Nonprofit Relief and Recovery Program application

Requesting funding in the amount of \$250K to be used as an incentive to hire front line staff who work directly in the HS/EHS.

Motion to approve application: Susan Hart
Second: Ann Anderson
Motion approved

h. FOC application to City of Columbia

Requestion to apply for start up funding \$28K, to sustain Financial Coaching.

Motion to approve application: Jodie McSwain
Second: Susan Hart
Motion approved

i. COVID-19 Policy

Written policy on what employees need to do if they test positive for COVID 19 or encounter someone who test positive.

Motion to approve policy: Charlie Melkersman
Second: Susan Hart
Motion approved

j. Employee Referral Program Policy

Written policy to reward employees for their recruitment efforts.

Motion to approve policy: Charlie Melkersman
Second: Susan Hart
Motion approved

k. FY21 CSBG Plan

Angela Hirsch, Chief Program Officer, reviewed the CSBG Workplan with the board. The workplan operation dates are 10/01/2020 to 09/30/2021. The plan includes 3 Direct Services. Majority of the plan would continue and build off work from previous year with the following additions:

Whole Family Approach

- Cole, Osage and Cooper Housing Choice Voucher families would have an option to work with a family coach
- An emergency fund would be established using 1% of the budget to help families with housing, transportation, medical, ect crisis.
- Help families secure home loans, homeless family's transition into stable housing though agency housing developments in Cole County.

Community

- Expand Cab service in Audrain County.
- Partner with Cradle to Career in Boone County to establish safe educational alternatives for Low-income families with students.
- Expand foster care in Howard county
- Establish small libraries throughout small towns in Moniteau county
- Establish a Drug Free Community project in Moniteau that mirrors Osage Drug Free project

Motion to approve CSBG Workplan: Michelle Barg
Second: Susan Hart
Motion approved

l. 990

Board received and reviewed the agencies 990.
Motion to approve 990: Alan Winders
Second: Jodi McSwain
Motion approved

m. Remove Board Member

Recommendation made to remove Cynthia Jones from the Board of Directors due to poor attendance.

Motion to remove Cynthia Jones: Alan Winder
Second: Charlie Roll
Motion approved

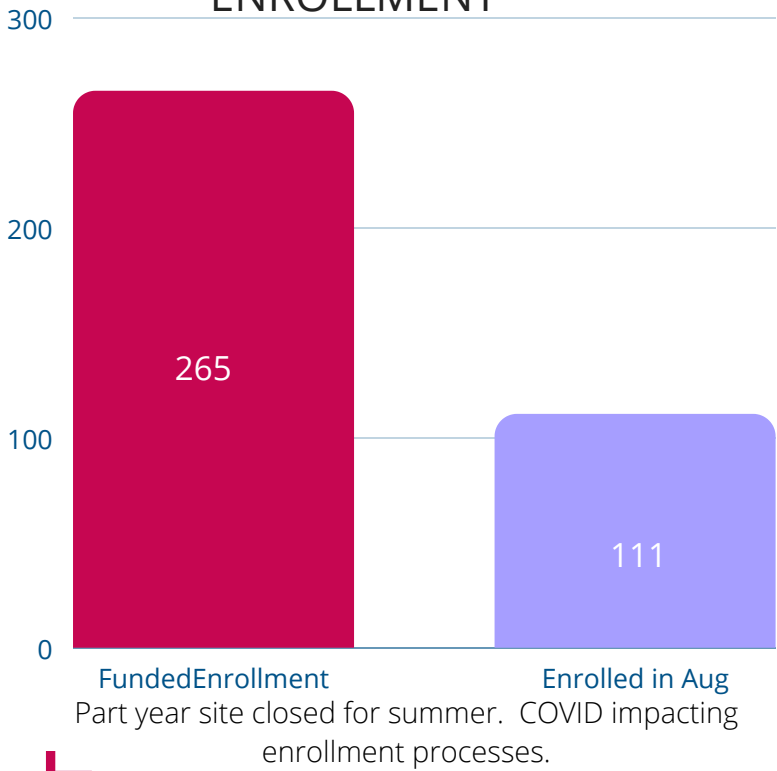
V. Executive Directors Report

VI. Adjourn

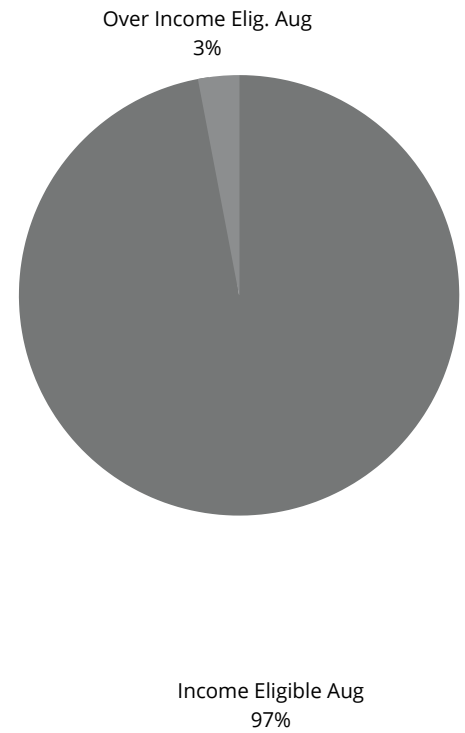
Motion to Adjourn: Susan Hart
Second: Judge Stephen Walker
Approved

HEAD START REQUIRED REPORTS

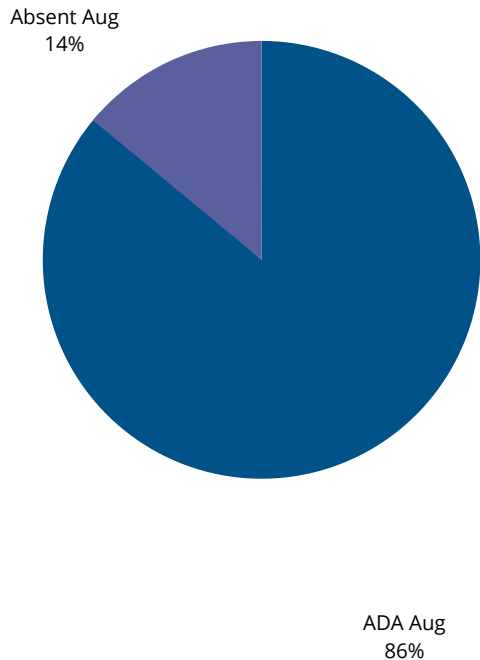
ENROLLMENT



INCOME ELIGIBILITY

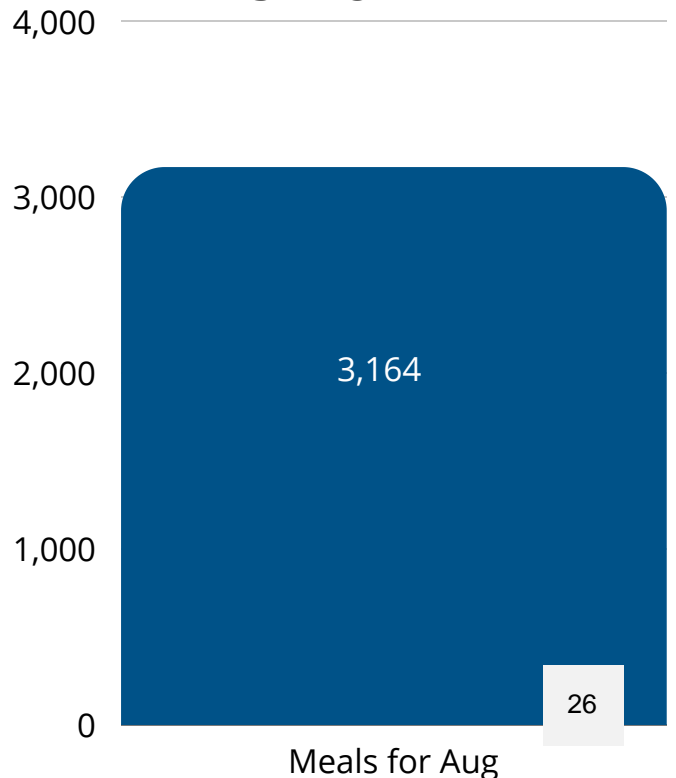


ATTENDANCE %



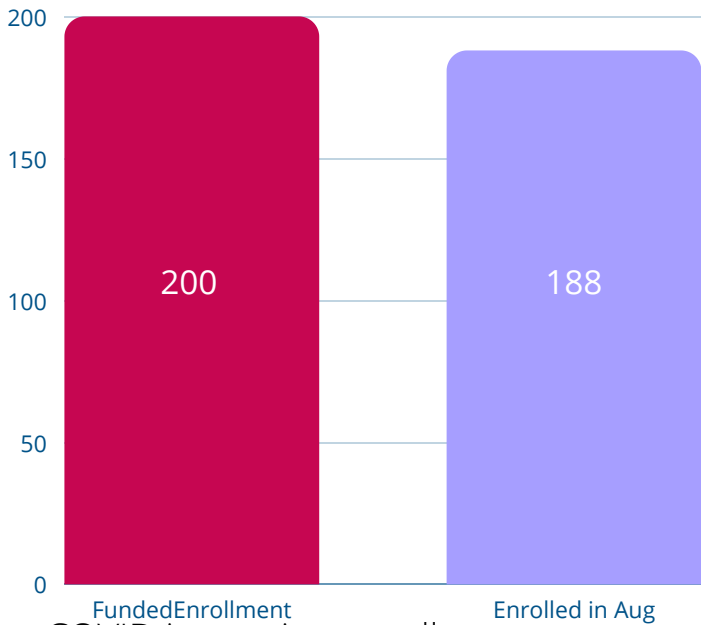
COVID-19 is impacting attendance, but there is an increase in attendance.

MEALS PROVIDED



EARLY HEAD START REQUIRED REPORTS

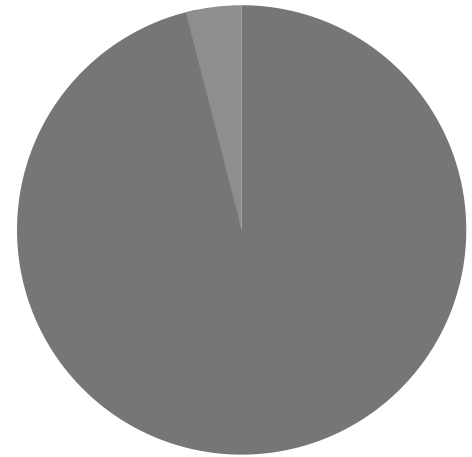
ENROLLMENT



COVID impacting enrollment processes.

INCOME ELIGIBILITY

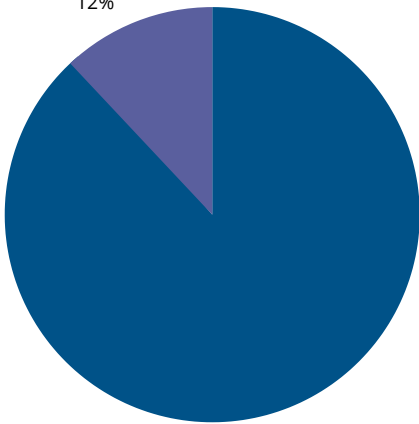
Over Income Elig Aug
4%



Income Eligible Aug
96%

ATTENDANCE %

Absent Aug
12%



COVID-19 is impacting attendance, but there is an increase in attendance.

MEALS PROVIDED

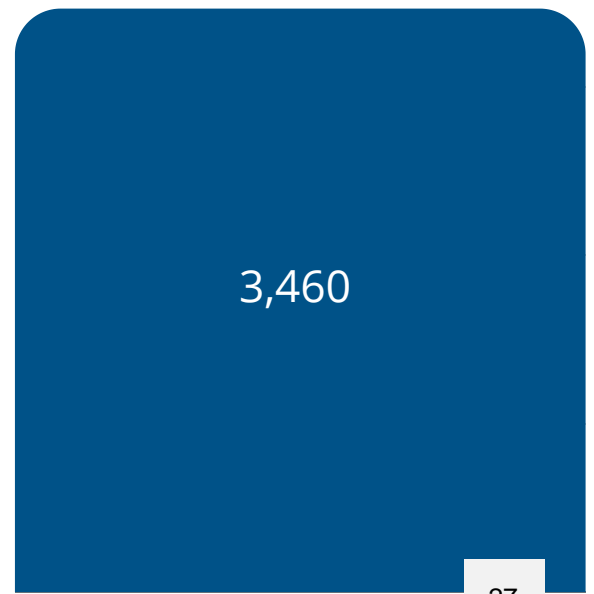
4,000

3,000

2,000

1,000

0

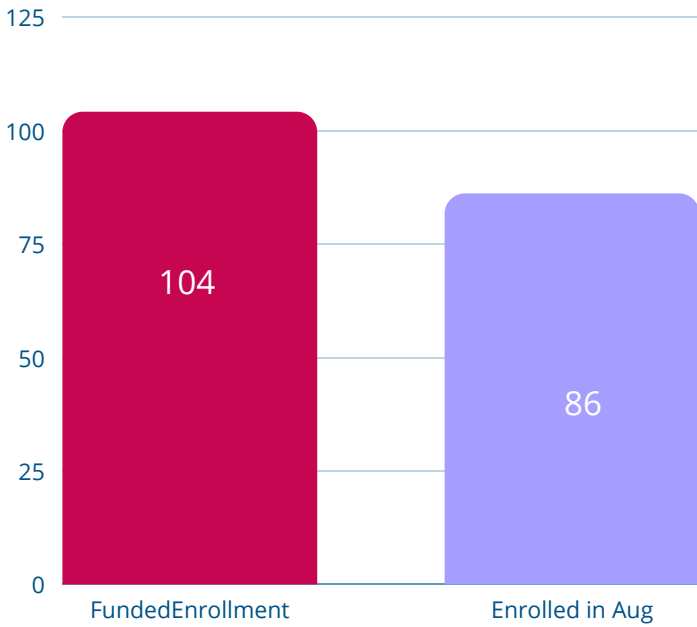


Meals for Aug

27

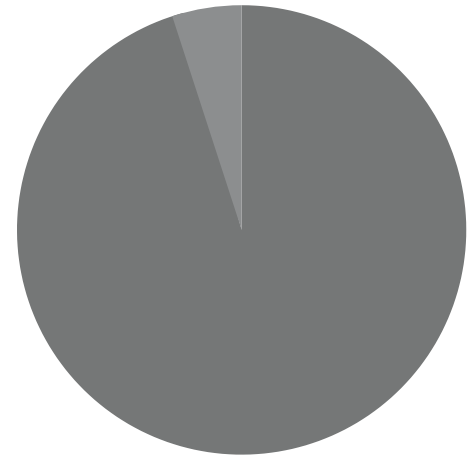
NEW AREA: EARLY/HEAD START REQUIRED REPORTS

ENROLLMENT



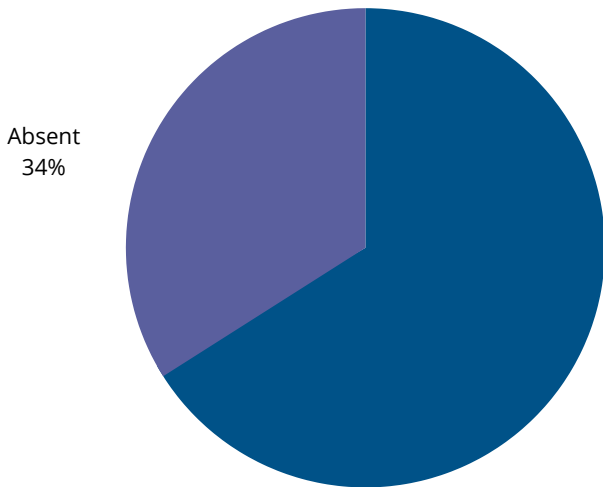
INCOME ELIGIBILITY

Over Income Elig Aug
5%



Income Eligible Aug
95%

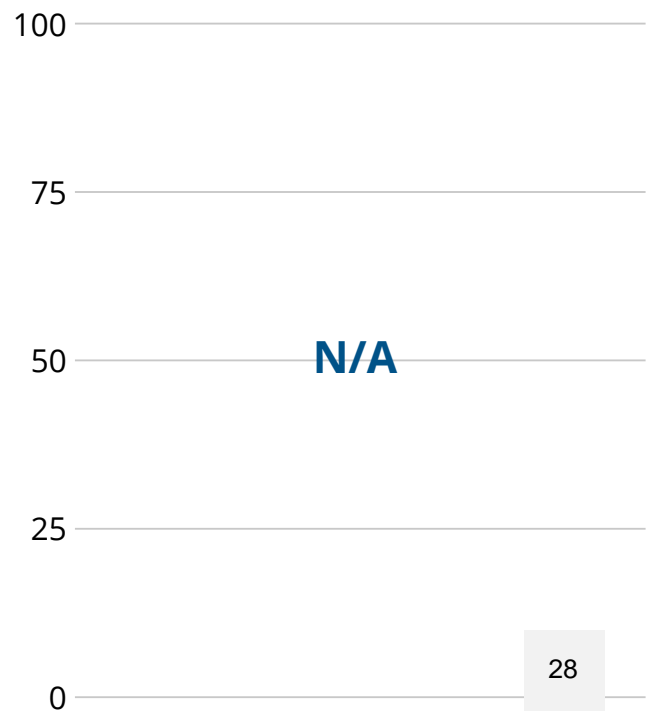
ATTENDANCE %



ADA Aug
66%

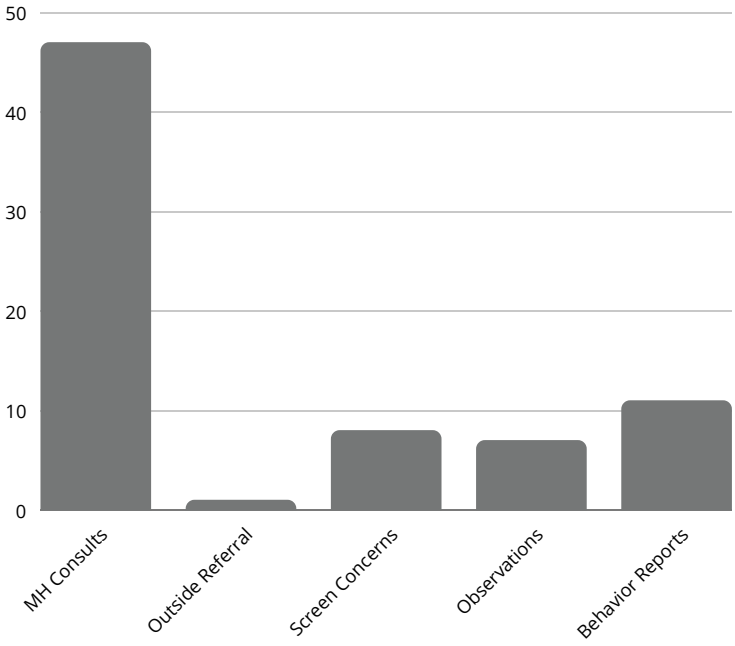
Hermitage Classrooms only.

MEALS PROVIDED

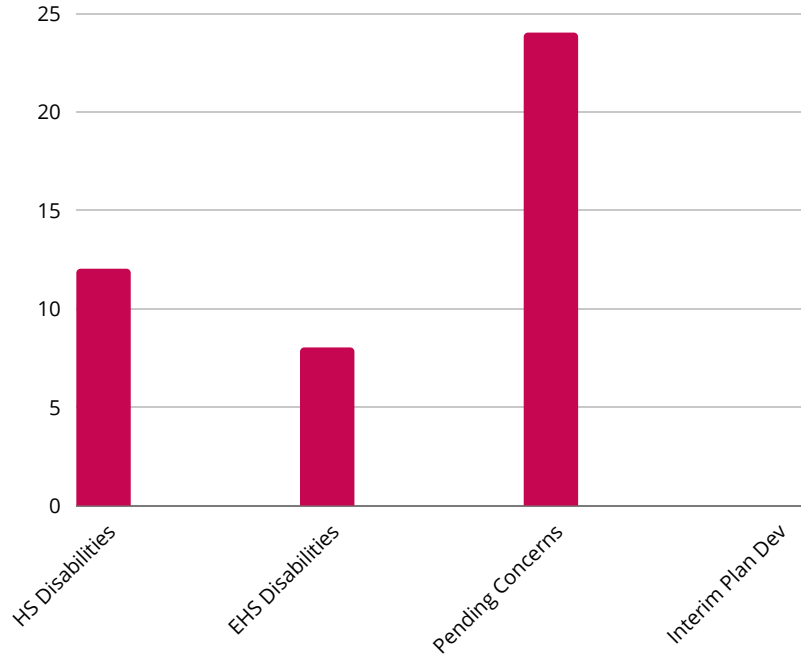


28

Mental Health & Behavior



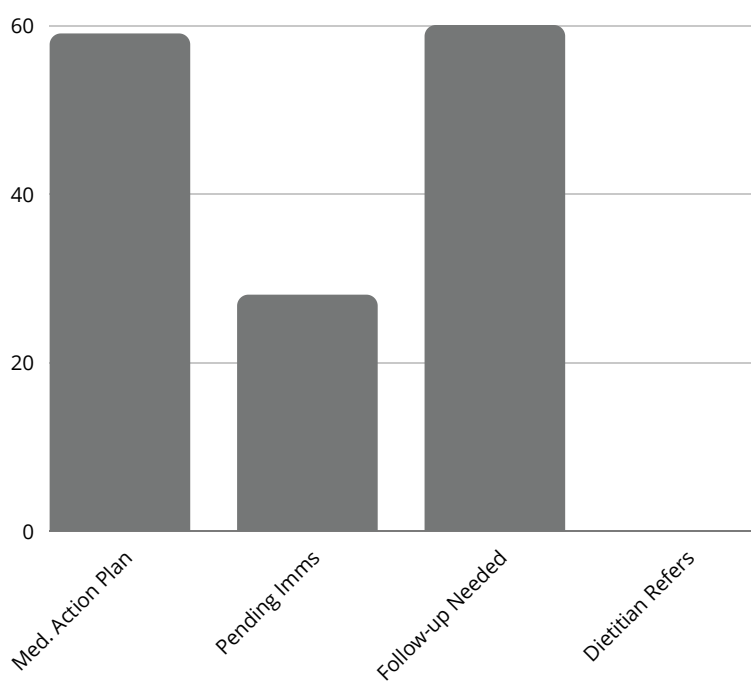
Special Needs



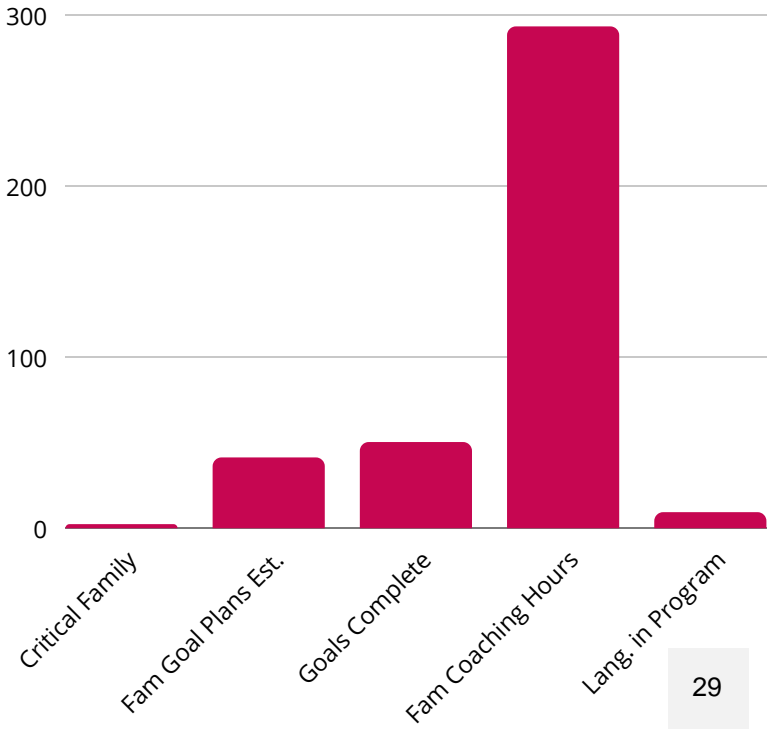
CONTENT DATA HIGHLIGHTS

August 2020

Health & Nutrition



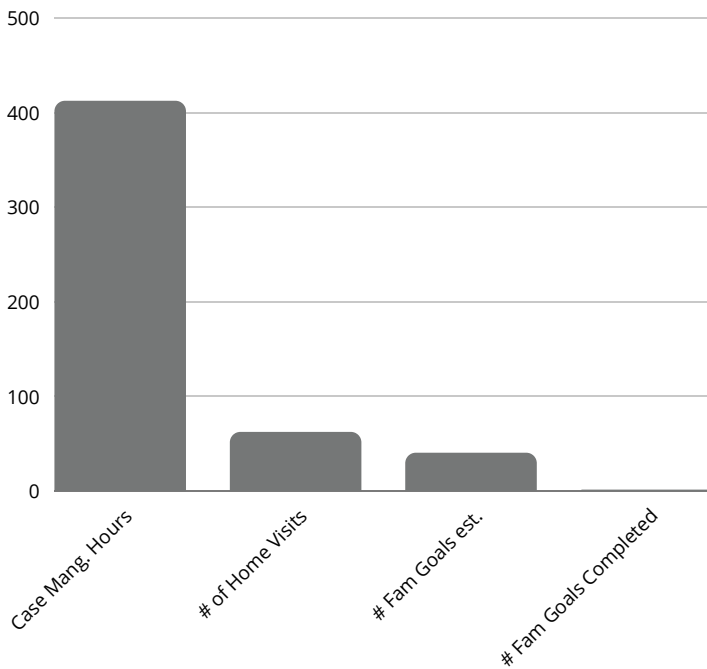
Family Indicators



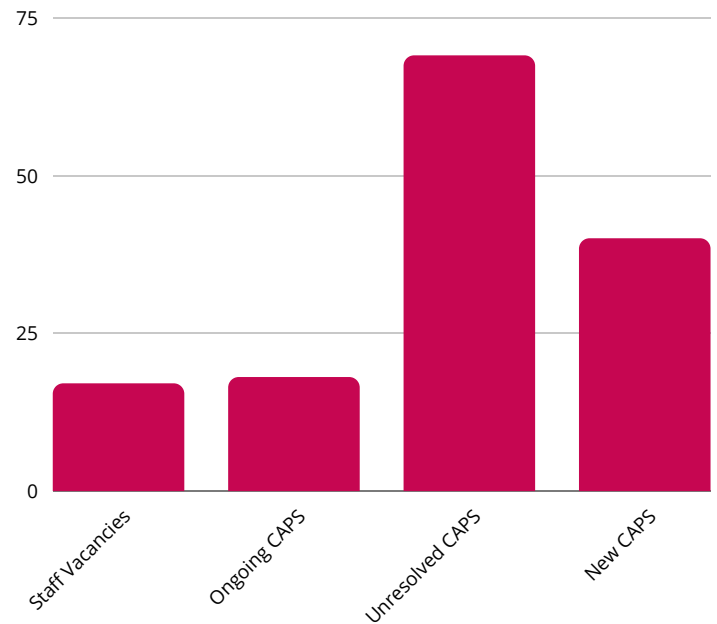
CONTENT DATA HIGHLIGHTS

August 2020

BRIDGE Indicators



PDM Indicators



PROGRAM UPDATE

CMCA is preparing for the new school year, and like most, are challenged with COVID-19. The impact of COVID has a large affect on enrollment. A new online application process found at <https://cmca.us/get-help/head-start/> launched as a non-contact way to recruit families, but we need help to get the word out. Consider linking to CMCA social media platforms and help spread the word that our high quality early childhood program is open and ready to serve!

**CMCA Board Report
August 31, 2020**

| Program Codes | Performance Based Programs | Contract Dates | Budgeted Amount | YTD Received | YTD Expended | TOTAL BUDGET REMAINING | | |
|---------------|--|-------------------|-----------------|-----------------|-----------------|------------------------|--|--|
| 00 | ADMINISTRATION (included in grant totals) | 10/01/19-09/30/20 | \$ 1,309,156.00 | \$1,097,257.47 | \$ 1,080,750.93 | \$ 16,506.54 | | |
| 145 | BRIDGE GRANT | 01/01/20-12/31/20 | \$ 247,533.32 | \$ 149,654.44 | \$ 128,275.58 | \$ 21,378.86 | | |
| 30R,130 | RAP | 10/01/19-09/30/20 | \$ 42,986.90 | \$ 26,187.09 | \$ 26,764.88 | \$ (577.79) | | |
| 30 | HOUSING CHOICE VOUCHER - Administration ** | 10/01/19-09/30/20 | \$ 193,025.37 | \$ 165,982.62 | \$ 148,896.67 | \$ 17,085.95 | | |
| 27 | STATE CHILDCARE - DFS & PARENTS | 05/01/20-04/30/21 | \$ 629,840.20 | \$ 199,522.93 | \$ 201,887.58 | \$ (2,364.65) | | |
| 25 | USDA | 05/01/20-04/30/21 | \$ 290,000.00 | \$ 54,031.32 | \$ 59,731.58 | \$ (5,700.26) | | |
| | TOTAL | | \$ 2,712,541.79 | \$ 1,692,635.87 | \$ 1,646,307.22 | \$ 46,328.65 | | |

** Does not reflect direct participant benefits (see below)

| Line Item Budgets | Contract Dates | Contract Amount | YTD Expended | Unexpended | % of Year | % Expended | |
|-------------------|---|-------------------|------------------|-----------------|------------------|------------|------|
| CTF 24W | CHILDREN'S TRUST FUND - WIRF | 07/01/20-06/30/21 | \$ 5,000.00 | \$ 2,866.27 | \$ 2,133.73 | 17% | 57% |
| 10-ALT | CSBG FY20 | 10/01/19-09/30/21 | \$ 1,088,547.00 | \$ 574,131.78 | \$ 514,415.22 | 92% | 53% |
| 70,71,72 | EARLY HEAD START | 05/01/20-04/30/21 | \$ 2,996,664.00 | \$ 966,769.17 | \$ 2,029,894.83 | 33% | 32% |
| 96,97,97A | EARLY HEAD START EXPANSION | 07/01/20-06/30/21 | \$ 905,584.00 | \$ 143,478.75 | \$ 762,105.25 | 17% | 16% |
| 137B | EHSA - J.R. ALBERT FOUNDATION (3yr grant) | 03/01/18-02/28/21 | \$ 150,000.00 | \$ 115,739.50 | \$ 34,260.50 | 81% | 77% |
| 72S | EXPANSION START UP | 07/01/20-06/30/21 | \$ 344,288.00 | \$ 63,325.30 | \$ 280,962.70 | 17% | 18% |
| 12 | FAMILY SUPPORT - Mexico United Way | 01/01/20-12/31/20 | \$ 6,340.64 | \$ 4,721.72 | \$ 1,618.92 | 67% | 74% |
| 14 | FOSTER GRANDPARENTS | 04/01/20-03/31/21 | \$ 389,640.00 | \$ 157,284.35 | \$ 232,355.65 | 42% | 40% |
| 20,21,22 | HEAD START | 05/01/20-04/30/21 | \$ 3,610,484.00 | \$ 960,628.15 | \$ 2,649,855.85 | 33% | 27% |
| 91,92,92A | HEAD START EXPANSION | 07/01/20-06/30/21 | \$ 1,102,787.00 | \$ 154,806.15 | \$ 947,980.85 | 17% | 14% |
| HS8-COV | HEAD START COVID 8 COUNTIES | 08/01/20-04/30/21 | \$ 408,646.00 | \$ - | \$ 408,646.00 | 11% | 0% |
| HS3-COV | HEAD START EXPANSION COVID 3 COUNTIES | 08/01/20-06/30/21 | \$ 91,396.00 | \$ 499.38 | \$ 90,896.62 | 9% | 1% |
| 22,72 | HEAD START NO COST EXTENSION | 08/01/20-12/31/20 | \$ 214,298.00 | \$ - | \$ 214,298.00 | 20% | 0% |
| 130 | HOUSING CHOICE VOUCHER - Participant Benefits | 10/01/19-09/30/20 | \$ 1,421,450.00 | \$ 1,432,372.17 | \$ (10,922.17) | 92% | 101% |
| 30COV | HOUSING CHOICE VOUCHER COVID - Administration | 03/01/20-12/31/21 | \$ 84,041.00 | \$ 32,234.48 | \$ 51,806.52 | 27% | 38% |
| 79 | LIHEAP | 10/01/19-09/30/20 | \$ 3,196,118.89 | \$ 1,621,052.33 | \$ 1,575,066.56 | 92% | 51% |
| 06-ALT | LISC | 10/01/19-09/30/21 | \$ 36,000.00 | \$ 14,435.38 | \$ 21,564.62 | 46% | 40% |
| 115B | NCH | 09/30/19-09/29/20 | \$ 151,470.00 | \$ 141,476.78 | \$ 9,993.22 | 92% | 93% |
| 88 | SHOWME HEALTHY RELATIONSHIPS | 09/30/19-09/29/20 | \$ 395,739.00 | \$ 322,004.10 | \$ 73,734.90 | 92% | 81% |
| 111B | SKILLUP FNS | 10/01/19-09/30/20 | \$ 58,917.00 | \$ 57,480.89 | \$ 1,436.11 | 92% | 98% |
| 111A | SKILLUP TANF | 08/01/20-06/30/21 | \$ 251,880.88 | \$ 7,970.41 | \$ 243,910.47 | 9% | 3% |
| 177 | UNITED WAY CENTRAL MO COVID | 08/01/20-07/31/21 | \$ 10,000.00 | \$ 656.20 | \$ 9,343.80 | 8% | 7% |
| 196UW | UNITED WAY DISASTER RECOVERY | 11/01/19-10/31/20 | \$ 29,336.00 | \$ 29,285.42 | \$ 50.58 | 83% | 100% |
| 196COV | UNITED WAY DISASTER RELIEF COVID | 08/01/20-01/31/21 | \$ 25,000.00 | \$ 4,162.06 | \$ 20,837.94 | 17% | 17% |
| 40,41 | WEATHERIZATION - DOE | 07/01/20-06/30/21 | \$ 512,572.00 | \$ 124,620.73 | \$ 387,951.27 | 17% | 24% |
| 18 | WEATHERIZATION - LIHEAP | 10/01/19-09/30/20 | \$ 393,502.00 | \$ 393,502.00 | \$ - | 92% | 100% |
| 100,100A,101,101A | WEATHERIZATION - UE GAS & UE ELEC | 11/01/19-10/31/20 | \$ 58,607.00 | \$ 58,607.28 | \$ (0.28) | 83% | 100% |
| 192D | WOMEN'S BUSINESS CENTER - COVID | 05/01/20-04/30/21 | \$ 391,719.40 | \$ 60,496.82 | \$ 331,222.58 | 33% | 15% |
| 192 | WOMEN'S BUSINESS CENTER (Cash match) | 09/30/19-09/29/20 | \$ 75,000.00 | \$ 50,456.93 | \$ 24,543.07 | 92% | 67% |
| 192 | WOMEN'S BUSINESS CENTER (Federal Share) | 09/30/19-09/29/20 | \$ 150,000.00 | \$ 149,219.51 | \$ 780.49 | 92% | 99% |
| | TOTAL | | \$ 18,555,027.81 | \$ 7,644,284.01 | \$ 10,910,743.80 | | |

Agency Contract Totals

\$21,267,569.60

| | | | | | | | |
|--------|---|-------------------|---------------|--------------|---------------|-----|-----|
| 97 INK | EARLY HEAD START EXPANSION NON FEDERAL (Inkind) | 07/01/20-06/30/21 | \$ 199,277.00 | \$ - | \$ 199,277.00 | 8% | 0% |
| 73 | EARLY HEAD START NON FEDERAL (Inkind) | 05/01/20-04/30/21 | \$ 749,166.00 | \$ 94,004.11 | \$ 655,161.89 | 17% | 13% |
| 16 | FOSTER GRANDPARENTS NON FEDERAL (Inkind) | 04/01/20-03/31/21 | \$ 44,920.00 | \$ 4,630.30 | \$ 40,289.70 | 25% | 10% |
| 92 INK | HEAD START EXPANSION NON FEDERAL (Inkind) | 07/01/20-06/30/21 | \$ 211,447.00 | \$ - | \$ 211,447.00 | 8% | 0% |
| 23 | HEAD START NON FEDERAL (Inkind) | 05/01/20-04/30/21 | \$ 835,558.00 | \$ 24,998.70 | \$ 810,559.30 | 33% | 3% |
| 192B | WOMEN'S BUSINESS CENTER (Non-Cash match - Inkind) | 09/30/19-09/29/20 | \$ 75,000.00 | \$ 43,090.00 | \$ 31,910.00 | 92% | 57% |

Central Missouri Community Action
Balance Sheet - AGENCY BALANCE SHEET-BOARD
As of 8/31/2020

| | <u>Current Year</u> | <u>Prior Year</u> |
|------------------------------------|---------------------|---------------------|
| Assets | | |
| Cash | | |
| CASH IN BANK | 2,058,763.14 | 33,976.10 |
| CASH IN BANK - MELOAN | 38,611.63 | 38,607.88 |
| CASH IN BANK-PAYROLL | 614,874.50 | 248,514.41 |
| CASH IN BANK -HOUSING | 98,664.66 | 115,904.45 |
| CHDO SAVINGS | 204,553.95 | 139,244.52 |
| CASH IN BANK- CORPORATE | 180,441.00 | 30,214.69 |
| CMCHDC PROPERTIES CASH ACCT | 45,913.48 | 37,982.48 |
| Other | <u>657.38</u> | <u>657.38</u> |
| Total Cash | 3,242,479.74 | 645,101.91 |
| Receivables | | |
| ACCTS.RECEIVABLE- DUE FROMS | 367,248.08 | 343,702.61 |
| ACCOUNTS RECEIVABLE | 213,560.80 | 413,926.85 |
| HIP MATERIALS | 37,230.98 | 49,271.78 |
| HIP LABOR | 34,372.15 | 47,528.88 |
| NOTES RECEIVABLE | 382,405.07 | 411,078.65 |
| ALLOWANCE FOR DOUBTFUL ACCOUNT | (49,913.13) | (49,913.13) |
| GRANTS RECEIVABLE | 186,294.31 | 537,235.47 |
| PRE-PAID EXPENSE | 46,147.45 | 43,979.13 |
| PREPAID INSURANCE | 11,057.65 | 20,029.08 |
| Other | <u>(250.01)</u> | <u>(0.01)</u> |
| Total Receivables | 1,228,153.35 | 1,816,839.31 |
| Fixed Assets | | |
| INVENTORY | 2,398.59 | 5,886.23 |
| REAL ESTATE & BUILDING | 432,916.01 | 482,946.42 |
| PROPERTY - LAND | 302,705.39 | 173,606.07 |
| PROPERTY-RENOVATIONS | 772,587.23 | 683,271.40 |
| EQUIPMENT | 991,949.35 | 977,449.35 |
| ACCUMULATED DEPRECIATION-EQUIP | (899,398.47) | (862,881.11) |
| VEHICLES | 292,583.00 | 319,733.00 |
| ACCUM DEPRECIATION-VEHICLE | <u>(224,317.39)</u> | <u>(312,356.68)</u> |
| Total Fixed Assets | 1,671,423.71 | 1,467,654.68 |
| Contra Fixed Assets | | |
| EQUITY -BUILDING- | <u>(534,646.25)</u> | <u>(477,660.76)</u> |
| Total Contra Fixed Assets | (534,646.25) | (477,660.76) |
| Other | | |
| INVESTMENTS | <u>102,812.42</u> | <u>102,000.00</u> |
| Total Other | <u>102,812.42</u> | <u>102,000.00</u> |
| Total Assets | <u>5,710,222.97</u> | <u>3,553,935.14</u> |
| Liabilities | | |
| Accounts Payable | 1,816,727.96 | 1,651,464.34 |
| Long Term Payables | <u>129,804.36</u> | <u>112,770.85</u> |
| Total Liabilities | <u>1,946,532.32</u> | <u>1,764,235.19</u> |
| Net Assets | | |
| Fund Balance | | |
| EQUITY-PROPERTY | 48,471.75 | 49,029.31 |
| FUND BALANCE | 1,289,272.54 | 1,214,481.85 |
| RESERVE ACCOUNT | <u>700,447.01</u> | <u>700,447.01</u> |
| Total Fund Balance | 2,038,191.30 | 1,963,958.17 |
| Excess Revenue/Expenditures (Loss) | <u>1,725,499.35</u> | <u>(174,258.22)</u> |
| Total Net Assets | <u>3,763,690.65</u> | <u>1,789,699.95</u> |
| Total Liabilities and Net Assets | <u>5,710,222.97</u> | <u>3,553,935.14</u> |

Central Missouri Community Action

August-20

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.

Current Assets

| | |
|-------------|-----------------|
| Total Cash | \$ 3,242,479.74 |
| Receivables | \$ 1,228,153.35 |
| Investments | \$ 102,812.42 |
| Total | \$ 4,573,445.51 |

Current Liabilities

| | |
|------------------|-----------------|
| Accounts Payable | \$ 1,816,727.96 |
|------------------|-----------------|

| | | | |
|--------------------------------|-------------|----------------------------|------|
| August 31, 2020 ratio = | 2.52 | August 31, 2019 ratio = | 1.53 |
| July 31, 2020 ratio = | 2.85 | July 31, 2019 ratio = | 1.58 |
| June 30, 2020 ratio = | 2.42 | June 30, 2019 ratio = | 1.80 |
| May 31, 2020 ratio = | 1.97 | May 31, 2019 ratio = | 1.96 |
| April 30, 2020 ratio = | 1.91 | April 30, 2019 ratio = | 1.79 |
| March 31, 2020 ratio = | 1.37 | March 31, 2019 ratio = | 2.10 |
| February 29, 2020 ratio = | 1.57 | February 28, 2019 ratio = | 2.15 |
| January 31, 2020 ratio = | 1.81 | January 31, 2019 ratio = | 2.17 |
| December 31, 2019 ratio = | 1.71 | December 31, 2018 ratio = | 2.25 |
| November 30, 2019 ratio = | 2.32 | November 30, 2018 ratio = | 2.50 |
| October 31, 2019 ratio = | 2.18 | October 31, 2018 ratio = | 1.34 |
| September 30, 2019 ratio = | 1.40 | September 30, 2018 ratio = | 1.32 |

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.

Cash + Cash Equivalents

| | |
|-------------|-----------------|
| Total Cash | \$ 3,242,479.74 |
| Investments | \$ 102,812.42 |
| Total | \$ 3,345,292.16 |

Current Liabilities

| | |
|------------------|-----------------|
| Accounts Payable | \$ 1,816,727.96 |
|------------------|-----------------|

| | | | |
|--------------------------------|-------------|----------------------------|------|
| August 31, 2020 ratio = | 1.84 | August 31, 2019 ratio = | 0.45 |
| July 31, 2020 ratio = | 1.89 | July 31, 2019 ratio = | 0.70 |
| June 30, 2020 ratio = | 1.78 | June 30, 2019 ratio = | 0.84 |
| May 31, 2020 ratio = | 1.05 | May 31, 2019 ratio = | 0.94 |
| April 30, 2020 ratio = | 0.99 | April 30, 2019 ratio = | 0.91 |
| March 31, 2020 ratio = | 0.52 | March 31, 2019 ratio = | 1.12 |
| February 29, 2020 ratio = | 0.67 | February 28, 2019 ratio = | 1.08 |
| January 31, 2020 ratio = | 0.87 | January 31, 2019 ratio = | 1.17 |
| December 30, 2019 ratio = | 0.80 | December 31, 2018 ratio = | 1.29 |
| November 30, 2019 ratio = | 0.46 | November 30, 2018 ratio = | 1.50 |
| October 31, 2019 ratio = | 0.44 | October 31, 2018 ratio = | 0.48 |
| September 30, 2019 ratio = | 0.46 | September 30, 2018 ratio = | 0.48 |

Cole/Moniteau Presentation to CMCA Board 8/27/2020

Introduction: Stefani Thompson has worked for CMCA for 11 years next month. I have held many positions over the past 11 years within CMCA and Community Organizer is by far my FAVORITE!

Certified trainer in: Bridges Out of Poverty, Getting Ahead, Family Development Credential (FDC), Step Up to Leadership, Poverty Simulations, REALL Simulations and soon to be CCAP ☺

Completed: MOCAN Leadership Academy, ROMA training,

MOCAN participation: Missourians to End Poverty (MEP) *Chair of membership, Outreach Personnel Professionals (OPPA), Community Action Legislative Day

Moniteau: 2016-present

Summer Food program for kids: CMCA was the lead for 2 years, passed on to FBC

MRED (Moniteau County Regional Economic Development Council)

- Work Ready community achieved
- New teacher tours
- Lunch and Learns
- Apprenticeships (Cargill, Feather Factory)

1st Resource Fair created-2nd year blended with Back to School Fair

*Serve on the Back to School Fair Board

REALL simulation: 1st REALL conducted at Tipton High in 2019. 2020 was scheduled but due to covid was not able to complete. Will be planning for 2021. Community volunteers very pleased with the event and want to help again. School values the simulation.

Angel Tree – Lead for 6 years, now a support. Families served 60-100. Lots of community support.

Readers program created for preschool kids. Once it is launched at Head Start, will reach out to pre-school to implement. Working with Parks and Rec to create Little Free Libraries. Library supplying books.

Moniteau County Healthy Lifestyles – working on the coalition application and looking for a community leader.

Cole: 2018-present

Project Homeless Connect planning committee: (2018-present) Follow up committee created. 170-220 participants served each year.

*Service on the planning committee (currently registration chair)

Disaster Response- CMCA was a huge lead during the entire 2019 tornado disaster. CMCA has been at the table during the flooding and covid-19 pandemic as well.

LTRC- Long Term Disaster Recovery Committee member. Currently working on renter certification idea as this issue was brought to light during the tornado.

Transformational housing: Property on Cherry St. 5-6 unit home for temporary housing with wrap around services provided from the community. Currently received lead and asbestos removal.

*Serving on the Family committee

Little Libraries project – 2 libraries have been completed and will be placed at the new Community Park and the newly renovated Mc Clung park.

Cole County Housing Task Force: 2 smaller committees are Multi-family housing and transitional housing.

Leadership Jefferson City: Graduated 2019.

*CMCA received 13k donation from our fundraiser, little library was donated by Nabholz, partnered with Parks and Rec to place little libraries, received several donations from Scholastic for different events, presented to Habitat for Humanity future homeowners, Gratz Auctioneering agreed to auction at our Gala and Ameren UE had CO's present poverty presentations in 3 of our 8 counties. We will soon partner with Parks and Rec to host a Human Library event. ALL of these things happened due to connections with those I graduated with in Step up to Leadership.

Future: October 2020- September 2021

Jenn Millard will be taking over Moniteau County and I will increase my work in Cole County.

-FRIENDS

-Aligning communities

-Social equity

-CCAP 😊

**CMCA AGENCY BUDGET
2020-2021**

| | ADM INDIRECT POOL | BRIDGE | CSBG | EARLY CHILDHOOD | EHSA | FGP | LIHEAP | LISC | RENTAL ASSISTANCE | SKILLUP | WBC | WX | DEVELOPMENT | TOTAL FY 2021 Budget | FY 2020 Budget |
|---------------------------|-------------------------|------------------|--------------------|---------------------|-----------------|------------------|--------------------|-----------------|----------------------|------------------|------------------|--------------------|-----------------|----------------------------|---------------------|
| REVENUES | | | | | | | | | | | | | | | |
| Federal | 0 | 0 | 1,605,443 | 9,289,608 | 0 | 389,640 | 2,245,703 | 36,000 | 1,785,572 | 311,580 | 150,000 | 1,318,184 | 0 | 17,131,730 | 16,324,984 |
| State | 0 | 0 | 26,632 | 710,183 | 0 | 7,811 | 0 | 0 | 38,000 | 0 | 0 | 0 | 0 | 782,626 | 428,702 |
| Local | 28,000 | 247,533 | 0 | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 | 75,000 | 223,507 | 32,976 | 629,016 | 893,274 |
| In-kind Revenues | 0 | 0 | 0 | 1,995,448 | 0 | 44,920 | 0 | 0 | 0 | 0 | 75,000 | 0 | 0 | 2,115,368 | 2,106,870 |
| Transfer to/from Programs | 1,400,269 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Agency Reserves | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | | 0 | 0 |
| Total | \$1,428,269 | \$247,533 | \$1,632,075 | \$11,995,239 | \$50,000 | \$442,371 | \$2,245,703 | \$36,000 | \$1,823,572 | \$311,580 | \$300,000 | \$1,541,691 | \$32,976 | \$20,658,741 | \$19,753,830 |
| EXPENSES | | | | | | | | | | | | | | | |
| Salaries | 925,489 | 125,854 | 681,062 | 5,171,929 | 12,053 | 86,608 | 172,250 | 21,843 | 87,991 | 118,722 | 150,300 | 411,853 | 10,732 | 7,051,197 | 6,713,061 |
| Fringe | 238,887 | 39,556 | 219,700 | 1,744,086 | 3,790 | 11,642 | 63,882 | 4,473 | 30,790 | 37,539 | 30,227 | 125,752 | 2,378 | 2,313,815 | 2,493,198 |
| Indirect | 0 | 23,157 | 126,107 | 963,305 | 2,218 | 16,000 | 33,059 | 3,684 | 16,629 | 21,877 | 25,273 | 75,265 | 1,835 | 1,308,408 | 1,287,156 |
| Consultant | 65,000 | 0 | 0 | 1,560 | 0 | 16,844 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18,404 | 0 |
| Travel | 15,100 | 5,626 | 44,400 | 157,264 | 5,454 | 6,156 | 150 | 6,000 | 4,500 | 6,500 | 8,000 | 8,647 | 500 | 253,197 | 144,128 |
| Space Cost | 73,000 | 7,837 | 79,500 | 988,930 | 2,721 | 9,020 | 17,100 | 0 | 17,450 | 19,500 | 2,300 | 24,648 | 0 | 1,169,006 | 792,274 |
| Supplies | 22,500 | 3,635 | 35,495 | 459,923 | 6,174 | 5,670 | 4,887 | 0 | 7,000 | 7,525 | 3,900 | 34,838 | 7,496 | 576,543 | 582,380 |
| Equipment | 10,500 | 0 | 0 | 154,600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,600 | 0 | 160,200 | 268,150 |
| Contractual | 0 | 22,720 | 0 | 27,527 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50,247 | 94,457 |
| Participants | 0 | 7,044 | 26,669 | 95,493 | 12,090 | 236,432 | 1,950,605 | 0 | 1,448,827 | 86,685 | 0 | 739,616 | 0 | 4,603,461 | 4,158,116 |
| Other | 77,793 | 12,104 | 44,693 | 235,174 | 5,500 | 9,079 | 3,770 | 0 | 12,628 | 13,232 | 5,000 | 115,473 | 10,035 | 466,688 | 1,114,040 |
| In-kind Expenses | 0 | 0 | 0 | 1,995,448 | 0 | 44,920 | 0 | 0 | 0 | 0 | 75,000 | 0 | 0 | 2,115,368 | 2,106,870 |
| Total | \$1,428,269 | \$247,533 | \$1,257,626 | \$11,995,239 | \$50,000 | \$442,371 | \$2,245,703 | \$36,000 | \$1,625,815 | \$311,580 | \$300,000 | \$1,541,691 | \$32,976 | \$20,086,535 | \$19,753,830 |

**CMCA AGENCY BUDGET
(CARES ACT)
2020-2021**

| | CSBG CARES | HS COVID | EHS COVID | HS EXPANSION COVID | EHS EXPANSION COVID | WBC COVID | TOTAL FY 2021 Budget |
|---------------------------|--------------------|-----------------|------------------|--------------------|---------------------|------------------|----------------------|
| REVENUES | | | | | | | |
| Federal | 1,504,080 | 55,115 | 353,531 | 52,728 | 38,668 | 235,000 | 2,239,122 |
| State | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Local | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| In-kind Revenues | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfer to/from Programs | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Agency Reserves | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | \$1,504,080 | \$55,115 | \$353,531 | \$52,728 | \$38,668 | \$235,000 | \$2,239,122 |
| EXPENSES | | | | | | | |
| Salaries | 406,027 | 0 | 0 | 0 | 0 | 133,575 | 539,602 |
| Fringe | 104,727 | 0 | 0 | 0 | 0 | 11,820 | 116,547 |
| Indirect | 71,506 | 0 | 0 | 0 | 0 | 20,355 | 91,861 |
| Consultant | 80,000 | 0 | 326,000 | 0 | 0 | 0 | 406,000 |
| Travel | 28,000 | 0 | 0 | 0 | 0 | 14,500 | 42,500 |
| Space Cost | 20,500 | 15,960 | 11,607 | 37,778 | 26,493 | 9,000 | 121,338 |
| Supplies | 26,500 | 4,833 | 0 | 5,000 | 5,000 | 22,250 | 63,583 |
| Equipment | 25,000 | 15,522 | 8,124 | 0 | 0 | 0 | 48,646 |
| Contractual | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Participants | 35,000 | 0 | 0 | 0 | 0 | 0 | 35,000 |
| Other | 41,210 | 18,800 | 7,800 | 9,950 | 7,175 | 23,500 | 108,435 |
| In-kind Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | \$838,470 | \$55,115 | \$353,531 | \$52,728 | \$38,668 | \$235,000 | 1,573,512 |



**Board of Directors
Meeting Schedule for October 2020 - September 2021**

| <u>YEAR</u> | <u>MONTH</u> | <u>DATE</u> | <u>TIME</u> |
|-------------|--|-------------|-------------|
| 2020 | October | 22 | 6:00 p.m. |
| 2020 | November <i>(Joint meeting of Board and Policy Council)</i> | 19 | 6:00 p.m. |
| 2021 | January | 28 | 6:00 p.m. |
| 2021 | February | 25 | 6:00 p.m. |
| 2021 | April | 22 | 6:00p.m. |
| 2021 | June | 24 | 6:00 p.m. |
| 2021 | July | 22 | 6:00 p.m. |
| 2021 | August | 26 | 6:00 p.m. |
| 2021 | September | 23 | 6:00 p.m. |

All Regular Meetings are on the fourth Thursday unless stated otherwise and are held at the CMCA Central Office Conference Room starting at 6:00 p.m.
Dinner will be available at 5:30 before all board meetings.

Central Missouri Community Action Strategic Priority Areas

- Priority Area 1: Participants will have seamless access to services.*
- Priority Area 2: Communities are safe, vibrant, and thriving with resources.*
- Priority Area 3: CMCA will capture unduplicated data that reflects our outcomes.*
- Priority Area 4: CMCA will have flexible resources.*
- Priority Area 5: CMCA will be an agency of internal and external excellence.*

Words that have a ~~strike through~~ are recommended deletions and **highlighted** words are recommended additions.

Article IV Board of Directors

Section 2 - Composition and Selection of Board Members

The Board of the Corporation shall consist of twenty-one (21) Directors and each county ~~served by CMCA~~ **for which the Corporation is the designated CAA by the Community Services Block Grant** must be represented.

In order to have representation from **the designated** ~~all eight~~ counties, the following shall be required:

- a. One-third of the Directors shall be elected public officials currently holding office. In the event that there are not enough elected public officials reasonably available and willing to serve on the Board, the County Commissioners may appoint a representative to serve on their behalf. No more than one-third (1/3) of the governing board may be public officials (according to the HUD definition of “Public Official”, including employees of the participating jurisdictions.
- b. At least one-third of the Directors shall be democratically selected representatives of low-income people. Such representatives need not themselves be low-income, however every effort should be made to elect representatives who live in CMCA’s service area and who have experienced poverty.

When a vacancy occurs in the Low-Income Sector of the Board of Directors the following procedure will be followed:

- The Executive Director will prepare a Board vacancy announcement
 - The announcement will be made available to organizations and groups where low-income people will have access to the announcement.
 - As per the by-laws, nominations for the vacant board seat can be made by groups or an individual may self-nominate.
 - The Head Start Policy Council will select the dates, times and places for review of nominations and interview of nominees.
 - The Head Start Policy Council will select the best candidate from the nominees and present the name to the full board for approval.
- c. The remainder of the Directors shall be recruited from among persons that have expertise or experience that may be particularly helpful to the board in setting policy, strategic planning, and other board business. The Board of Directors must include at least one member with fiscal management background and expertise, at least one member who is a licensed attorney familiar with issues that come before the board, and at least one member with early childhood education and development expertise. If individuals with such expertise are not available to serve on the board, non-board members with these qualifications may work directly with the board on these issues instead. Private sector board representatives will be invited to serve according to the best interests of Central Missouri Community Action and the needs of the Board at the time of the nomination.
 - d. Directors representing residents of a geographical area (i.e., public official and low- income Directors) must reside in that geographical area. Directors representing private sector organizations may reside anywhere within the Corporation’s service area. Each county for which the Corporation is the designated CAA shall be represented on the Board of Directors.

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

CSBG Program Manual



FY2021

Table of Contents

| | |
|---|------|
| CSBG OVERVIEW..... | 1 |
| PROMISE OF COMMUNITY ACTION..... | 1 |
| CSBG PROGRAM YEAR | 2 |
| DETERMINATION OF SERVICES | 2 |
| MEMBER FILE ORGANIZATION | 2 |
| MEMBER TRACKING SYSTEM..... | 2 |
| DEFINITION OF “FAMILY” | 3 |
| AGENCY INTAKE..... | 3 |
| INTAKE SITES..... | 4 |
| EMPLOYEE AND BOARD MEMBER PARTICIPATION IN PROGRAM SERVICES | 6 |
| MEMBER ELIGIBILITY | 7 |
| ELIGIBILITY CRITERIA | 7 |
| ELIGIBILITY FORMS..... | 7 |
| INCOME..... | 7 |
| EARNED INCOME DEFINATION..... | 8 |
| INCOME INCLUSIONS..... | 8 |
| UNEARNED INCOME DEFINATION..... | 8 |
| INCOME EXCLUSIONS..... | 8 |
| INCOME DETERMINATION..... | 9 |
| CALCULATION OF INCOME..... | 9-10 |
| INCOME DOCUMENTATION..... | 10 |
| RE-CERTIFICATION OF INCOME..... | 10 |
| APPLICATION FOR ASSISTANCE..... | 11 |
| DENIAL OF ASSISTANCE..... | 11 |
| APPEAL PROCEDURE..... | 11 |
| GRIEVANCE POLICY..... | 12 |
| EMPLOYEE BACKGROUND SCREENING..... | 13 |
| FRAUD, ABUSE OR MISCONDUCT..... | 13 |
| COMMUNICATION OF FUNDS AVAILABLE..... | 14 |
| COORDINATION WITH OTHER SERVICE PROVIDERS..... | 14 |

CSBG OVERVIEW

The Community Services Block Grant (CSBG) is a federal block grant program administered by the Office of Community Services (OCS) created by the Omnibus Reconciliation Act of 1981. The program funds to alleviate the causes and conditions of poverty in communities by removing the barriers to self-sufficiency.

OCS distributes the CSBG funds to states and local communities, working through a network of over 1,100 entities designated to receive funds known as CSBG-eligible entities and largely CAAs, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficiency. Funds support a range of services and activities to assist the needs of low-income individuals and families.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

The CSBG Act requires these funds to be used:

1. To remove obstacles and solve problems that prevent people from becoming self-sufficient.
2. To provide activities designated to assist low-income participants.
3. To provide a range of services and activities having measurable and potentially major impact on the cause of poverty in the community.
4. To coordinate and establish linkages between governmental and other social services program to assure effective delivery of such services to low-income families.
5. To encourage the use of entities in the private sector or the community in efforts to relieve or remedy poverty conditions in the community.
6. To address the six conditions of poverty: unemployment, inadequate education and illiteracy, inadequate housing, inadequate available income, unmet emergencies, and malnutrition.

CSBG PROGRAM YEAR

The program year for the Community Services Block Grant (CSBG) is October 1st through September 30th each year. Central Missouri Community Action (CMCA) will collect and update data on each household Member served utilizing CSBG funds every program year. CMCA Members will provide current household information including names, dates of birth, social security numbers, and income for each member of the household. This information will be used to determine CSBG program eligibility.

DETERMINATION OF SERVICES

The CSBG staff are knowledgeable about agency programs, services and eligibility requirements. Staff complete an agency intake and assessment for Members seeking CSBG services and programs. In addition, CSBG staff may provide referrals to other CMCA programs and services based on needs of the Members.

MEMBER FILE ORGANIZATION

- Signed Confidentiality Form – MIS
- Head of Household Intake
- Comprehensive Assessment (HOH)
- Household Member Intake
- Proof of Life (non-expired photo ID, SS card, etc.)
- Income Documentation (Zero Income Form if required)

MEMBER TRACKING SYSTEM

All required file documentation will be maintained in the Missouri Management Information System (MIS) electronically. All CSBG applications will be submitted and all Member CSBG services and participation in CSBG programs will be documented and stored in the agency MIS system. Data necessary for the development of agency reports of services, including services needed, provided and referrals will be documented in the system.

The Client Consent/Release of Information Form shall be signed by each Head of Household Member which will allow member information to be collected and maintained in the agency system.

All CSBG outcomes will be documented in the agency MIS system including those pending as well as those achieved.

All CMCA staff will have restricted log-in based on user password and settings determined by CMCA management. CMCA staff are responsible for the following assurances:

- CMCA staff will not share usernames or passwords with anyone
- Passwords will be kept physically secure
- Only information necessary to preform job duties will be viewed, obtained, disclosed or used in the MIS system
- MIS client information will be kept protected from sight or sound from unauthorized users
- Staff will log-off of the MIS system when leaving work area
- MIS will not be left open when computer is not attended
- Hard copies of MIS information will be maintained in secure files and not left in public places.

DEFINITION OF FAMILY

For CSBG determination, the income of all members of **each family unit** must be included in determining the income eligibility. A family unit may be either: (1) **related individuals** or (2) **unrelated individual**.

Related Individuals means all persons related by blood, marriage or adoption living in the same household.

Unrelated Individual means an individual who is not an inmate of an institution; (1) who resides alone or (2) who resides with one or more persons who are not related to him/her by blood, marriage and/or adoption. (Examples of unrelated individuals residing with others include a lodger, a foster child, a ward or an employee.)

If a household includes more than one family unit, the poverty guidelines shall be applied **separately to each family unit**, and not to the household as a whole.

AGENCY INTAKE

Agency Intake is a process that will be completed for all CMCA Members through an interview process with CSBG staff including Family Success Coaches. Members will participate in a basic intake process and referrals will be provided both internally and externally as appropriate. Referral follow up will be completed and documented by the referring staff through the agency MIS system.

Single parent Members with dependent children shall be referred to the Missouri Child Support Enforcement officials as appropriate.

INTAKE SITES

Williams Family Support Center (Audrain County), Mexico, MO

Head Start, Early Head Start, Home-based Head Start and Family Success Coach on site. Applications distributed throughout the community for CSBG, LIHEAP, Foster Grandparent, Show Me Healthy Relationships, SkillUP, Weatherization, Women’s Business Center, programs. All programs are available to eligible individuals. Community Organizer also housed in this site is charged with community development and support efforts.

Boone County Family Resource Center, Columbia, MO

Family Success Coach(s) available on site. Applications available on site and distributed throughout the community for the BRIDGE, CSBG, LIHEAP, Show Me Healthy Relationships, SkillUP, Weatherization, Women’s Business Center, programs. All programs are available to eligible individuals. Community Organizer also housed in this site is charged with community development and support efforts.

LIHEAP, Weatherization, Housing Choice Voucher, Foster Grandparent, BRIDGE and Show Me Healthy Relationships applications are processed at this site.

Worley Head Start Center, Columbia, MO

Head Start, Early Head Start, Home-based Head Start, and Family Success Coach(s) on site.

Bear Creek Head Start Center, Columbia, MO

Head Start, Early Head Start, Home-based Head Start, and Family Success Coach(s) on site.

Centralia Head Start Center, Columbia, MO

Head Start, Early Head Start, Home-based Head Start, and Family Success Coach(s) on site.

Callaway County Family Resource Center, Fulton, MO

Applications available on site and distributed throughout the community for CSBG, LIHEAP, Foster Grandparent, Housing Choice Voucher (excluding city limits of Fulton), Show Me Healthy Relationships, SkillUP, Weatherization, Women’s Business Center programs. All programs are available to eligible individuals. Community Organizer also housed in this site is charged with community development and support efforts.

Fulton Head Start Center, Fulton, MO

Head Start, Early Head Start, Home-based Head Start and Family Success Coach on site.

Cole County Family Resource Center, Jefferson City, MO

Family Success Coach(s) available on site. Applications available on site and distributed throughout the community for CSBG, LIHEAP, Foster Grandparent, Housing Choice Voucher, Show Me Healthy Relationships, SkillUP, Weatherization, Women's Business Center programs. All programs are available to eligible individuals. Community Organizer also housed in this site is charged with community development and support efforts.

Capitol Early Learning Center, Jefferson City, MO

Head Start, Early Head Start, Home-based Head Start and Family Success Coach on site.

Cole East Head Start Center, Jefferson City, MO

Head Start, Early Head Start, Home-based Head Start and Family Success Coach on site.

Cooper/Howard County Family Resource Center, Boonville, MO

Applications available on site distributed throughout the community for CSBG, LIHEAP, Foster Grandparent, Housing Choice Voucher, Show Me Healthy Relationships, SkillUP, Weatherization, Women's Business Center programs. All programs are available to eligible individuals. Community Organizer also housed in this site is charged with community development and support efforts.

Clubhouse Head Start Center, Boonville, MO (Cooper County)

Head Start, Early Head Start, Home-based Head Start and Family Success Coach on site.

Fayette Head Start Center, Fayette, MO (Howard County)

Head Start, Early Head Start, Home-based Head Start and Family Success Coach on site. Applications distributed throughout the community for CSBG, LIHEAP, Foster Grandparent, Show Me Healthy Relationships, SkillUP, Weatherization, Women's Business Center, programs. All programs are available to eligible individuals. Community Organizer housed in Cooper County, is charged with community development and support efforts.

MO Glasgow Head Start, Glasgow, MO (Howard County)

Head Start, Early Head Start, Home-based Head Start and Family Success Coach on site. Applications distributed throughout the community for CSBG, LIHEAP, Foster Grandparent, Show Me Healthy Relationships, SkillUP, Weatherization, Women's Business Center, programs.

All programs are available to eligible individuals. Community Organizer housed in Cooper County, is charged with community development and support efforts.

Moniteau County Family Resource Center, California, MO

Applications available on site and distributed throughout the community for CSBG, LIHEAP, Foster Grandparent, Housing Choice Voucher, Show Me Healthy Relationships, SkillUP, Weatherization, Women’s Business Center programs. All programs are available to eligible individuals. Community Organizer also housed in this site and Osage County is charged with community development and support efforts.

Moniteau Head Start Center, California, MO

Head Start, Early Head Start, Home-based Head Start and Family Success Coach on site.

Osage County Family Resource Center, Linn, MO

Head Start, Early Head Start, Home-based Head Start and Family Support Coach on site. Applications available on site distributed throughout the community for CSBG, LIHEAP, Foster Grandparent, Housing Choice Voucher, Show Me Healthy Relationships, SkillUP, Weatherization, Women’s Business Center programs. All programs are available to eligible individuals. Community Organizer also housed in this site and Moniteau County is charged with community development and support efforts.

Linn Head Start Center, Linn, MO

Head Start, Early Head Start, Home-based Head Start and Family Success Coach on site.

EMPLOYEE & BOARD MEMBER PARTICIPATION IN PROGRAM SERVICES

Employees of the Agency are encouraged to apply for any Agency programs or services for which they may be eligible. If an employee or an employee’s immediate family member applies for services, the application must be taken and processed by a staff person other than the employee. “Immediate family member” in this context is defined as the employee’s parent, grandparent, sibling, spouse, child, grandchild, comparable step-relations, comparable in-law relations, and roommate. Employees assessing program services are expected to comply with all program responsibilities. (CMCA Employee Handbook – Code of Conduct).

According to the Board of Directors Conflict of Interest Policy, Directors are not required to disclose the use of assistance or services provided by Central Missouri Community Action to Director or their immediate family member(s). Such programs and services include, but are not

limited to, CSBG, Head Start, Housing Choice Vouchers, LIHEAP and Weatherization. Such individuals are not given preference in obtaining such assistance or services. Assistance and services are provided on similar terms as for any other applicant for CMCA programs.

MEMBER ELIGIBILITY

Complete, accurate and timely eligibility determination, application processing, payment of service and referral for service is crucial to CSBG programs and services. CMCA staff must complete an agency intake on all persons who request assistance through CSBG and ensure that a consent form is signed by the applicant. Approval for services is based on income eligibility, determination of need, and funds available.

All families have the right and must be given the opportunity to apply for services. Eligibility is determined for a family unit. Eligibility, once established, is effective for duration of CSBG services provided for the successful achievement of self-sufficiency goal(s) or exit of services.

ELIGIBILITY CRITERIA

Applicants for CSBG services and programs must meet the following basic eligibility criteria:

- Family income at or below 125% of the Federal Poverty Level (FPL) as determined by the US Department of Health and Human Services
- Family receiving Temporary Assistance for Needy Families (TANF)
- Family must reside within the eight-county service region served by CMCA

Eligibility Forms utilized to determine program eligibility must include:

- Agency Intake
- Consent Form (signed by applicant)
- Declaration of Zero Income Form (if applicable)

INCOME

Income means gross cash income and includes earned income, military income, veteran's benefits, Social Security benefits, unemployment compensation, and public assistance benefits.

Verification of any and all income received from any source to **any adult member of the family, aged 18 and older or emancipated minor**, is to be considered in determining eligibility for CSBG programs and services. Income may be earned or unearned.

Earned Income includes income received from wages, salaries, commissions or in exchange for services rendered.

What Counts as Income?

Income includes total annual cash receipts before taxes from all sources, with the exceptions noted below. Specifically, income includes:

- Wages and salaries before any deductions;
- Net receipts from nonfarm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expenses);
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
- Regular payments from Social Security, railroad retirement, unemployment compensation, strike benefits from union funds, workers' compensation, veterans' payments;
- Public cash assistance (including Temporary Assistance for Needy Families (TANF), Supplemental Security Income, and non-federally-funded General Assistance or General Relief money payments);
- Alimony, child support, and military family allotments or other regular support from an absent family member or someone not living in the household;
- Private pensions, government employee pensions (including military retirement pay) and regular insurance or annuity payments;
- Dividends, interest, net rental income, net royalties;
- Periodic receipts from estates or trusts, and
- Net gambling or lottery winnings.

Unearned Income includes income received from any source other than those listed above and may include, but is not limited to Social Security, child support, TANF, etc.

Income Does Not Include:

- Tax refunds;
- Assets drawn down as withdrawals from a bank or the sale of property (such as a house or a car);
- Capital gains;
- Gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;

- Employer-paid or union-paid portion of health insurance or other employee fringe benefits;
- Food or housing received in lieu of wages;
- Federal or state noncash benefit programs as Medicare, Medicaid, SNAP benefits (food stamps), school lunches, and housing assistance; or
- Payments required under federal or state law to be excluded from the definition of income for calculating eligibility for federal or state public benefit programs, such as cost reimbursements under the federal Foster Grandparent program (see 45 C.F.R. § 2552.47).

What Period Should be used to Determine Income?

(A) The 12 months *preceding* the month in which the application is submitted; or (B) during the calendar year preceding the calendar year in which the application is submitted; or (C) the *monthly* gross family income calculated for the 30-day period preceding and including the date of application; whichever more accurately reflects the needs of the family at the time of application.

Income Determination confirms eligibility participation in CSBG programs and services and is based on the following series of questions:

- What is the **GROSS** family income?
- What is the source of the family income?
- Is the income available sufficient to meet the needs of the family?
- How often is the income received? (weekly, monthly, biweekly, bimonthly, annually)

Income calculation for ANNUAL income

| Frequency | Conversion |
|-------------------|---|
| Weekly | Multiply by 52 |
| Bi-Weekly | Multiply by 26 |
| Bi-Monthly | Multiply by 6 |
| Quarterly | Multiply by 4 |
| Semi-Annually | Multiply by 2 |
| Annually | ----- |
| Unemployed Income | Multiply by the number of benefit weeks, then multiply by 12 |
| Irregular | Determine 12-month total |
| Tax Returns | Tax statements, deduct the cost of doing business from total income |

Income calculation for MONTHLY income

| Frequency | Conversion |
|-----------|--------------------|
| Weekly | Multiply by 4.333 |
| Bi-Weekly | Multiply by 2.1666 |

| | |
|-------------------|--|
| Bi-Monthly | Multiply by 2 |
| Quarterly | Divide by 3 |
| Semi-Annually | Divide by 6 |
| Annually | Divide by 12 |
| Unemployed Income | Multiply by the number of benefit weeks, then divide by 12 |
| Irregular | Determine 12-month total, then divide by 12 |
| Tax Returns | Tax statements, deduct the cost of doing business from total income, then divide by 12 |

Income Documentation Total monthly or annualized gross household income should be used to determine eligibility. The annual income should be calculated for the **12 months preceding the date of application**. Acceptable documentation may include, but is not limited to:

- Pay stubs
- Retirement/pension statements
- Child Support statements
- SSI/SSDI statements
- Social Security statements**
- Income verification from SNAP, TANF, Medicaid, Mo HealthNet (printed verification)
- Bank statements
- Employer letters
- Current Income Tax return
- IRS Form W-2 and/or 1099

If the family cannot provide proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate the total annual income.

Self-declaration of income will be accepted for initial intake. However, income verification must be obtained and maintained in the household's electronic file in MIS prior to receiving any financial assistance including program stipends and emergency assistance payments.

Applicants who claim no household income must sign the *Zero-Income Form* attesting to the fact and to the accuracy of the information provided to CMCA. A staff member must also sign the *form* indicating that he/she has, in good faith, attempted to verify this condition and that the information on eligibility is accurate to the best of his/her knowledge.

How Often Should Income Be Re-Determined?

After initial determination, a family will remain eligible through the duration of any family member's participation in a CSBG service or activity. The income level of a family with a

member(s) receiving ongoing services shall be re-determined any time CMCA becomes aware of a significant income changing event or circumstance.

APPLICATION FOR ASSISTANCE

All CSBG program applications must include a signed Consent Form from the head of family requesting assistance and CSBG staff prior to assistance provided or participation started.

All applications for assistance, including applications for participation, must be completed in the Missouri Management Information System (MIS) prior to assistance or participation beginning. In the event that an application is not completed prior to participation, a detailed explanation must be submitted to the Chief Program Officer requesting an exception and a note made in the electronic file detailing the reason for the delayed application and the approval of the CPO.

DENIAL OF ASSISTANCE

Upon receipt of the application and all required documentation, CSBG staff will determine eligibility for assistance and/or participation. In the even the applicant does not meet CSBG eligibility, the applicant will be notified in person or in writing explaining the reason(s) for the denial.

APPEAL OF DENIAL PROCEDURE:

Applicants have the right to appeal any decision that they may feel is in error. The process for such as appeal will follow the following steps:

1. If possible, the complaint will be worked out locally. If the matter cannot be resolved at the local level, the applicant may file a written appeal.
2. The written appeal must be addressed and submitted to the Agency Chief Program Officer within 10 days of the initial denial.
3. The Agency Chief Program Officer will have 10 days from the receipt of the appeal to respond.
4. Should the Agency Chief Program Officer find that the local determination was incorrect, the appeal shall be granted and services immediately provided.
5. Should the Agency Chief Program Officer find that the local determination was correct, a written response will be provided to the household stating that the local determination of denial will stand.
6. The applicant may submit a written complaint to the agency Executive Director should s/he wish to appeal the decision of the Chief Program Officer. Such complaint must be submitted within 10 days of the Chief Program Officer's written response to the complaint.

7. The Executive Director will then review the facts and circumstances of the initial denial and will render a written decision to the complainant. The Executive Director's decision shall be final.

Employees of CMCA are prohibited from retaliation against a complainant or individual associated with or participating in an appeal or complaint filed. Any employee who retaliates against a complainant or individual associated with or participating in an appeal or complaint filed is subject to disciplinary action, up to and including dismissal. (CMCA Employee Handbook – Community Complaint Process Policy).

GRIEVANCE PROCEDURE

CMCA Members participating in any CSBG service or activity have the right to file a grievance regarding the service or activity s/he is actively involved in. The process for such a grievance will follow the following steps:

1. If possible, the complaint will be worked out locally. If the matter cannot be resolved at the local level, the applicant may file a written grievance.
2. The written grievance must be addressed and submitted to the Agency Chief Program Officer within 10 days of the local decision.
3. The Agency Chief Program Officer will have 10 days from the receipt of the appeal to respond.
4. Should the Agency Chief Program Officer find that the local determination was incorrect, the grievance shall be rectified as requested or as allowed by CMCA agency policies or law.
5. Should the Agency Chief Program Officer find that the local determination was correct, a written response will be provided to the family stating that the local determination of grievance will stand.
6. The CSBG Member may submit a written grievance to the Executive Director should s/he wish to appeal the decision of the Chief Program Officer. Such grievance must be submitted within 10 days of the Chief Program Officer's written response to the household.
7. The Executive Director will then review the facts and circumstances of the initial grievance and will render a written decision to the complainant. The Executive Director's decision shall be final.

Employees of CMCA are prohibited from retaliation against a complainant or individual associated with or participating in an appeal or grievance filed. Any employee who retaliates against a complainant or individual associated with or participating in an appeal or grievance filed is subject to disciplinary action, up to and including dismissal. (CMCA Employee Handbook – Community Complaint Process Policy).

EMPLOYEE BACKGROUND SCREENINGS

All CMCA employees paid in full or in part with funding from CSBG shall complete a background screening prior to the beginning of employment. All background screenings will be the responsibility of the CMCA Human Resource Department and will be conducted through the Family Care Safety Registry (FCSR). Any finding of guilt or civil judgement against a potential new employee for child abuse or neglect, domestic violence, or any crime in which a child was a victim, including child pornography, shall result in the potential employee to not be allowed to perform any duties paid in full or in part with funding from CSBG.

Any finding of guilt or civil judgement against a potential new employee for perjury, false statements, theft or any type of fraudulent activity may result in the resignation of an employment offer. However, the Chief Program Officer may, in consultation with the Deputy Director, recommend that the potential employee be allowed to continue with employment if, in good faith, finds there are significant mitigating factors which indicate the person would not be a risk to the agency or the agency participants. Such a decision will be fully documented and submitted to the Missouri Department of Social Services for review. In the event of such a hire, CMCA will assume responsibility for any financial fraud, abuse or misconduct by the individual.

Only new CMCA employees will be subject to such a background screening at their initial hire. No additional screenings of employees paid in full or in part with funding from CSBG will be required during the tenure of his/her employment. Volunteers participating in CSBG funded activities will not be required to participate in a background screening.

FRAUD, ABUSE OR MISCONDUCT

All CMCA staff providing CSBG services are responsible for reporting any suspicion of fraud, abuse or misconduct of CSBG funds or services. Reports of fraud, abuse or misconduct may be made by any CMCA Member as well. All reports must be filed in writing to the agency Chief Program Officer and may be submitted anonymously. All reports will be treated with the utmost confidentiality to the extent possible and will following the procedure below.

1. Staff or CMCA Member will submit a written complaint/report to the Agency Chief Program Officer.
2. The Agency Chief Program Officer will investigate the allegations of the report.
3. A finding of True or Not True will be attempted to be reached within 30 days of the date of the report.
4. In the case of a “true” finding:
 - a. The Member found to have committed the fraud, abuse or misconduct will be notified in writing of the finding.

- b. The Member will immediately be removed from participation of all CSBG funded services.
 - c. If financial assistance utilizing CSBG funding was provided, the written notification will include a requirement of repayment of funds equal to the financial assistance in no more than 30 days and no less than 180 days.
 - d. Cases resulting in a True finding will be reported to the Division of Legal Services at DLS.ReportVendorFraud@dss.mo.gov as required by the CSBG contract.
5. In the case of a “Not True” finding:
 - a. The results of the investigation will be documented in writing and maintained by the Agency Chief Program Officer for 12 months.
6. In the case where a determination of True or Not True cannot be made, the benefit of doubt will fall in favor of the Member and services will continue.
7. Results of un-determined cases will be documented in writing and maintained by the Agency Chief Program Officer for 12 months.

COMMUNICATION OF FUNDS AVAILABLE

Funding and program status will be tracked by the Chief Program Officer. For each program, information regarding start/end dates, eligibility criteria, program guidelines, etc. will be emailed to all CSBG and agency management staff when funds become available. Emails will be sent to CSBG and agency management staff when programs funds are expended prior to the projected end of the program. Periodic funding status will be provided via email when applicable. Additionally, funding and program status is shared at monthly/quarterly staff meetings, management meetings and Leadership Team meetings.

COORDINATION WITH OTHER SERVICE PROVIDERS

CSBG team members, along with other service providers, attend monthly meetings throughout CMCA’s eight-county service area. CSBG staff and community partners work together to maximize resources available to meet families’ needs. Community Organizers work within their assigned counties to address causes and conditions of poverty from a community level while Family Success Coaches work to connect families with community and agency resources designed to enhance economic stability.

Draft Showing What was Changed:

PROBATIONARY STATUS is an action that initiates a re-evaluation period during which the employee must meet job standards or face separation from the Agency. A written notification placing the employee on Probationary Status will describe the conduct or deficiency in job performance that must be corrected; and the criteria that must be met in order for the employee to be released from Probationary Status. An employee may be placed on Probationary Status for up to ninety (90) working days. At the end of the designated period the employee will be informed in writing within three (3) working days that the conditions of Probation have been met and the employee is released from Probationary Status; that the probation period is being extended (but only if the ninety day maximum has not been used); or that the conditions of Probation have not been met and that dismissal from the Agency is being recommended. While the probationary period has a defined maximum duration there is no defined minimum duration. Employees on Probationary Status are not eligible to use annual leave or personal leave ~~and ; are not eligible to receive a cost-of-living salary increase until they are released from probationary status; and are not eligible to receive a merit salary increase are not eligible for~~ a promotion until six (6) months after being released from Probationary Status. Any employee on Probationary Status at the time of their annual review or within six months of the effective date of their annual review, is not eligible to receive a merit increase with that annual review. An employee may be placed on probationary status no more than two times during the course of employment. Actions warranting probationary status after an employee has already been placed on probationary status two times during the course of his/her employment will result in dismissal from employment.

Revised Policy for Approval Effective 10/01/20:

PROBATIONARY STATUS is an action that initiates a re-evaluation period during which the employee must meet job standards or face separation from the Agency. A written notification placing the employee on Probationary Status will describe the conduct or deficiency in job performance that must be corrected; and the criteria that must be met in order for the employee to be released from Probationary Status. An employee may be placed on Probationary Status for up to ninety (90) working days. At the end of the designated period the employee will be informed in writing within three (3) working days that the conditions of Probation have been met and the employee is released from Probationary Status; that the probation period is being extended (but only if the ninety day maximum has not been used); or that the conditions of Probation have not been met and that dismissal from the Agency is being recommended. While the probationary period has a defined maximum duration there is no defined minimum duration. Employees on Probationary Status are not eligible to use annual leave or personal leave and are not eligible for a promotion until six (6) months after being released from Probationary Status. Any employee on Probationary Status at the time of their annual review or within six months of the effective date of their annual review, is not eligible to receive a merit increase with that annual review. An employee may be placed on probationary status no more than two times during the course of employment. Actions warranting probationary status after an employee has already been placed on probationary status two times during the course of his/her employment will result in dismissal from employment.

Board Application

Name: Ruby Young

Address: 1307 E Elm St

Jefferson City, mo 65101

Phone: 573-338-0237

E-mail: ruby.young⁸⁶@gmail.com

I wish to be considered for the Central Missouri Community Action Board of Directors as the
COLE County representative for the low-income population.

I have read and will observe the ethics statement below as published in the Board By-laws.

Board members shall conform to the same standards of ethics and behavior as is required of agency staff and volunteers. Board members' activities shall follow the Board of Directors' line of authority.

I will attend board meetings.

I will promote CMCA activities in my community.

I will help find friends and support for CMCA.

Signature: Ruby Young

Date: 8/25/20

Please attach at least one letter of support to your application.



Board Application
(Continued)

Note: This information will only be shared with people participating in the election process.

Please provide a brief description of yourself by answering the following questions:

Why do you want to serve on the CMCA Board of Directors?

Both personally and professionally I have witnessed the hope, faith, and motivation CMCA has given to individuals and families in a time of need. I believe CMCA and myself share similar goals, values, and morals when it is pertaining to helping the community.

What qualifies you to represent people with low-income?

I currently work in the human services field. My clients range from low-income families, individuals with disabilities as well as individuals coping with addictions and mental health.

How long have you have lived in Cole County?

Over 20 years

What other related life/work/education/community experiences do you think will be helpful to CMCA?

Being able to work in a team to discuss resources to present to individuals that are seeking services. Assist with identifying special characteristics about individuals whom CMCA serve and provide referrals for additional support.

Have you had any involvement with CMCA or similar organizations? Please describe that experience.

I am employed by a social service organization, and I have clients whom have benefited from CMCA services.

Why do you think people live in poverty?

Individuals lack the inability to access resources or social service organizations that assist with housing, education and employment.

How can Central Missouri Community Action best move people out of poverty?

Continue to build business relationships with organizations, foundations etc... that assist the community with addressing poverty related issues.

| 227 Metro Drive | Jefferson City, MO 65109 | Phone: 844-853-8937

Thursday, September 10, 2020

To whom it may concern:

It is my pleasure to recommend Ms. Ruby Young to be a member of the board of directors for the Central Missouri Community Action Center. I have had the pleasure of having Ruby as a manager and colleague, she is firm, fair and consistent. Ruby has always been dedicated to helping others, while working with Ruby for the past year I witnessed her dedication to her clients and her job.

Ruby quickly became a valuable friend and coworker. She is personable and friendly which allows her to communicate effectively with everyone she meets. Whether she is talking with a client or a client's family member. It has been a great privilege to see how she sets the example for others in the community and the office with her calming disposition. She has a firm understanding of mental health community.

I am confident that she will make a valuable addition to any team she joins. Please feel free to contact me at (573) 469-2865 if you would like me to further elaborate on Ruby's abilities.

Sincerely

MaKyra Overton

Integrated Health Specialist, Compass Health

SELF-CERTIFICATION FORM

I, *[Signature]* certify that I reside in
COE County and that I

Am at or below 80% of household median income for the size of my family
or

[Signature] Exceed 80% household median income for the size of my family
Signature Date 8-25-20

| Family Size | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Audrain | \$31,650 | 36,020 | 40,700 | 45,200 | \$48,850 | \$52,450 | \$56,050 | \$59,700 |
| Boone | \$42,800 | \$48,900 | \$55,000 | \$61,100 | \$66,000 | \$70,900 | \$75,800 | \$80,700 |
| Callaway | \$34,450 | \$39,400 | \$44,300 | \$49,200 | \$53,150 | \$57,100 | \$61,050 | \$64,950 |
| Cole | \$40,050 | \$45,800 | \$51,500 | \$57,200 | \$61,800 | \$66,400 | \$70,950 | \$75,550 |
| Cooper | \$34,000 | \$38,850 | \$43,700 | \$48,550 | \$52,450 | \$56,350 | \$60,250 | \$64,100 |
| Howard | \$34,900 | \$39,900 | \$44,900 | \$49,850 | \$53,850 | \$57,850 | \$61,850 | \$65,850 |
| Moniteau | \$35,100 | \$40,100 | \$45,100 | \$50,100 | \$54,150 | \$58,150 | \$62,150 | \$66,150 |
| Osage | \$40,050 | \$45,800 | \$51,500 | \$57,200 | \$61,800 | \$66,400 | \$70,950 | \$75,550 |

Income Guidelines Effective 07/01/2018 to 06/30/2019
<https://www.huduser.gov/portal/datasets/il.html>

