



Central Missouri Community Action  
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Columbia, MO 65203  
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ShowMeAction.org

November 13, 2020

Dear Board Member:

The Board and Policy Council is scheduled to meet at 6:00 pm on Thursday November 19, 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: November 19, 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 November 19, 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. Breakout Groups (6pm-6:30pm)

<u>Board of Directors</u>	<u>Policy Council</u>
<ul style="list-style-type: none"><li>III. Consent Agenda<ul style="list-style-type: none"><li>a. Approval of Agenda</li><li>b. Minutes from October</li><li>c. Head Start Reports</li><li>d. Fiscal Report</li><li>e. Credit Card Statement</li><li>f. Executive Committee E-Vote<ul style="list-style-type: none"><li>i. CARES Act Funding</li></ul></li></ul></li><li>IV. Program Update<ul style="list-style-type: none"><li>a. COMO Gives</li></ul></li><li>V. Action Item<ul style="list-style-type: none"><li>a. Risk Assessment</li></ul></li><li>VI. Board Discussion<ul style="list-style-type: none"><li>a. Retreat Options</li></ul></li></ul>	<ul style="list-style-type: none"><li>III. Seating of New Members/Roll Call</li><li>IV. Consent Agenda Approval<ul style="list-style-type: none"><li>a. November Agenda</li><li>b. Minutes from October</li><li>c. Fiscal Report &amp; Budget Review</li><li>d. Human Resource Report</li><li>e. Directors Report</li></ul></li><li>V. Action Items<ul style="list-style-type: none"><li>a. PC Officer Election</li></ul></li><li>VI. Joint Training</li></ul>

- VII. Presentations
  - a. Shared Governance
  - b. Promise Gala Video
  - c. Head Start Monitoring Review
- VIII. Executive Directors Report
  - a. PI-Administrative Simplification for Consolidating HS Grants, Including EHS-Child Care Partnerships
  - b. Funding Guidance
  - c. Cares Act spending plan
- IX. Adjourn

### **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.*

CENTRAL MISSOURI COMMUNITY ACTION  
Board of Directors Meeting  
Minutes from September 24, 2020

Board Members Present

Alan Winders	Ann Anderson	Carolyn Lewis	Charles Roll
Donna Ward	James Steel	Janet Thompson	Jean Ispa
Jodi McSwain	Karen Digh-Allen	Kevin Oeth	Mark Brinkman
Michelle Barg	Susan Hart	Stephanie Schmidt	Ruby Young

Board Members Absent

Charles Melkersman   Heather Berkemeyer   Stephen Walker   Yolanda Galbreath

Staff Present

Darin Preis   Christine Lindsey   Cheryl Unterschutz   Brooke Eskridge   Sheila Voice  
Beth Vossler   Jessie Yankee

**A Quorum of the CMCA Board of Directors is present.**

**I.      Call to Order-Welcome**

**II.     Consent Agenda Items**

- a. Approval of Agenda
- b. Minutes from September
- c. Head Start Report
- d. Fiscal Reports
- e. Credit Card Statements
- f. Executive Committee E-Vote
  - i. CARES Act funding
  - ii. UHC Renewal

Motion to approve Consent Agenda: Donna Ward  
Second: Janet Thompson  
Approval

**III.    Program Updates**

a. Intro to Community Action

Andrea Davis: Training Manager MCAN presented a presentation on Community Action that covered:

- History of Community Action
- Community Action in Missouri
- Community Service Block Grant
- War on Poverty
- Omnibus Budget Reconciliation Act
- National, Federal and State levels of Community Action

b. Development Update

Cheryl Unterschutz: Public Relations Manager reviewed the importance of fundraising and non-restricted funds with the board. She gave a presentation on how fundraising has grown from 2016 to the present, her goals and focus areas for the coming year, and the methods of fundraising tools

she has used. COVID-19 has not affected giving and has actually increased with individual donors. Cheryl also went over the upcoming COMO Gives campaign with the board and asked for the board's participation in this years campaign.

**IV. Action Items**

**a. Approval of Heriford Road**

Sheila Vorce: Housing Development Director, reviewed the Geometry in Construction project the agency and Battle High School partnered with last year to build a modular home. Sheila has found a location for the home on Heriford Road that meets all city requirements that has access to a bus line, food stores and other necessities. The single bedroom home will be rented out to a participant of Columbia Housing Authority making it affordable for low-income tenants. The lot the home will be placed on has a 2-bedroom single family home already build on the lot that will be included in the purchase.

Motion to approve purchase of property and plan contingent on conditional use permit from City of Columbia: Susan Hart

Second: Mark Brinkmann

Motion approved

**V. Board Discussion**

The following topics were discussed:

- Conflict of Interest & Acknowledgement of receipt of updated Bylaws – The Conflict of Interest form and current Bylaws are available in OnBoard. Board members should complete the survey indicating their conflict status and that they have the current bylaws.
- Possibilities for a Board Retreat
- Subcommittee for Housing

**VI. Executive Directors Report**

**a. IM- Fiscal Year 2021 Monitoring Process for Head Start and Early Head Start Grantees**

**VII. Adjourn**

Motion to Adjourn: Ann Anderson

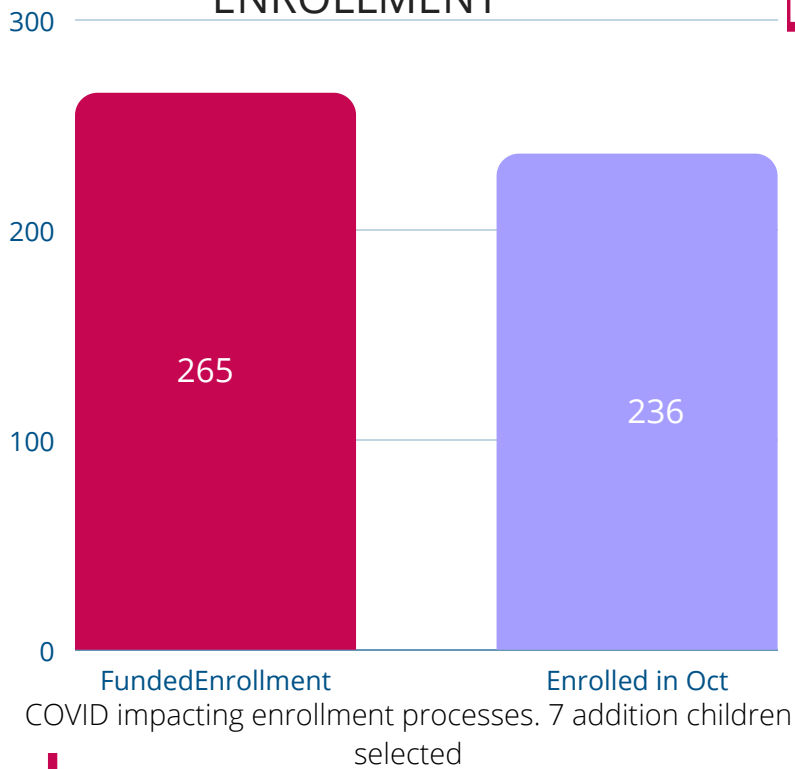
Second: Donna Ward

Approved



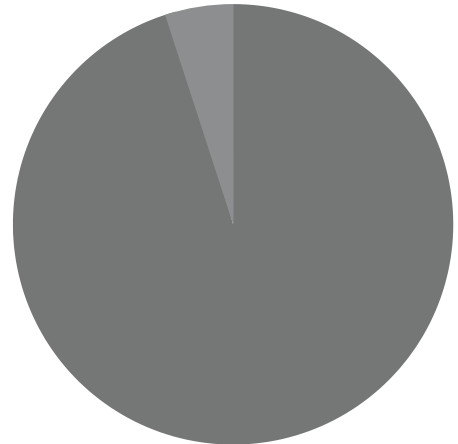
# HEAD START REQUIRED REPORTS

## ENROLLMENT



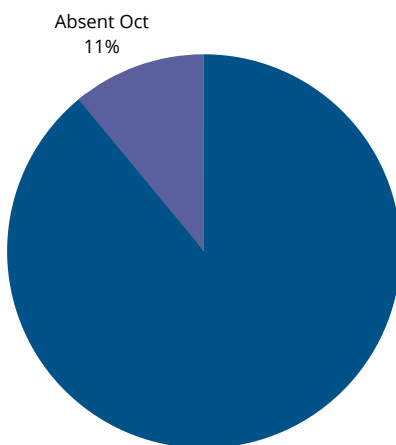
## INCOME ELIGIBILITY

Over Income Elig. Oct  
5%



Income Eligible Oct  
95%

## ATTENDANCE %



Attendance % Oct  
89%

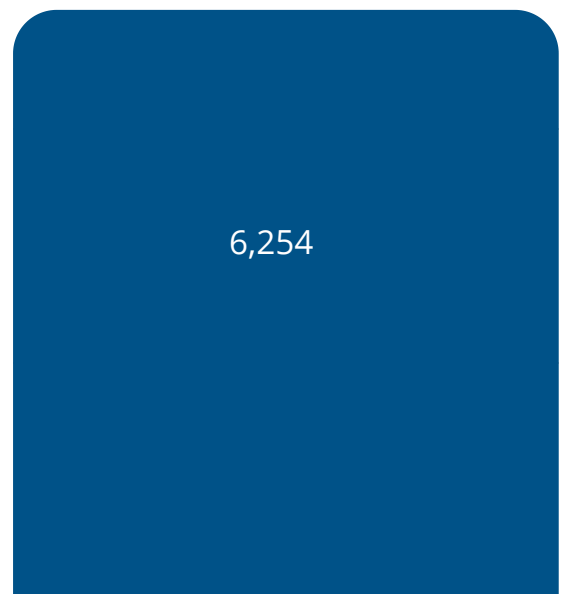
## MEALS PROVIDED

7,500

5,000

2,500

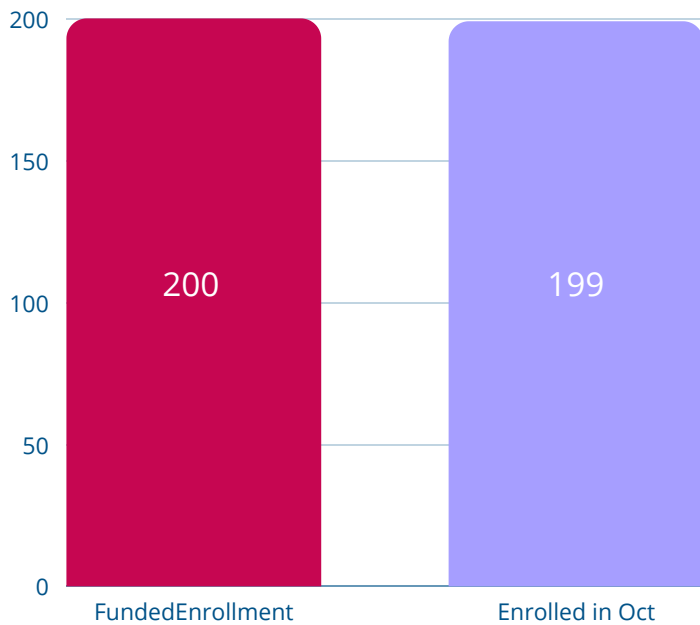
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Meals for Oct

# EARLY HEAD START REQUIRED REPORTS

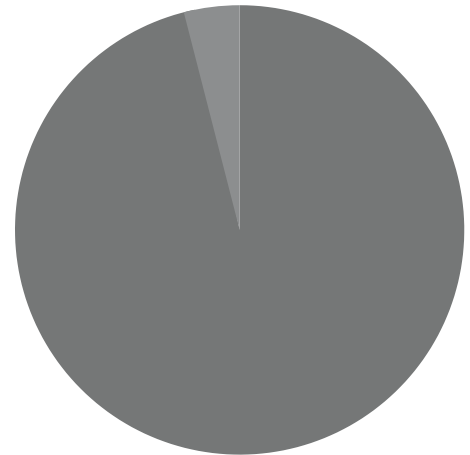
## ENROLLMENT



COVID impacting enrollment processes.

## INCOME ELIGIBILITY

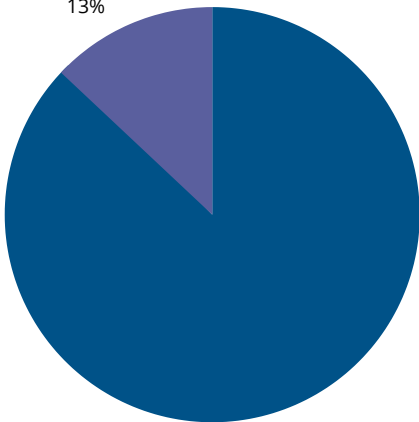
Over Income Elig Oct  
4%



Income Eligible Oct  
96%

## ATTENDANCE %

Absent Oct  
13%



Attendance % Oct  
87%

## MEALS PROVIDED

5,000

4,000

3,000

2,000

1,000

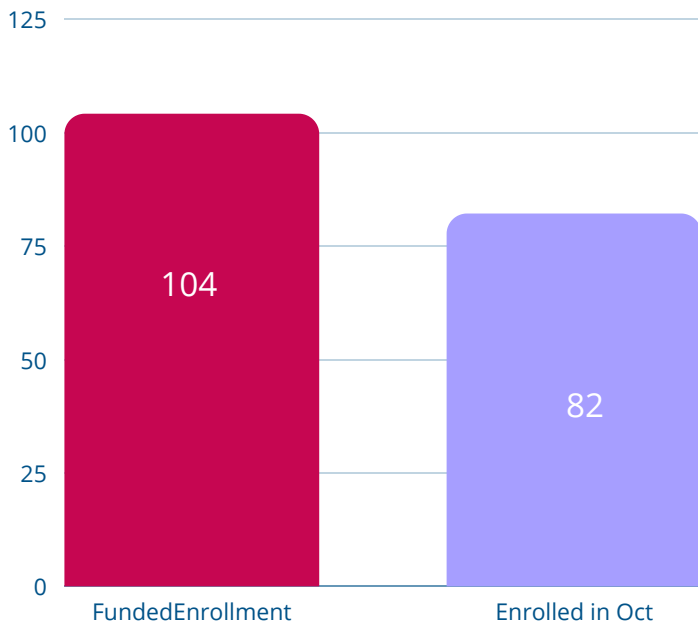
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Meals for Oct

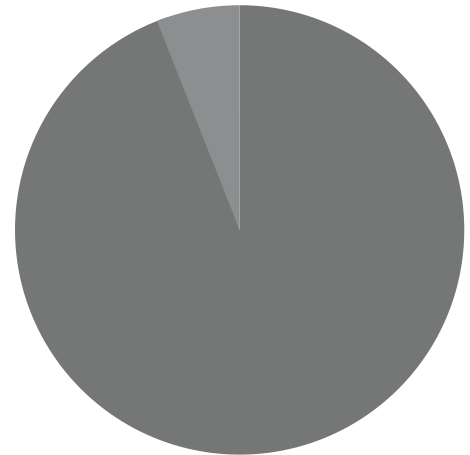
# NEW AREA: EARLY/HEAD START REQUIRED REPORTS

## ENROLLMENT



## INCOME ELIGIBILITY

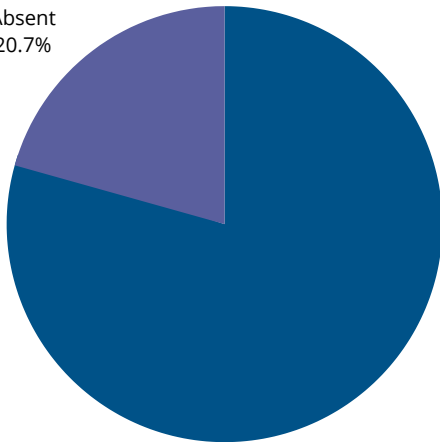
Over Income Elig Oct  
6%



Income Eligible Oct  
94%

## ATTENDANCE %

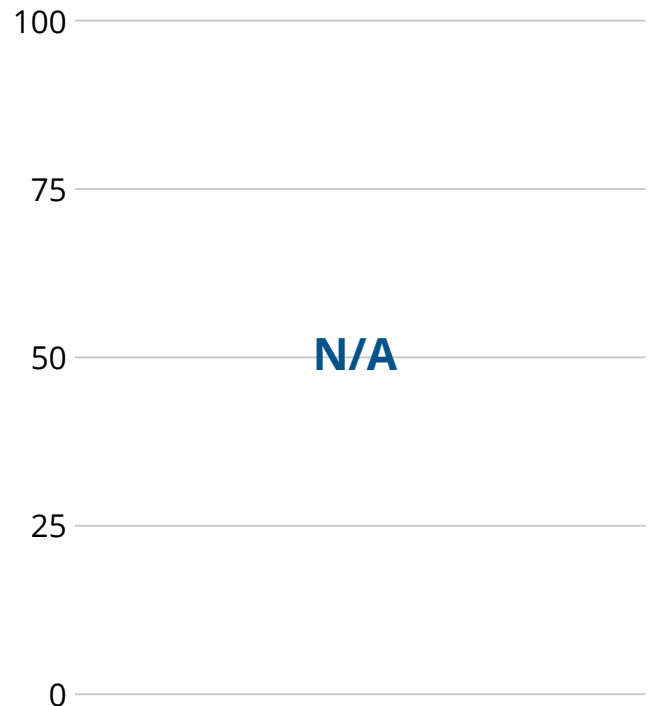
Absent  
20.7%



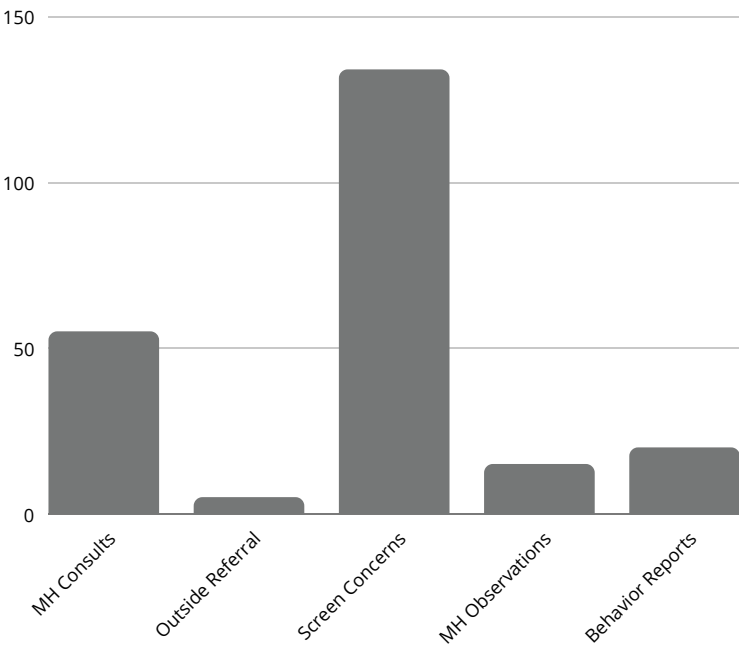
Attendance % Oct  
79.3%

Hermitage Classrooms only. Center impacted by COVID this period

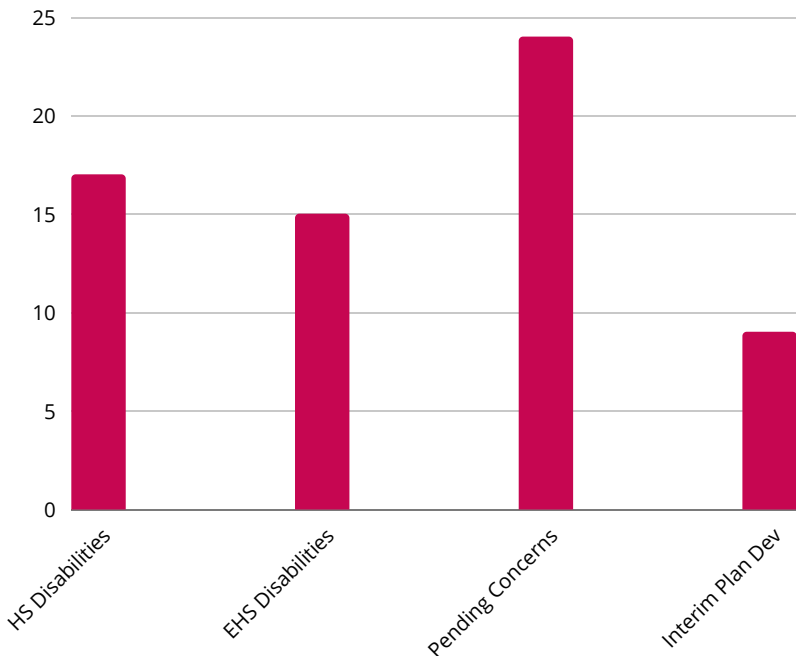
## MEALS PROVIDED



# Mental Health & Behavior



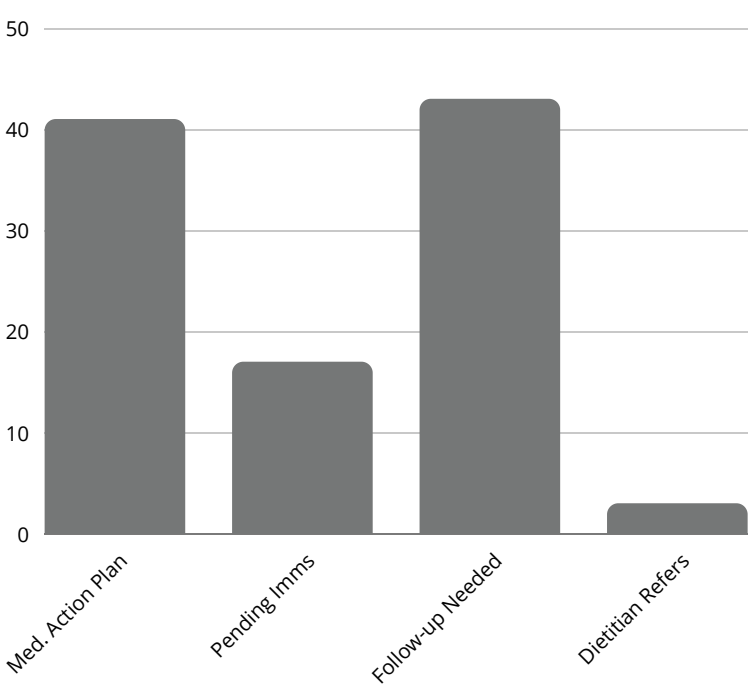
# Special Needs



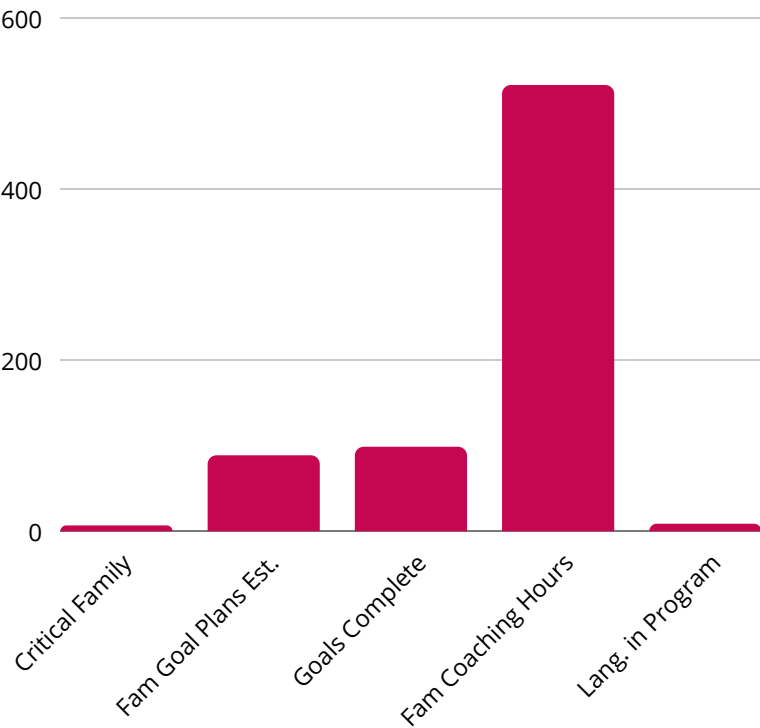
# CONTENT DATA HIGHLIGHTS

October 2020

# Health & Nutrition



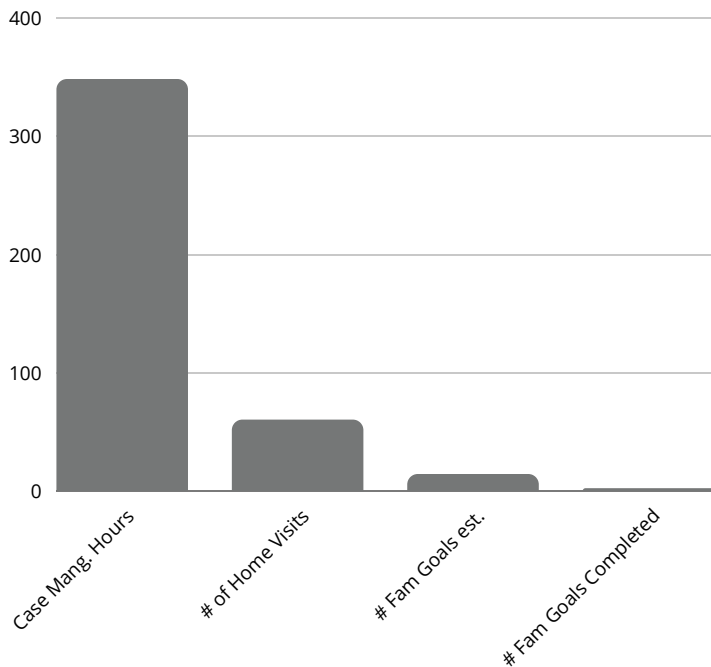
# Family Indicators



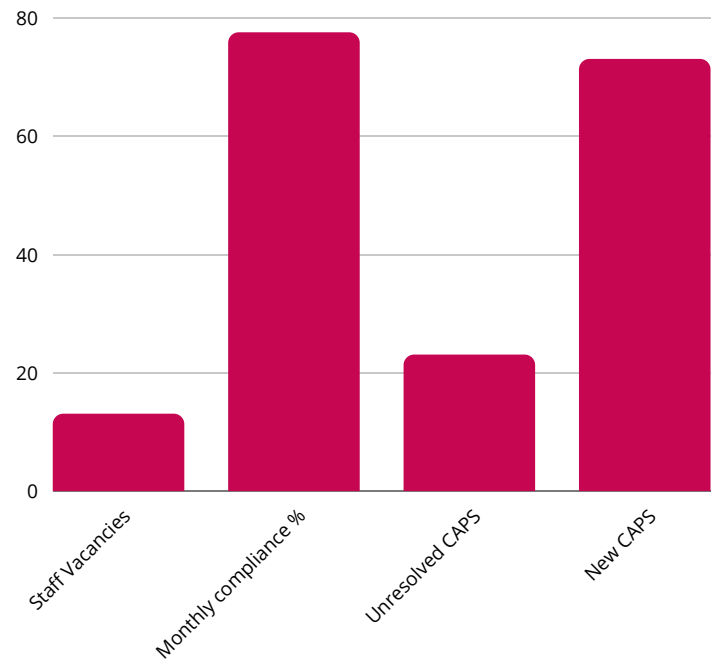
# CONTENT DATA HIGHLIGHTS

October 2020

## BRIDGE Indicators



## PDM Indicators



## PROGRAM UPDATE

Head Start has been plagued by COVID related site closures. Reimbursement revenue that supports 10-20% of staff salaries is being lost because of the closures. Program administration is compiling reports to submit for support dollars available through DHSS. The maximum total dollars, should it be approved is extremely minimal. The request through DHSS are due by mid-November. Below is the maximum reimbursement per center which is based on licensed capacity. Breakdown is as follows:

- Up to 10: \$1,808
- 11-50: \$2,710
- 51-100: \$3,615

**CMCA Board Report  
October 31, 2020**

<i>Program Codes</i>	<i>Performance Based Programs</i>	<i>Contract Dates</i>	<i>Budgeted Amount</i>	<i>YTD Received</i>	<i>YTD Expended</i>	<i>TOTAL BUDGET REMAINING</i>		
00	ADMINISTRATION (included in grant totals)	10/01/20-09/30/21	\$ 1,428,269.00	\$134,181.69	\$ 91,491.59	\$ 42,690.10		
145	BRIDGE GRANT	01/01/20-12/31/20	\$ 333,400.38	\$ 230,881.09	\$ 175,302.98	\$ 55,578.11		
30	HOUSING CHOICE VOUCHER - Administration **	10/01/20-09/30/21	\$ 176,988.00	\$ 14,753.31	\$ 13,578.95	\$ 1,174.36		
30R,130	RAP	10/01/20-09/30/21	\$ 38,000.00	\$ 3,138.00	\$ 1,516.89	\$ 1,621.11		
27	STATE CHILDCARE - DFS & PARENTS	05/01/20-04/30/21	\$ 710,183.00	\$ 297,068.00	\$ 327,221.50	\$ (30,153.50)		
25	USDA	05/01/20-04/30/21	\$ 329,801.00	\$ 78,163.95	\$ 101,978.71	\$ (23,814.76)		
	<b>TOTAL</b>		<b>\$ 3,016,641.38</b>	<b>\$ 758,186.04</b>	<b>\$ 711,090.62</b>	<b>\$ 47,095.42</b>		
	** Does not reflect direct participant benefits (see below)							
	<i>Line Item Budgets</i>	<i>Contract Dates</i>	<i>Contract Amount</i>		<i>YTD Expended</i>	<i>Unexpended</i>	<i>% of Year</i>	<i>% Expended</i>
79B	BOONE COVID CARES	10/01/20-12/31/20	\$ 500,000.00		\$ 19,159.87	\$ 480,840.13	33%	4%
11	CHILDREN'S TRUST FUND - LICENSE PLATE	07/01/20-06/30/21	\$ 26,632.00		\$ 515.66	\$ 26,116.34	33%	2%
CTF 24W	CHILDREN'S TRUST FUND - WIRF	07/01/20-06/30/21	\$ 5,000.00		\$ 4,757.82	\$ 242.18	33%	95%
10-ALT	CSBG FY20	10/01/19-09/30/21	\$ 1,088,547.00		\$ 819,355.77	\$ 269,191.23	108%	75%
222	DED NONPROFIT RELIEF & RECOVERY GRANT	03/01/20-11/16/20	\$ 250,000.00		\$ -	\$ 250,000.00		
70,71,72	EARLY HEAD START	05/01/20-04/30/21	\$ 2,996,664.00		\$ 1,523,272.92	\$ 1,473,391.08	50%	51%
96,97,97A	EARLY HEAD START EXPANSION	07/01/20-06/30/21	\$ 905,584.00		\$ 271,843.87	\$ 633,740.13	33%	30%
137B	EHSA - J.R. ALBERT FOUNDATION (3yr grant)	03/01/18-02/28/21	\$ 150,000.00		\$ 123,208.58	\$ 26,791.42	89%	82%
72S	EXPANSION START UP	07/01/20-06/30/21	\$ 344,288.00		\$ 161,804.14	\$ 182,483.86	33%	47%
12	FAMILY SUPPORT - Mexico United Way	01/01/20-12/31/20	\$ 6,340.64		\$ 6,340.64	\$ -	83%	100%
14	FOSTER GRANDPARENTS	04/01/20-03/31/21	\$ 389,640.00		\$ 231,763.45	\$ 157,876.55	58%	59%
20,21,22	HEAD START	05/01/20-04/30/21	\$ 3,610,484.00		\$ 1,608,729.15	\$ 2,001,754.85	50%	45%
91,92,92A	HEAD START EXPANSION	07/01/20-06/30/21	\$ 1,102,787.00		\$ 288,726.36	\$ 814,060.64	33%	26%
HS8-COV	HEAD START COVID 8 COUNTIES	08/01/20-04/30/21	\$ 408,646.00		\$ 21,797.69	\$ 386,848.31	33%	5%
HS3-COV	HEAD START EXPANSION COVID 3 COUNTIES	08/01/20-06/30/21	\$ 91,396.00		\$ 16,686.65	\$ 74,709.35	27%	18%
22,72	HEAD START NO COST EXTENSION	08/01/20-12/31/20	\$ 214,298.00		\$ -	\$ 214,298.00	0%	60%
130	HOUSING CHOICE VOUCHER - Participant Benefits	10/01/20-09/30/21	\$ 1,410,827.00		\$ 116,624.39	\$ 1,294,202.61	8%	8%
30COV	HOUSING CHOICE VOUCHER COVID - Administration	03/01/20-12/31/21	\$ 84,041.00		\$ 36,030.79	\$ 48,010.21	36%	43%
79	LIHEAP	10/01/19-10/31/20	\$ 3,196,118.89		\$ 2,164,259.48	\$ 1,031,859.41	100%	68%
06-ALT	LISC	10/01/19-09/30/21	\$ 36,000.00		\$ 17,615.04	\$ 18,384.96	54%	49%
06 FOC	LISC - FINANCIAL OPPORTUNITIES CTR (FOC)	07/01/20-04/31/21	\$ 10,000.00		\$ -	\$ 10,000.00	40%	0%
88	SHOWME HEALTHY RELATIONSHIPS	09/30/20-09/29/21	\$ 242,756.30		\$ 18,663.05	\$ 224,093.25	8%	8%
111B	SKILLUP FNS	10/01/20-09/30/21	\$ 87,347.00		\$ 5,310.16	\$ 82,036.84	8%	6%
111A	SKILLUP TANF	08/01/20-06/30/21	\$ 251,880.88		\$ 30,140.47	\$ 221,740.41	27%	12%
177	UNITED WAY CENTRAL MO COVID	08/01/20-07/31/21	\$ 10,000.00		\$ 2,175.46	\$ 7,824.54	25%	22%
196UW	UNITED WAY DISASTER RECOVERY	11/01/19-10/31/20	\$ 29,336.00		\$ 29,336.00	\$ -	100%	100%
196COV	UNITED WAY DISASTER RELIEF COVID	08/01/20-01/31/21	\$ 25,000.00		\$ 12,259.33	\$ 12,740.67	50%	49%
40,41	WEATHERIZATION - DOE	07/01/20-06/30/21	\$ 512,572.00		\$ 314,543.33	\$ 198,028.67	33%	61%
18, 18A, 18TA	WEATHERIZATION - LIHEAP	10/01/20-09/30/21	\$ 393,601.00		\$ 2,781.59	\$ 390,819.41	8%	1%
101,101A	WEATHERIZATION - UE GAS & UE ELEC	11/01/19-10/31/20	\$ 58,607.00		\$ 58,607.00	\$ -	100%	100%
192D	WOMEN'S BUSINESS CENTER - COVID	05/01/20-04/30/21	\$ 391,719.40		\$ 91,783.56	\$ 299,935.84	50%	23%
192	WOMEN'S BUSINESS CENTER (Cash match)	09/30/20-09/29/21	\$ 75,000.00		\$ 1.58	\$ 74,998.42	8%	0%
192	WOMEN'S BUSINESS CENTER (Federal Share)	09/30/20-09/29/21	\$ 150,000.00		\$ 16,482.02	\$ 133,517.98	8%	11%
	<b>TOTAL</b>		<b>\$ 19,055,113.11</b>		<b>\$ 8,014,575.82</b>	<b>\$ 11,040,537.29</b>		

**Agency Contract Totals**

\$22,071,754.49

97 INK	EARLY HEAD START EXPANSION NON FEDERAL (Inkind)	07/01/20-06/30/21	\$ 199,277.00		\$ -	\$ 199,277.00	33%	0%
73	EARLY HEAD START NON FEDERAL (Inkind)	05/01/20-04/30/21	\$ 749,166.00		\$ 94,004.11	\$ 655,161.89	50%	13%
16	FOSTER GRANDPARENTS NON FEDERAL (Inkind)	04/01/20-03/31/21	\$ 44,920.00		\$ 6,431.05	\$ 38,488.95	58%	14%
92 INK	HEAD START EXPANSION NON FEDERAL (Inkind)	07/01/20-06/30/21	\$ 211,447.00		\$ -	\$ 211,447.00	33%	0%
23	HEAD START NON FEDERAL ( Inkind)	05/01/20-04/30/21	\$ 835,558.00		\$ 24,998.70	\$ 810,559.30	50%	3%
192B	WOMEN'S BUSINESS CENTER (Non-Cash match - Inkind)	09/30/20-09/29/21	\$ 75,000.00		\$ 7,500.00	\$ 67,500.00	8%	10%

**Central Missouri Community Action**  
Balance Sheet - AGENCY BALANCE SHEET-BOARD  
As of 10/31/2020

	<u>Current Year</u>	<u>Prior Year</u>
Assets		
Cash		
CASH IN BANK	913,212.80	71,150.76
CASH IN BANK - MELOAN	38,612.26	38,608.51
CASH IN BANK-PAYROLL	802,663.75	453,626.41
CASH IN BANK -HOUSING	139,503.94	100,925.70
CHDO SAVINGS	207,116.70	41,772.28
CASH IN BANK- CORPORATE	180,488.97	30,222.70
CMCHDC PROPERTIES CASH ACCT	45,913.48	44,913.48
Other	<u>657.38</u>	<u>657.38</u>
Total Cash	2,328,169.28	781,877.22
Receivables		
ACCTS.RECEIVABLE- DUE FROMS	380,054.28	363,163.60
ACCOUNTS RECEIVABLE	346,722.10	539,601.78
HIP MATERIALS	9,237.28	61,433.95
HIP LABOR	4,765.63	56,961.03
NOTES RECEIVABLE	363,887.80	390,785.58
ALLOWANCE FOR DOUBTFUL ACCOUNT	(49,913.13)	(49,913.13)
GRANTS RECEIVABLE	436,411.50	2,159,870.96
PRE-PAID EXPENSE	44,631.08	39,361.44
PREPAID INSURANCE	13,056.09	23,771.57
Other	<u>(0.01)</u>	<u>(0.01)</u>
Total Receivables	1,548,852.62	3,585,036.77
Fixed Assets		
INVENTORY	2,398.59	2,398.59
REAL ESTATE & BUILDING	432,916.01	432,916.01
PROPERTY - LAND	302,705.39	302,705.39
PROPERTY-RENOVATIONS	772,587.23	772,587.23
EQUIPMENT	991,949.35	991,949.35
ACCUMULATED DEPRECIATION-EQUIP	(899,398.47)	(899,398.47)
VEHICLES	292,583.00	292,583.00
ACCUM DEPRECIATION-VEHICLE	<u>(224,317.39)</u>	<u>(224,317.39)</u>
Total Fixed Assets	1,671,423.71	1,671,423.71
Contra Fixed Assets		
EQUITY -BUILDING-	<u>(534,646.25)</u>	<u>(534,646.25)</u>
Total Contra Fixed Assets	(534,646.25)	(534,646.25)
Other		
INVESTMENTS	<u>102,881.02</u>	<u>102,000.00</u>
Total Other	<u>102,881.02</u>	<u>102,000.00</u>
Total Assets	<u>5,116,680.38</u>	<u>5,605,691.45</u>
Liabilities		
Accounts Payable	2,091,620.67	1,945,904.02
Long Term Payables	<u>128,456.95</u>	<u>170,448.02</u>
Total Liabilities	<u>2,220,077.62</u>	<u>2,116,352.04</u>
Net Assets		
Fund Balance		
EQUITY-PROPERTY	48,471.75	48,471.75
FUND BALANCE	2,647,626.17	1,289,272.54
RESERVE ACCOUNT	<u>700,447.01</u>	<u>700,447.01</u>
Total Fund Balance	3,396,544.93	2,038,191.30
Excess Revenue/Expenditures (Loss)	<u>(499,942.17)</u>	<u>1,451,148.11</u>
Total Net Assets	<u>2,896,602.76</u>	<u>3,489,339.41</u>
Total Liabilities and Net Assets	<u><u>5,116,680.38</u></u>	<u><u>5,605,691.45</u></u>

## Central Missouri Community Action

October-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	\$ 2,328,169.28
Receivables	\$ 1,548,852.62
Investments	\$ 102,881.02
Total	\$ 3,979,902.92

##### Current Liabilities

Accounts Payable	\$ 2,091,620.67
------------------	-----------------

October 31, 2020 ratio =	1.90
September 30, 2020 ratio =	1.99
August 31, 2020 ratio =	2.52
July 31, 2020 ratio =	2.85
June 30, 2020 ratio =	2.42
May 31, 2020 ratio =	1.97
April 30, 2020 ratio =	1.91
March 31, 2020 ratio =	1.37
February 29, 2020 ratio =	1.57
January 31, 2020 ratio =	1.81
December 31, 2019 ratio =	1.71
November 30, 2019 ratio =	2.32

October 31, 2019 ratio =	2.18
September 30, 2019 ratio =	1.40
August 31, 2019 ratio =	1.53
July 31, 2019 ratio =	1.58
June 30, 2019 ratio =	1.80
May 31, 2019 ratio =	1.96
April 30, 2019 ratio =	1.79
March 31, 2019 ratio =	2.10
February 28, 2019 ratio =	2.15
January 31, 2019 ratio =	2.17
December 31, 2018 ratio =	2.25
November 30, 2018 ratio =	2.50

#### 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	\$ 2,328,169.28
Investments	\$ 102,881.02
Total	\$ 2,431,050.30

##### Current Liabilities

Accounts Payable	\$ 2,091,620.67
------------------	-----------------

October 31, 2020 ratio =	1.16
September 30, 2020 ratio =	1.27
August 31, 2020 ratio =	1.84
July 31, 2020 ratio =	1.89
June 30, 2020 ratio =	1.78
May 31, 2020 ratio =	1.05
April 30, 2020 ratio =	0.99
March 31, 2020 ratio =	0.52
February 29, 2020 ratio =	0.67
January 31, 2020 ratio =	0.87
December 30, 2019 ratio =	0.80
November 30, 2019 ratio =	0.46

October 31, 2019 ratio =	0.44
September 30, 2019 ratio =	0.46
August 31, 2019 ratio =	0.45
July 31, 2019 ratio =	0.70
June 30, 2019 ratio =	0.84
May 31, 2019 ratio =	0.94
April 30, 2019 ratio =	0.91
March 31, 2019 ratio =	1.12
February 28, 2019 ratio =	1.08
January 31, 2019 ratio =	1.17
December 31, 2018 ratio =	1.29
November 30, 2018 ratio =	1.50



## Central Missouri Community Action Grant Summary Sheet

<b>Date presented to Board</b>	<b>Department(s)</b>	<b>Staff person submitting</b>
	Family & Community Development	Brooke Eskridge
<b>Strategic Commitments</b>		

<b>Title:</b>	CSBG CARES Act
<b>Program operation dates:</b>	Oct. 1, 2020 - Sept 30, 2022
<b>Funding amount:</b>	\$1,504,080.00
<b>Staffing levels:</b>	10.5 FTE positions created Grant will also support salary costs of 5 current FTE
<b>Funding Source:</b>	Office of Community Services (OCS)
<b>Target Population:</b>	under 125% FPL
<b>Counties of Operation:</b>	Audrain, Boone, Callaway, Cooper, Cole, Howard, Moniteau, Osage
<b>Expected number of participants/clients:</b>	Resource Coordination- minimum of 200 adults Financial Opportunity Center- minimum of 180 adults FRIENDS- minimum of 25 individuals
<b>Summary of Program:</b>	<p><b>Resource Coordination:</b> Developed to respond with direct support services for those impacted by COVID crisis. It includes both short and long term family development services and learning opportunities such as CAREERS, Building Strong Families, Getting Ahead workshops.</p> <p><b>Financial Opportunity Center:</b> variety of financial education interventions; CMCA Financial Opportunity Center Coaches will provide instruction, support and guidance to individuals seeking assistance with budgeting, developing savings accounts, solutions to debt management, asset development, credit repair and other financial supports. These supports may be provided in group or individual coaching settings</p> <p><b>FRIENDS-Forming Relationships In Every New Discovered Situation:</b> <i>Specific to Cole County.</i> This newly designed initiative is developed around the concept that social networking and interpersonal relationships are a key part of moving from poverty to prosperity. Members will be provided the opportunity to meet on a regular basis in a cohort with "mentors" from the community. CMCA staff will facilitate the regular meetings and will solicit support from community partners including churches, civic organizations and individual citizens to serve as mentors, provide meeting space and support the initiative.</p>

<b>Expected Outcomes:</b>	<p><b>Resource Coordination:</b> provide financial assistance and direct access to basic needs services; measuring improved overall family well being via Self-Sufficiency Matrix (SSM) for long term targeted coaching/ family development members.</p> <p><b>Financial Opportunity Center:</b> improved financial capacity by way of increasing income or decreasing debt.</p> <p><b>FRIENDS:</b> Civic Engagement and Leadership- program participants will increase skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.</p>
<b>Collaboration with other CMCA programs:</b>	Community Organizing, Women’s Business Center, Housing Development, Whole Family Approach
<b>Community partners involved:</b>	<p>National partnership with Rural LISC</p> <p>Local partnerships are currently being identified in each county and MOUs will be developed through December 2020.</p>

## CSBG CARES Act funding

### Approval Details

Motion:  
Second:

Open Date: 11/11/2020 12:10 PM CST  
Close Date: 11/13/2020 2:08 PM Central Standard Time

### Approval Description

In April the Board approved negotiating a contract with the MO Department of Social Services for our CSBG CARES Act funding. We have not changed our plan from that which we discussed in April but we now have an approved work plan, budget, and contract. All we need now is the Board's approval. Please see the attached summary for a description of how we intend to use it. We have been talking about this internally since April and have mentioned it regularly at Board meetings. With your approval we can move forward.

### Approval Results

Vote **Passed** - Unanimous vote in favor of approval.

6/6 (**100%**) Voted "Yes".

0/6 (**0%**) Voted "No".

0/6 (**0%**) Voted "Abstain".

Director	Final Vote	Electronic Vote Detail	Signature
Charlie Roll	YES	11/12/2020	
Susan Hart	YES	11/12/2020	
Charles Melkersman	YES	11/12/2020	
Carolyn Lewis	YES	11/12/2020	
Karen Digh-Allen	YES	11/11/2020	
Jodi McSwain	YES	11/11/2020	

Comment Date	Director	Comment
11/11/2020 12:10 PM Central Standard Time	Darin Preis	Darin Preis has uploaded the file 'Grant Summary - CSBG CARES 11.2020'
11/11/2020 12:10 PM Central Standard Time	Darin Preis	Darin Preis has uploaded the file 'CARES Appendix A'

# #CoMoGives



Give at [www.comogives.com](http://www.comogives.com)

# What is the CoMoGives campaign?

**It's an annual online fundraiser that supports 142 high-impact nonprofits in Columbia and Mid-Missouri.**

Donors can make a single donation to one, two, ten, or more organizations on December 1-31, 2020. All money raised, minus credit card fees, goes directly to the participating nonprofits.



**Includes these communities:**

- Boonville
- Columbia
- Jefferson City

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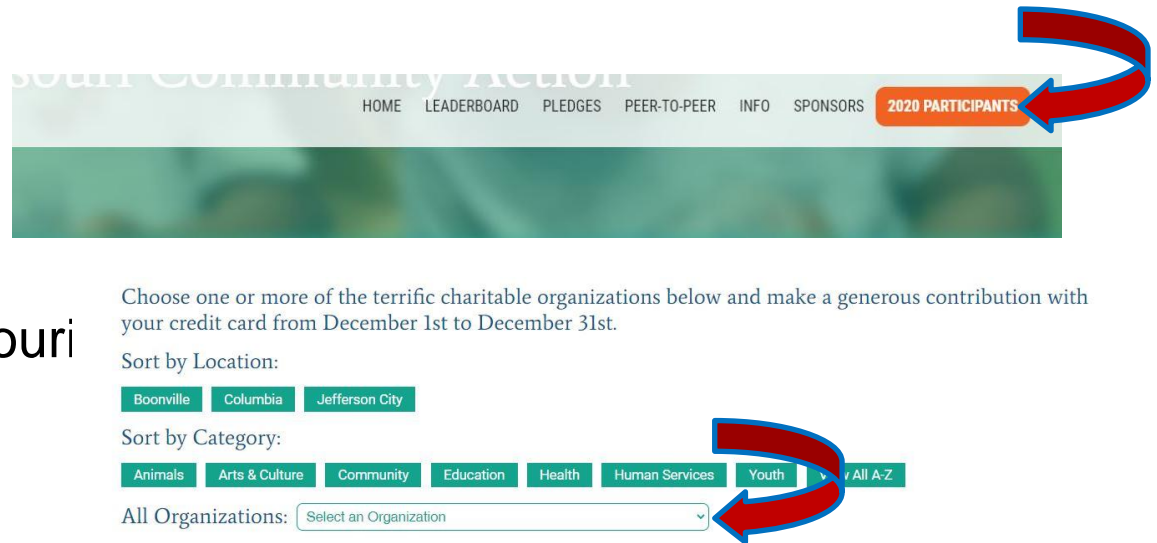
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# How Can You Help? **DONATE!**

- Visit [www.comogives.com](http://www.comogives.com)
- Click: 2020 Participants
- Search for Central Missouri Community Action



Give at [www.comogives.com](http://www.comogives.com)





# How Can You Help? **DONATE!**

 CoMoGives.com

HOME LEADERBOARD PLEDGES PEER-TO-PEER INFO SPONSORS **2020 PARTICIPANTS**



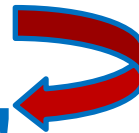
Share on Social Media



## What We Do

Central Missouri Community Action uses a Whole Family Approach to support self-reliance for families. Focusing on building economic stability, strong social connections, and family well-being, CMCA programs, families, and communities work together to fulfill needs and build on strengths to move from dependency to resiliency.

**Click the DONATE button!**



Give at [www.comogives.com](http://www.comogives.com)

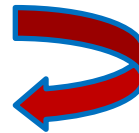


# How Can You Help? **DONATE!**



Participating Non-Profits	Number of Gifts	Total Donations	Goal
1 Columbia Safe Kids Coalition	0	\$0	\$0 of \$5000
2 TRYPS Children's Theater	0	\$0	\$0 of \$10000
3 Meals on Wheels of Columbia	0	\$0	\$0 of \$15000

**When you donate it helps  
CMCA move up the  
Leaderboard!**



Give at [www.comogives.com](http://www.comogives.com)



# How Can You Help? **DONATE!**

**\$17,000 in Challenge Grants will be given to participating organizations. These grants will be impacted by the number of donations as well as the amount of the donations. They include:**

- The nonprofit with the highest amount raised by the end of the campaign will receive an additional \$1,000 grant.
- The nonprofit with the highest number of donors under age 35 will receive \$2,000.
- The nonprofit with the most donations \$250 and over will receive \$1,000.
- The participating organization that received at least \$2,000 in donations during CoMoGives 2019 and has the highest ratio of increase in total donations from the 2019 campaign to the 2020 campaign will receive \$1,000.
- The nonprofit raising the highest amount by the end of the campaign that has a fund with the Community Foundation will receive \$1,000.
- And the nonprofit that raises the highest total amount through Peer to Peer campaigns will receive \$2,000.

Give at [www.comogives.com](http://www.comogives.com)



# How Can You Help? Peer to Peer



Create a Peer-to-Peer  
campaign challenging friends &  
family to support CMCA.



Give at [www.comogives.com](http://www.comogives.com)



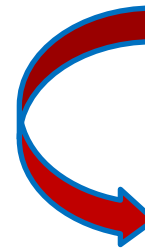
# How Can You Help? Peer to Peer

## Why I Support

My story as an entrepreneur begins with a Children's Theatre... I was raised in the Arts, I respect the value they bring to our lives, the way they help us develop emotional intelligence, and having a safe space for expression is important to any group. TRYPS gives kids a place to feel at home, live the life the Arts provides, and send them off to stardom- whatever that may be. These days, I don't "act" much anymore. Yet, the skills I learned with Improv and on stage have equipped me with the quick creative thinking, problem solving skills, and command of literacy that I love so much about myself and my life. I support TRYPS to give young, creative people the same, if not better, education and experiences than I had access to growing up. Last year, I wasn't able to do a ComoGives P2P campaign—but this year, I started growing my beard out "all Coronavirus long" and after celebrating the holiday spirit by decorating my "wooly face shield" with accessories... it will be time to start 2021 with a fresh face and, with your help, a strong gift to TRYPS Children's Theatre to help them re-open in a new home in the new year. Thank you in advance for your contribution to my CoMoGives Peer-to-Peer campaign!



Share on Social Media



If you are interested in doing a peer-to-peer, please contact Cheryl for instructions.

**These must be set up BEFORE Dec. 1!**

Give at [www.comogives.com](http://www.comogives.com)





# How Can You Help? Make a Pledge

## How Other People Pledged Their Time and Talents

**Carter Ferguson** is Supporting [The Spay Neuter Project](#) by sharing/interacting with social media posts, making a donation

**Janeene Johnston** is Supporting [The Spay Neuter Project](#) by sharing/interacting with social media posts, emailing friends to spread the word, making a donation, hosting an online Peer-to-Peer fundraiser, texting or calling friends to spread the word

**Joe Knight** is Supporting [Coyote Hill](#) by emailing friends to spread the word

**Signup for a Peer-To-Peer Campaign**

**Pledge Your Time and Talents**

Give at [www.comogives.com](http://www.comogives.com)



# How Can You Help? Make a Pledge



HOME LEADERBOARD **PLEDGES** PEER-TO-PEER INFO SPONSORS 2020 PARTICIPANTS

**Liz Burks** is Supporting **The Spay Neuter Project** by sharing/ interacting with social media posts, making a donation, hosting an online Peer-to-Peer fundraiser, texting or calling friends to spread the word

**Janeene Johnston** is Supporting **Boone County Animal Care** by sharing/ interacting with social media posts, making a donation

**Liz Cato** is Supporting **The Spay Neuter Project** by sharing/ interacting with social media posts, emailing friends to spread the word, making a donation

**Joe Knight** is Supporting **Coyote Hill** by emailing friends to spread the word

**Kat** is Supporting **Unchained Melodies Dog Rescue** by Sharing/interacting with social media posts, emailing friends to spread the word, hosting an online Peer-to-Peer fundraiser

**Amy Jo Zager** is Supporting **The Spay Neuter Project** by sharing/ interacting with social media posts, making a donation

**Karen Schwebel** is Supporting **Unchained Melodies Dog Rescue** by sharing / interacting with social media posts, making a donation, hosting an online Peer-to-Peer fundraiser, texting or calling friends to spread the word

**Carol Unsicker** is Supporting **Unchained Melodies Dog Rescue** by sharing/ interacting with social media posts, emailing friends to spread the word, making a donation, hosting an online Peer-to-Peer fundraiser, texting or calling friends to spread the word

Give at [www.comogives.com](http://www.comogives.com)





Questions? Call Cheryl – 873.443.8706, ext. 1030 or  
email: [cherylu@cmca.us](mailto:cherylu@cmca.us)



# CMCA Risk Assessment Executive Summary

November 2020

## Governance Risk

- An active, engaged finance committee is key to effective fiscal oversight. Congratulations on the work completed to date to ensure a high level of engagement. Consider the following suggestions to sustain your success in this area: (1) *rotating membership on your Finance Committee*, (2) *including discussion prompts and questions as part of financial presentations*, and (3) *experimenting with having members of the Finance Committee present different segments of the report*. For example, one member could present an overview of the current financial statements, another could address the year-end forecast, and a third could speak to proposed changes in the organization's fiscal policies or banking relationships.
- You indicated that your board delegates responsibility for risk management to staff, and that the board does not receive periodic or regular reports on risk management activity. This practice is common in small nonprofits, but increasingly rare in complex nonprofits. In a survey of nonprofit organizations conducted by NRMCM in 2017, 40% of participants reported that their boards talk about risk management *more than once per year*, and an additional 15% indicated that the subjects of risk and risk management are discussed at *every board meeting*. We recommend that you consider engaging with your board about the risks facing your agency and the strategies in place to manage those risks. See the full report for suggestions and resources on this topic.

## Facilities and Building Security

- Review your evacuation plans to ensure that they are comprehensive; a list of elements that should be included in a thorough plan can be found in your full report for this module.
- Consider the value of requiring ID badges for all visitors. Explore affordable options and possible barriers to implementation. Solicit input from staff prior to implementing a new badge policy.
- We recommend that your agency adopt a standard maintenance schedule or keep a repair log. For additional information, see the report for this module.
- You indicated that your agency's facilities may not ALL be compliant with the Americans with Disabilities Act.

## Human Resources and Employment Practices

This section of your executive summary contains no recommendations based on agency risk

## Financial Reporting and Internal Controls

- Identify the specific reasons that bank reconciliations are not consistently completed on a timely basis. Take steps to rectify this weakness, and also ensure that a back-up staff member is trained and able to complete reconciliations when the principal person responsible is out of the office.

## Contracts

- Incorporated entities answer for their debts and liabilities. When your agency is asked to indemnify another, you are being asked to agree in advance of an incident to pay for the debts or liability of another party. As a general rule, an organization *receiving* a service should *not agree* to indemnify (or name as an additional insured) the organization *providing* a service.
- Obtaining legal review of all significant contracts prior to execution should be a priority as you evolve risk management practices in your agency.

## Client and Participant Safety

- You indicated that your organization does not provide instruction to staff concerning appropriate steps to take in emergency situations. We recommend that you remedy this gap by developing clear steps applicable to a *wide array* of accidents and incidents. Simple checklists, reminders, or info cards should be shared with staff across the organization.
- We recommend that you update your screening practices to ensure that you are exploring the issue of how applicants would exercise control over clients. Applicants also need to know the organization's guidelines for discipline and control. If the applicant appears to be unwilling -- or unable -- to adapt to the organization's guidelines for exercising control over service recipients, the organization would be well advised not to place the applicant in a position that requires supervising activities for service recipients.

## Transportation

You indicated that your organization provides or sponsors transportation services or owns (or leases) vehicles. The following transportation issues were identified as concerns during the assessment. Look to the full report for details.

- Your organization may be directly or vicariously liable when volunteers or employees operate a vehicle on behalf of your organization. The conditions for each situation and the proper procedures are addressed in the full report.
- Rented, hired or borrowed vehicles can create some of the same exposures as vehicles that are owned by your organization. Be sure that you have policies governing the use of these vehicles and familiarize yourself with the insurance coverage guidelines in your operating area (state, region).
- We recommend that your agency consider adopting accident or incident response and reporting guidelines as soon as practicably possible. While no one expects to be involved in an automobile accident, one of the best things an organization can do to minimize the severity of post-accident losses is to teach drivers and passengers how to respond to and report accidents.
- If operating a vehicle is a major aspect of employee duties, consider adding a supplement to your regular application requesting relevant information related to driving. Otherwise, you may consider requesting pertinent information as a part of your regular application.
- Driver training is the best opportunity to verify the abilities of the people who will operate vehicles. In addition, it is the best way to communicate policies, procedures and expectations about transportation to a captive audience. We recommend instituting a driver training program as soon as possible.
- It is important to have the appropriate safety equipment in each vehicle. Vehicles should have the appropriate items to address common roadside emergencies and to document any accident that may occur.
- Pre- and post-use vehicle inspections help document vehicle conditions and assist with maintenance of your fleet. Consider creating an inspection procedure and documentation process to track.
- Remember that cargo is not typically covered under regular vehicle policy. Check with your broker to see if you have the appropriate policy for coverage (usually inland marine coverage).

## Technology and Privacy Risk Management

- We recommend that you adopt a Bring Your Own Device Policy that clarifies what agency information may and must never be accessed on personal devices, including whether employees may access Personally Identifiable Information (PII) on their personal devices.
- It is common practice to require users to change login practice on a regular basis. We recommend that you develop a policy as soon as possible that provides guidelines about the strength of passwords and the frequency of changes.
- We recommend that you consider developing a data classification policy. A template policy is available in *My Risk Management Policies*.

## Special Events

- Hosting special events may require risk management efforts not normally associated with the normal operations of your organization. Be sure to consider the various components of the event and risks associated with these components. Doing so will help the event be successful and have a positive impact for your organization.
- Documentation is an important part of risk management in all phases of activity. We recommend you begin documenting risk management activities as soon as possible.
- Designate one person as 'safety officer' for your special event in order to provide risk management oversight.
- An absence of personnel devoted to security (and other emergency situations) at your event creates a liability for your organization. You should implement appropriate staffing internally or contract the appropriate vendor to provide security.
- Although there may be time and other resource constraints that apply, selection, training, and supervision of 'day of' volunteers for your special event should reflect the magnitude of the risks associated with their use.
- Waivers may not be necessary for every special event activity, but you should consider using waivers for your events as a part of the overall documentation strategy.
- Verify that the documentation and procedures used for accident reporting is consistent with the requirements of your organization and those of any insurance providers for the event itself.

## Crisis Management and Business Continuity Planning

- Having key information available during a crisis will assist in providing for timely response. Look to the full report for examples of what to include in your crisis management plan.
- We recommend conducting a thorough review of your crisis communications plan within the next six months.
- We recommend that you establish a timetable and appoint a small task force to assemble existing components of business continuity planning into a true BCP.

## Volunteer Risk Management

- Consider adding volunteer position descriptions to your volunteer risk management toolbox. Additional information is provided in your full report.
- We recommend that you resolve to apply a consistent, documented process to guide the screening and selection of volunteers. Recognize that a consistent process related to the risks of volunteer service should be used with respect to all positions, or with respect to similar positions. For example, if you require reference checks for sensitive volunteer roles, you should require that references be checked and documented *prior* to the placement of a volunteer in a sensitive role. Staff members who refuse to follow your process should not be permitted to continue in screening roles or offered additional training and support to help them follow your policies and process.
- Reference checking is an important and potentially invaluable part of a thorough screening process for volunteers. We recommend that you add reference checking to your volunteer screening process. See the full report for additional information related to this recommendation, including suggested reference checking questions.
- Although there are no federal laws or regulations that prohibit a nonprofit from permitting or inviting exempt, salaried staff to also serve as 'volunteers,' an employer should never coerce or require its staff to volunteer, and any work that is substantially related to the staff member's primary role should not be described as volunteer service. Non-exempt, hourly staff must be paid for every hour worked. Extreme caution should be used before asking a non-exempt employee to volunteer. See the full report for additional information on this topic.
- Not having an established termination process for your volunteers can create uncertainty and potential disruption if a volunteer thinks they have been terminated unfairly.

Adopting a process to guide the termination of volunteers will enable your nonprofit to manage these difficult circumstances consistently and effectively.

- You indicated that you encourage volunteers to raise concerns but that you do not have a formal process for them to follow. It may be confusing or discouraging to a volunteer who has a complaint but does not know how to resolve it. We suggest establishing a formal process for volunteers to voice concerns with your organization.

## **Fundraising and Resource Development**

- Nonprofits that have minimal experience with government contracts may be caught off guard and unprepared for some of the risks associated with such funding, including inadequate funding for infrastructure, late payment/reimbursement, and complex reporting requirements. Thoughtfully consider the range of risks and 'what ifs' before you seek any government contract.

**End of Report**



**Clarence Small** is the Regional Program Manager for the Office of Head Start. Clarence is responsible for the management of over \$500 million in federal grants. He supervises federal and contract staff responsible for monitoring, oversight, training and technical assistance to 100 Head Start, Early Head Start, Child Care Partnership Grantees and 4 State Collaboration Offices within the states of Missouri, Iowa, Nebraska and Kansas. He holds a Bachelor's in Social Work and a Master's in Education. Clarence began his career with the Department of Health & Human Services-Administration for Children and Families (ACF) in December 1999 as Regional Hub Liaison working in the Chicago and Kansas City Regional Offices. In August of 2002 he worked as a Youth Program Specialist, Kansas City Regional Office of Head Start. In August of 2011 he was selected to serve as Regional Program Manager (RPM) for the Kansas City Regional Office. Prior to joining ACF, he was Director of Training and Emergency Services for KVC Behavioral Health. Clarence is a native of Kansas City, Kansas. He remains very active within his community. Currently serving as; secretary of the Wyandotte Health Foundation Board of Directors, Executive Member of KCK NAACP, Vice Chair of Wyandotte County Ethnic Festival Board, Chairman of Kansas City, Kansas MLK Holiday Committee and member of the NE Optimist Club. He is First Elder of his church, Bethel Seventh Day Adventist Church. His wife, Darlene is a recently retired school teacher. They have been a Kansas licensed foster home for over 20 years and are proud adoptive parents of several of the children they fostered.

CMCA Board of Directors,

I've been communicating with the Executive Committee about this but I thought my most recent message might be worth repeating. We are continuing to have rolling Head Start closures. As you know, this is our programmatic area of highest risk because if we're open, we *have* to be in close contact with the children and they can be carriers of COVID-19. With that in mind, my approach is that we need to remain open as much as possible. Childcare is the workforce behind the workforce. Without it, people won't be able to get back to work when there are opportunities to do so otherwise. That means that we will follow health department guidance, close for the recommended period, clean everything over and over, and then re-open as quickly as possible. Of course the rolling closures of local schools also affects us because so many of our staff have young children. Like the public schools we have had to close a couple of times due to staff shortages. On the bright side, the State has opened a CARES Act funding source to collect more childcare subsidy dollars via the Department of Health and Senior Services. It is a laborious application process but it should help us buffer our finances for this final push through the next four to six months.

The November 19 board meeting will be our annual joint meeting with the Head Start Policy Council and Board. This is a good time to reflect on the "shared governance" model that is required of Head Start grantees. The Policy Council is made up of at least 51% Head Start parents and reflects our interest in providing leadership opportunities to our Members. While the Board of Directors maintains the highest authority over all CMCA programs and decisions, the Policy Council is given extraordinary responsibility in overseeing the Head Start grant. This year, since it will be a virtual meeting, I thought I would take the opportunity to invite Clarence Small, the Regional Program Manager for the Office of Head Start in Kansas City to make a few remarks. He's making the most of these virtual opportunities and is pleased to join us. Beth will also be giving us an overview of the Head Start monitoring process. We are up for review this year and it is important that the Board and Policy Council understand your roles and responsibilities related to the review.

The meeting will be broken into two parts. During the first part, from 6:00-6:30 the Board and Policy Council will meet separately in their own Zoom rooms. We have just a few items to go over while the Policy Council elects their officers.

As always, I am available if you have any questions about the meeting or the report that follows. My cell phone is 573-864-2281.

A handwritten signature in black ink that reads "David Reis".

Executive Director



## **Family and Community Development Department**

### **Community Services Block Grant (CSBG)**

*Brooke Eskridge: Family and Community Services Director*

#### *Staff Highlights*

##### *October Highlights*

- Community Organizers have received several thank you notes from local schools in our eight-county area for the delivery of water bottles for student use.
- Cooper/Howard Community Organizer is planning an Education and Employment EXPO at Isle of Capri on Nov. 19th. The list of employers and schools present for students and the community at large is quite impressive!
- Several staff (FGP, Community Organizers) attended the Heart of America Redistribution Center tour in Sedalia. The warehouse is open to all schools, churches and nonprofit agencies. We can utilize them for supplies and resources as often as needed for any of our eight counties.

#### *Staff Work Schedules*

Family & Community Development Department staff continue navigating an alternative service delivery model, flexing between work in the office and working remotely from their homes.

- Family Success Coaches are transitioning back into their offices at Head Start centers effective mid-October.
- Home visits are being scheduled outdoors whenever possible when weather permits. Other visits continue to be virtual or at the center with scheduled appointments.
- All County Family Resource Centers remain closed to the public. Members and those seeking services are seen by appointment only.
- Community Organizers continue working from home and in the office. Community-based activities continue to be conducted through virtual methods including Zoom, Google Meets or teleconferencing.
- 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 their time between working from home and in the office and seeing members virtually or by appointment.

### **Community Services Block Grant (CSBG)**

#### *CSBG CARES Act funding*

- Approval of CARES workplan and budget have been approved by the Division 11/10/20. The Executive Committee approved the workplan on 11/12/20.
- CMCA's final allocation for CARES funds will total \$1,504,080.
- These funds must be completely expended by September 30, 2022.
- Details of the workplan in Board Grant summary report submitted 11/10/20

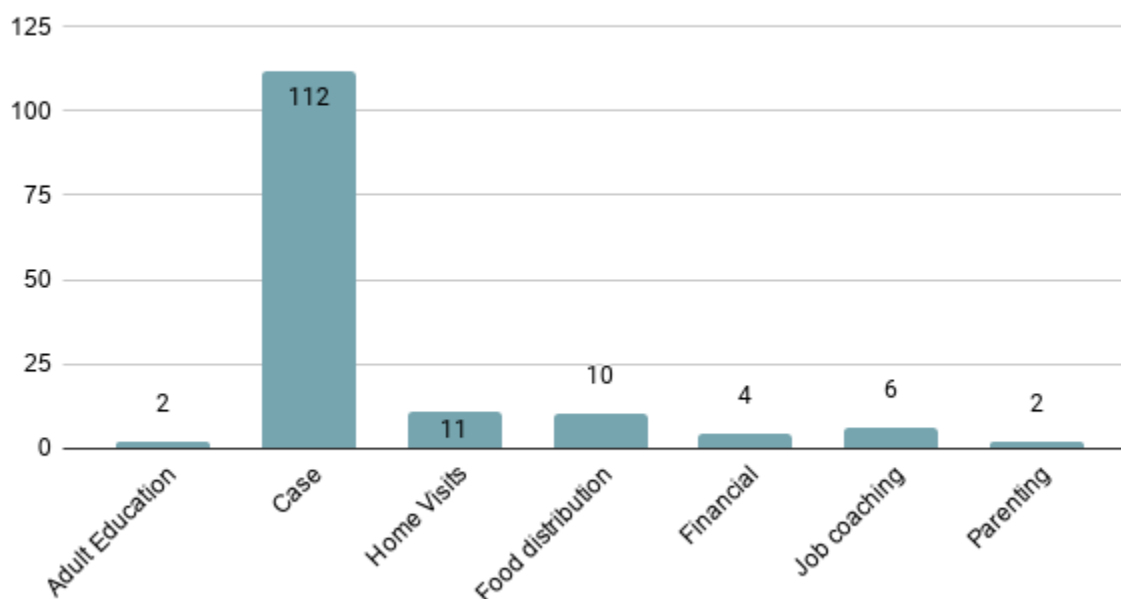
#### *FY21 CSBG funding*

- A contract for FY21 funding is not expected to be issued until after the first of the calendar year.
- 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 mid-January 2021.

#### *CMCA Services October 2020*

Family Success Coaches started inputting data in late October-early November for FY21. The chart below shows services provided to our CMCA Whole Family Approach & SkillUP members.

#### **WFA & SkillUP Services - OCT 2020**



***Whole Family Approach:***

*FSC positive events for the month of October 2020:*

- HS Director, FCD Director, Director of Research and Data and Program Officer are working directly with Adsystech to map MIS services and NPIs to ChildPlus outcomes. This is a pilot initiative for the State CSBG office and the entire CAA Network in Missouri.
- A successful field trip to Scattering Fork Outdoor Center for our HS families and their parents at Community R-6. Event was planned and organized by Community Organizer Tad Dobyns, FSC Kathy Mattson and Site Director Tori Sims.



- Family Success Coaches have been completing their first home visits from mid-October due 11/12/20). Most visits have been virtual or completed at a location where they can maintain social distance.
- Successful recruitment for Eat Healthy Stay Active for the month of October



- Data entry for first home visits is due 11/30. December report should show detailed info on goals and services.

### **SkillUP**

- 6 new enrollments in 8 county area for the month of October
- We had 11 individuals close on 11/2 due to the recertification process. They are calling into FSD as required, however, the call center is not able to accept all the calls and people are losing their food stamps at no fault of their own. MOCAN and DSS are aware of our concerns.

### ***Financial Opportunity Center***

- Draft Client Flow complete and working to obtain Salesforce Training License
- \$10K Rural LISC grant received and will offset Program Admin (L. White) time for the next five months in the planning and implementation of FOC services.
- Tentative start date for Financial Opportunity Center (FOC) services in January 2021
  - Resource Coordinators and Financial Opportunity Coach positions will be hired once CMCA receives an approved CSBG CARES contract.
- Callaway County- meeting set with United Credit Union to design and plan a virtual financial series with Greg Newsom.

### ***Foster Grandparent Program***

- In October, FGP had training for (6) new Foster Grandparents. FGP Program Manager plans to get them started as Pen Pals.
- Kim and Julie visited the Heart of America Redistribution Center in Sedalia and were able to get \$800 worth of donated supplies for CMCA FGP volunteers. Supplies included laundry detergent, cleaning supplies, vitamins and hygiene products.
- FGP staff continue to have regular phone contact with volunteers and have helped them with numerous referrals.
- Currently CMCA has (5) FGP volunteers serving at their regular placements. Six volunteers are participating with students using zoom. Seven volunteers are helping teachers with lesson plans by completing projects at home. The remainder of the FGP volunteers are currently not serving.
- AmeriCorps has authorized paid leave to FGP volunteers through the end of December.

**Boone CARES Utility Assistance**

CMCA has partnered with the Boone County Commission to help Boone County residents up to 200% FPL, who have been impacted by COVID, pay for their current and past due utility arrears.

- CMCA has worked over the last three weeks with existing staff contributing time to collect applications, determine eligibility and process payments for qualifying applicants.
- The project is scheduled to run through December 11th with final billing and reporting the same week.

As of **November 10, 2020**, Boone CARES has served:

Service	Service Type	Individuals	Households	Total Cost
Trash Removal	Payment	344	104	\$5,633.00
Utility Arrears - electric	Payment	460	150	\$64,206.00
Utility Arrears - gas	Payment	254	79	\$13,507.00
Utility Arrears - Internet	Payment	54	14	\$2,007.00
Utility Arrears - sewer	Payment	444	137	\$17,003.00
Utility Arrears - water	Payment	348	111	\$15,384.00
<b>Total Paid</b>				\$58,589.00
<b>Total Obligated:</b>				\$59,151.00
<b>GRAND TOTAL:</b>				\$117,740.00

ShowMe Healthy Relationships

Nolanda Dodd-ShowMe Healthy Relationships Program Manager

**Year 1 Current through October 31, 2020**

Singles served- 0\* (Program goal 96)

**\* SMHR Program will begin serving participants in April, 2021**

- CMCA SMHR team received notification on September 29, 2020 that the grant had been renewed for another five years. The new grant will focus on low income, high needs participants serving singles.
- CMCA SMHR team is set to begin serving participants in the new grant in April, 2021. Due to the later start date, program goals for the first year will be slightly lower than in



successive years. Enrollment goals for program year 1 will be 96 participants with a minimum completion of 79 participants of those who enroll for classes. For years 2-5 enrollment goals will be 192 participants enrolled with 158 completed.

- CMCA SMHR will be utilizing a new curriculum and class format. Upcoming classes will be 16 hours, in a two hour format for eight weeks.
- CMCA SMHR team will become certified in the curriculum, Within My Reach, in late January or early February 2021.
- CMCA SMHR team is working closely with the Grantee to ensure a smooth transition to the new grant design. SMHR Program Manager is also working with other programs to help with their hiring and program set up.
- CMCA SMHR team is working on marketing, partnerships, and new recruitment approaches as we head toward 2021 to ensure we are properly prepared for enrolling new program participants.
- CMCA SMHR team will also be engaging in several professional development opportunities during the months of the new grant cycle including intimate partner violence, trauma, program coaching procedures/skills, survey administration, and nForm 2.0.
- CMCA SMHR program manager will begin to fill the vacant staff position for the new year.
- CMCA SMHR staff are continuing to refer past participants to resources and programs.

Mid-Missouri Public Housing  
*Colita Harvey- Program Officer*

**October**

- We currently have 285 HCV families housed
- 4 RAP families are housed
- 7 VASH families are housed
- 32 Vouchers are currently outstanding; 13 are porting out; 8 moving; 11 new vouchers searching
- There are a total of 276 families currently on the waiting list. We currently have no homeless family on our waiting list.

For the start of a new fiscal year, we are now using updated payment standards. Each payment standard fits between 90% -110% of the Fair Market Rent. We also started conducting regular briefings and issuing vouchers again.

Most importantly we just finished purging half of our 2 year waiting list. This gave us the opportunity to see who is or is no longer needing assistance from us. This will give us a better idea of how many are still waiting on housing. We are planning to open our waiting list no later than the end of January.

Per HUD our agency is currently reporting at a 95.6% level. Anything above 93% is in good standards.

### **LIHEAP**

*Stephanie White-Energy Program Manager*

As of 11-06-2020 LIHEAP has processed 1,357 Summer ECIP applications for the eight counties we service.

- LIHEAP has made 4,006 Summer ECIP pledges totaling \$893,409.
- CMCA has \$2,132.72 of Dollar More funds for qualifying Ameren Mo families.
- CMCA has \$145,484.98 of Keeping Current funds for qualifying Ameren Mo families.
- CMCA has \$10,000 for qualifying Dollar Help families in Cooper, Howard and Moniteau counties.
- CMCA has \$10,986.00 for qualifying Clean Slate Ameren Electric Only families.

### **Housing Development** – Sheila Vorce

- The 8th street project permits are being pulled for construction to begin in January.
- The Conditional Use Permit for the ADU project is underway. If that goes well, we will begin the process to purchase the Heriford property and begin construction there also.
- We will be continuing to look for other properties that have the potential to be added to our rental portfolio within our service area.
- Work is underway with the MHP grant and an initial timeline has been drawn up. We hope to review that and get the preliminary items started.

# Monthly Board Report

## Revenue by Strategy

Strategy	YTD FY20	Projected FY20-21	FY 2019-20
<b>Direct Mail</b>			
December 2020	\$	\$ 5,000	\$ 7,015
Summer 2021	\$	\$ 10,000	\$ 12,570
<b>TOTAL</b>	<b>\$</b>	<b>\$ 15,000</b>	<b>\$ 19,585</b>
<b>CAMPAIGNS (Individual Donors)</b>			
Donate to CMCA (General Donations)	\$ 4,315	\$ 30,000	\$
CoMoGives (December)	\$ -	\$ 10,000	\$ 6,068
Board of Directors	\$ -	\$ 3,000	\$ 1,563
<b>TOTAL</b>	<b>\$ 4,315</b>	<b>\$ 43,000</b>	<b>\$ 7,631</b>
<b>Events</b>			
Promise Gala (May 14, 2020)	\$ -	\$ 20,000	\$ 6,200
Women Who Own It (Sept. 2020)	\$ -	\$ 15,000	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$ 35,000</b>	<b>\$ 6,200</b>
<b>Monthly Giving</b>			
Monthly Donors	\$ 420	\$ 1,000	\$ 1,565
<b>MoWBC</b>			
Sponsorships	\$ -	\$ 20,000	\$ 11,600
<b>TOTAL</b>	<b>\$ 410</b>	<b>\$ 21,000</b>	<b>\$ 13,165</b>
<b>Grants</b>	<b>-</b>	<b>\$ 110,000</b>	<b>\$ 109,186</b>
<b>Total</b>	<b>\$ 4,735</b>	<b>\$ 224,000</b>	<b>\$ 155,767</b>

## Revenue by Market

Market Segment	YTD FY20/21	Projected FY20/21	
Individuals	\$ 4,735	\$ 84,500	\$ 53,260
Businesses/Organizations/Foundations	\$ 40	\$ 139,500	\$ 102,507
<b>Total</b>	<b>\$ 4,735</b>	<b>\$ 224,000</b>	<b>\$ 122,767</b>

## UPCOMING EVENTS

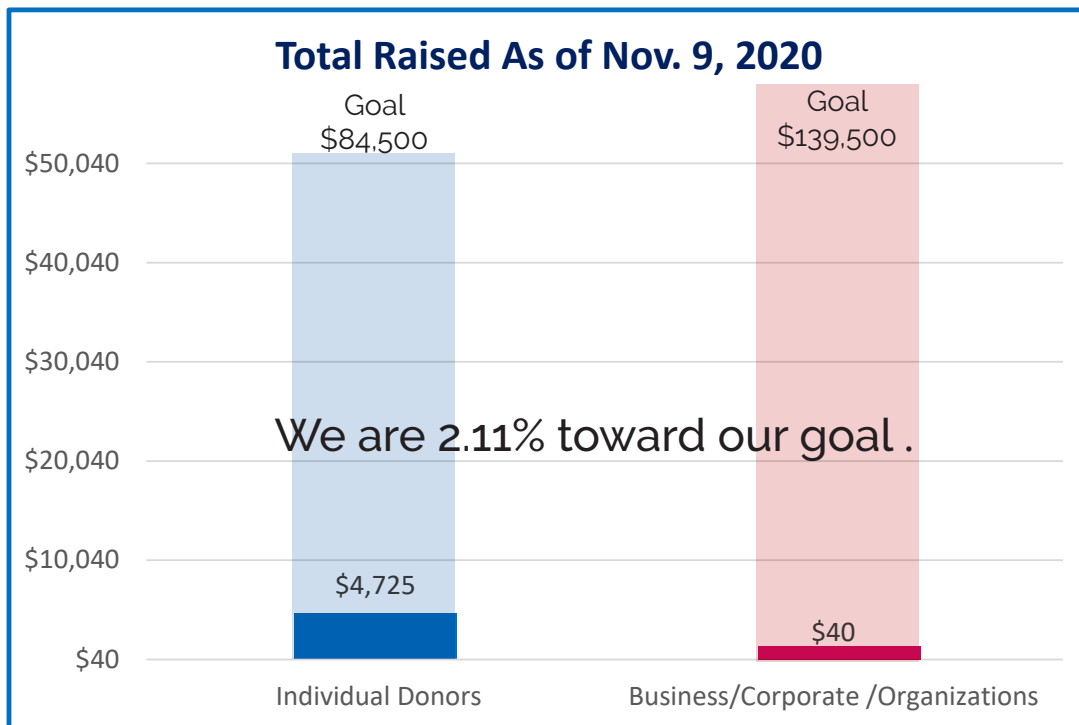
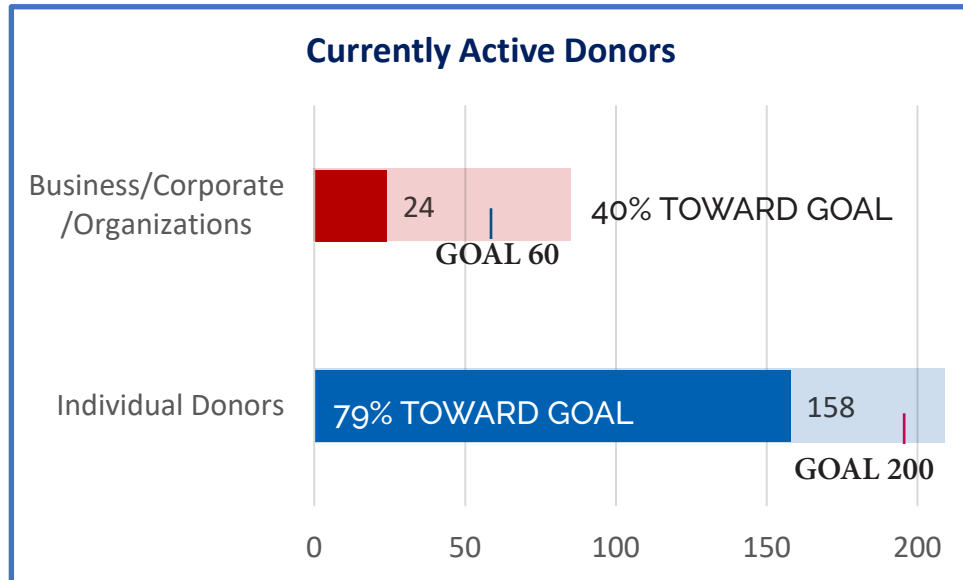
CoMo Gives 2020 - Dec. 1-31, 2020 - Goal: \$10,000

Year End Giving Letter - Dec. 1-31 - Goal: \$5,000



# Monthly Board Report

## Individual vs. Organizational/Business/Foundation Donors



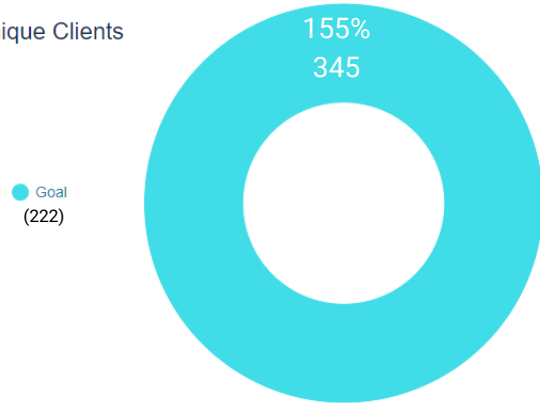
## HIGHLIGHTS

- Seven NEW donors since October 1, 2020!
- Two new MONTHLY donors since October 1, 2020!
- 10 donations of \$100 or more since October 1, 2020!

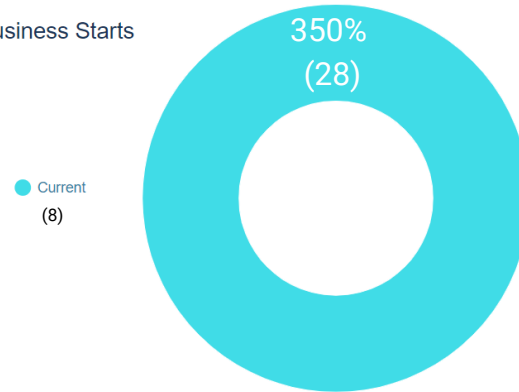
# FY20 Dashboard

92% YTD

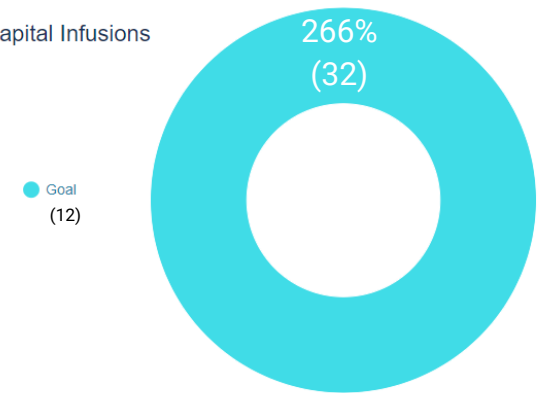
Unique Clients



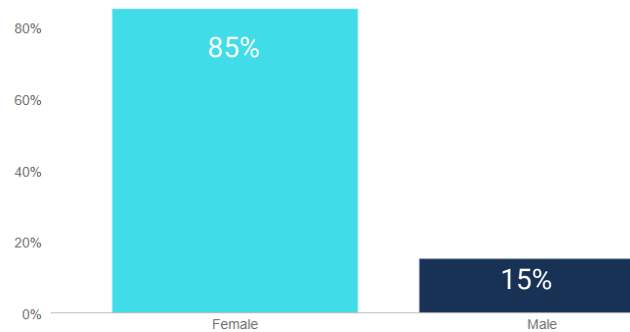
Business Starts



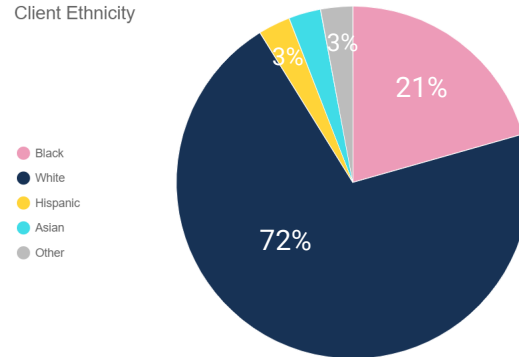
Capital Infusions



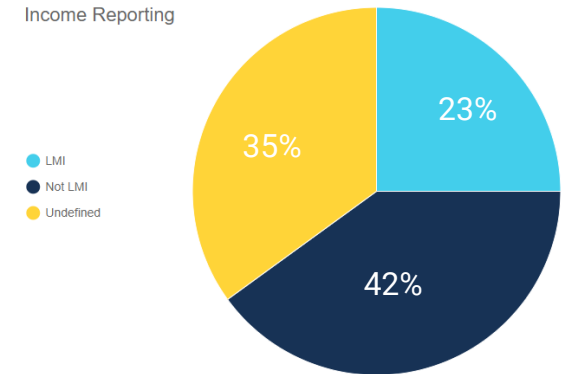
Client Gender



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



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

October 21, 2020

Central Missouri Community Action

Dear Grantee,

This letter is to notify you that your agency will receive a Focus Area One (FA1) monitoring review in Program Year 2020-2021. You will receive additional information regarding your review, including the assigned Review Lead and review dates, approximately 45 days prior to the review.

**Monitoring Reviews for Program Year 2020-2021\***

<b>07CH011069</b> <b>07CH011477</b>	<b>Focus Area One</b>
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\* The OHS may conduct Follow-Up and Special reviews as necessary

\*\* Notice of a monitoring review does not impact the results of recompetition

Lastly, for your reference, the FY2021 Focus Area One Monitoring Protocol is currently available on the Early Childhood Learning & Knowledge Center at <http://eclkc.ohs.acf.hhs.gov/hslc/grants/monitoring> and will be on the Aligned Monitoring System Virtual Expo in the future.

Sincerely,

OHS Monitoring Team

[ohsmonitoring@dlhcorp.com](mailto:ohsmonitoring@dlhcorp.com)

1 800-518-1932 (option 2)

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-20-06	2. Issuance Date: 10/28/2020
	3. Originating Office: Office of Head Start	
	4. Key Word: Administrative Simplification; Consolidating Grants; Combining Grants	

## PROGRAM INSTRUCTION

**TO:** Head Start and Early Head Start Grantees

**SUBJECT:** Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start-Child Care Partnerships

### INSTRUCTION:

On December 19, 2019, the Office of Head Start (OHS) published [ACF-PI-HS-19-02 Administrative Simplification for Consolidating Head Start Grants](#). That Program Instruction informed grantees operating multiple Head Start grants of their ability to request to consolidate all of their grants into one grant or, at a minimum, consolidate two or more grants. The goal of that Program Instruction was to reduce the administrative and financial burden associated with managing multiple grants. It also described the benefits and risks of consolidating multiple grants.

This instruction expands on ACF-PI-HS-19-02 by providing an additional option for consolidation. The option is intended primarily for grantees that have both a traditional Head Start or Early Head Start grant and an Early Head Start-Child Care (EHS-CC) Partnership grant.

### Background

Prior to fiscal year 2020, grantees requesting to consolidate multiple Head Start grants were limited to consolidating those that shared the same project code. These project codes include CH, CI, or CM for grant award numbers that operate traditional Head Start or Early Head Start programs, and HI, HM, or HP for grant award numbers that operate EHS-CC Partnership and Early Head Start Expansion programs.

Since the inception of the EHS-CC Partnership and Early Head Start Expansion programs, each appropriation set aside funding specifically for these programs. This required accounting of the program funding separate from the grant award funding associated with traditional Head Start and Early Head Start programs. The Further Consolidated Appropriations Act, 2020 (Public Law 116-94) provided greater flexibility by not delineating all of the funding for the EHS-CC Partnership and Early Head Start Expansion programs separately. This appropriation only delineated new funding of \$100 million specifically for EHS-CC Partnership and Early Head Start Expansion programs *for new awards scheduled to be made in the winter of 2021*.

Effective immediately, grantees may include multiple Head Start grants across all project codes in their consolidation requests. It is now possible for a grantee to have one grant for the operation of all of its programs, including Head Start, Early Head Start, and EHS-CC Partnerships. In these cases, the primary grant that assumes all approved funding, slot levels, service areas, and options will remain with the traditional Head Start grant or award number with project codes of CH, CI, or CM.

During the grant consolidation process, project period end dates are subject to change. The grant with the oldest project period — typically the grant scheduled to end the soonest — becomes the primary grant. If this grant is that of the EHS-CC Partnership, the traditional project will assume the project period end date of the EHS-CC Partnership grant, along with all approved funding, slot levels, service areas, and options included in the consolidation.

To further explain, take for example a consolidation between a CH project scheduled to end June 30, 2025, and an HP project scheduled to end June 30, 2024. During the consolidation, the CH project becomes the primary grant. However, the project end date will be adjusted to June 30, 2024, to prevent any component of the consolidated award from exceeding the five-year limit on a grant.

### **Early Head Start-Child Care Partnership Slots**

If EHS-CC Partnership grants are consolidated with other grants, grantees will be required to document the number of EHS-CCP slots in the annual applications. For end-of-month enrollment reporting in the Head Start Enterprise System (HSES), grantees will continue to include partnership slots in the total count for Early Head Start.

### **Request to Consolidate Grants**

Grantees interested in consolidating multiple Head Start or EHS-CC Partnership grants should contact their Regional Office to learn more about the options available. Along with the many benefits that come with consolidating multiple grants, grantees will continue to assume some risks that accompany the decision to operate under one award. These benefits and risks are further described in [ACF-PI-HS-19-02](#).

### **Right of Refusal**

The Administration for Children and Families continues to reserve the right to deny or delay approval of requests to consolidate Head Start or EHS-CC Partnership grants.

Please contact your Regional Office should you have questions about requesting to consolidate grants.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start

Office of Early Childhood Development



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

November 02, 2020

**Grant No. 07CH011477**

**Dear Head Start Grantee:**

A grant application must be completed for the upcoming budget period. The application for the Head Start grant is due February 1, 2021.

The following table reflects the annual funding and enrollment levels for Fiscal Year 2021.

Funding Type	Head Start	Early Head Start
Program Operations	\$3,434,105	\$3,062,238
Training and Technical Assistance	\$44,570	\$66,235
<b>Total Funding</b>		<b>\$6,607,148</b>

Program	Head Start	Early Head Start
Federal Funded Enrollment	265	200

**Period of Funding: 05/01/2021 - 04/30/2022**

### **Application Submission Requirements**

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Instructions" section of the HSES.

**Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. For additional questions or guidance regarding the application instructions, please contact Deana Tatum, Head Start Program Specialist, at 816-426-3510 or [Deana.Tatum@acf.hhs.gov](mailto:Deana.Tatum@acf.hhs.gov) or Kaycie Bennett, Grants Management Specialist, at 816-426-2289 or [kaycie.bennett@acf.hhs.gov](mailto:kaycie.bennett@acf.hhs.gov).

For technical assistance in submitting the application in HSES, contact the Help Desk at [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current award, including the submission of all required financial and real property reports.

***Enrollment and funding levels are subject to change prior to or during the period of funding for failure to comply with the terms and conditions of the award, including the full enrollment initiative.***

Sincerely,

/Clarence Small/

Clarence Small  
Regional Program Manager  
Office of Head Start



## CARES Act Spending Plan now available in HSES

October 19, 2020

Dear Head Start Grantee,

The Office of Head Start (OHS) is requesting grantees complete the CARES Act Spending Plan form in HSES. This form should take 10 to 20 minutes to complete.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 (P.L. 116-136), made available \$750 million for programs under the Head Start Act. In order for grantees to respond to these unique and constantly evolving circumstances, OHS decided to distribute all of the CARES Act funds by formula based on each grantee's funded enrollment. The goal of this decision was to allow grantees to modify their spending plans as necessary based on state and local guidance within their communities ([ACF-PI-HS-20-04](#)).

Although this remains a fluid situation, grantees should now have a better understanding of what program design will best meet the needs of their communities and how the CARES Act funding will best support your efforts to prevent, prepare for, and respond to COVID-19.

In order to support OHS in understanding grantees' most pressing needs, to report out to various stakeholders, and to inform possible future requests for funding, **OHS is asking all grantees to identify the total amount of funds you expect to spend in various categories listed in the CARES Act Spending Plan.**

We understand that budgets will still have to be flexible to meet changing needs. For this reason, OHS is asking grantees to submit this data twice: once in the fall and once in the spring. **For the first data collection, we ask that you submit the "CARES Act Spending Plan" form in the Head Start Enterprise System (HSES) by November 13, 2020.**

**The "CARES Act Spending Plan" form is available in HSES under the "Financials" tab and "Add Amendment" icon. It is due by Friday, November 13, 2020.**

Please contact the HSES Help Desk if there are any questions: [help@hsesinfo.org](mailto:help@hsesinfo.org).

### HSES Help Desk

Head Start Enterprise System

**Email:** [help@hsesinfo.org](mailto:help@hsesinfo.org)

**Toll Free:** 866-771-4737 **Local:** 571-429-4858

### Hours of Operation:

Monday - Friday 8:00 AM – 7:00 PM ET

Excluding federal holidays and

weather-related federal office closures