



Central Missouri Community Action
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Columbia, MO 65203
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ShowMeAction.org

January 22, 2021

Dear Board Member:

The board is scheduled to meet at 6:00 pm on Thursday January 28, 2021 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: January 28, 2021 @ 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".

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 January 28, 2021 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 November
 - c. Head Start Report
 - d. Fiscal Reports
 - e. Credit Card Statements
- III. Board Training
 - a. Callaway County Update
 - b. Head Start Grant development and 2021 overview
- IV. Action Items
 - a. Head Start Grant
 - b. Head Start Grant – 3 Counties
 - c. HR Retirement Plan Policy
 - d. New Board Member – Cooper County Low Income Representative
- V. Executive Directors Report
 - a. Board Retreat update
 - b. PI: Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies
- VI. Adjourn to Closed Session pursuant to Section 610.021(2), RSMo to discuss the purchase of property.

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 November 19, 2020

Board Members Present

Ann Anderson	Carolyn Lewis	Charles Melkersman	Charles Roll
James Steele	Janet Thompson	Jean Ispa	Jodie McSwain
Judge Cotton Walker	Karen Digh-Allen	Mark Brinkman	Susan Hart
Stephanie Schmidt	Ruby Young		

Board Members Absent

Alan Winders	Donna Ward	Heather Berkemeyer	Kevin Oeth
Michelle Barg	Yolanda Galbreath		

Policy Council Present

McKenzie Cleveland	Mindy Buxton	Lauren Stuart	Kevin Charlton
Scott Ryan	Jennifer Durreman	Kristal Charles	Paula Atterberry
Laurel Harding			

Policy Council Absent

Alexa Alderete	Jessica Green	Debra Stark	Chris Bellamy
Kerri Harler	Cheyanna Wolfe	Karla Lopez	Richard Jones
Lorena Espinoza			

Staff Present

Darin Preis	Christine Lindsey	Beth Vossler	Cheryl Unterschutz
Sheila Vorce	Julie Aitkens	Melody Vieth	Brooke Eskridge
Jessie Yankee	Lindsay Massie	Sara Durbin	Jackie Rivera
Abby Lenger	Kishia Brown	Shere Bruner	Shelly Weed
Lisa Cumins	Tammy Hawk		

A Quorum of the CMCA Board of Directors and Policy Council is present.

- I. Call to Order-Welcome
Meeting was called to order at 6pm.
- II. Breakout Groups (6pm-6:30pm)
Board of Directors and Policy Council split into 2 breakout rooms.

Board of Directors Breakout Room

- III. Board of Directors Consent Agenda Items
 - a. Approval of Agenda
 - b. Minutes from October
 - c. Head Start Report

- d. Fiscal Reports
- e. Credit Card Statements
- f. Executive Committee E-Vote
 - i. CARES Act Funding
Motion to accept Consent Agenda: Susan Hart
Second: Ann Anderson
Approved

IV. Program Updates

- a. COMO Gives
Cheryl Unterschutz, Public Relations Manager, presented a presentation on COMO Gives to the board that included what the COMO Gives campaign is, what communities it supports, how to donate and how to set up a personal Peer-to-Peer challenge online.

V. Action Items

- a. Risk Assessment
The Board reviewed the Agency Risk Assessment which included suggestions to sustain success within the agency. The assessment also included areas on Facilities & Building Security, HR & Employee Practices, Financial Reporting & Internal Controls, Contracts, Client & Participant Safety, Transportation, Technology & Privacy Risk Management, Special Events, Crisis Management & Business Continuity Planning, Volunteer Risk Management and Fundraising & Resource Development.

Motion to approve: Ann Anderson
Second: Carolyn Lewis
Motion approved

VI. Board Discussion

- a. Retreat Options
The board discussed options for a board retreat. Darin Preis asked for an ad hoc committee to further explore and make recommendations.

Policy Council Breakout Room

III. Seating of New Members/Roll Call

IV. Consent Agenda

- a. November Agenda
- b. Minutes from October
- c. Fiscal Report & Budget Review
- d. Human Resource Report
- e. Directors Report
Motion to approve Paula Atterberry

Second: Scott Ryan
Approved

- V. Action Items
 - a. PC Officer Election
 - President-Kristal Charles
 - Vice President-Paula Atterberry
 - Parliamentarian- Scott Ryan
 - Secretary-Mckenzie Cleveland

- VII. Board and PC Training
 - a. Shared Governance
 - Clarence Small, Regional Program Manager** for the Office of Head Start trained on “shared governance” requirements.

- VIII. Presentations
 - a. Promise Gala Video
 - Cheryl Unterschutz, Public Relations Manager**, showed a short video highlighting CMCA efforts and a success story.

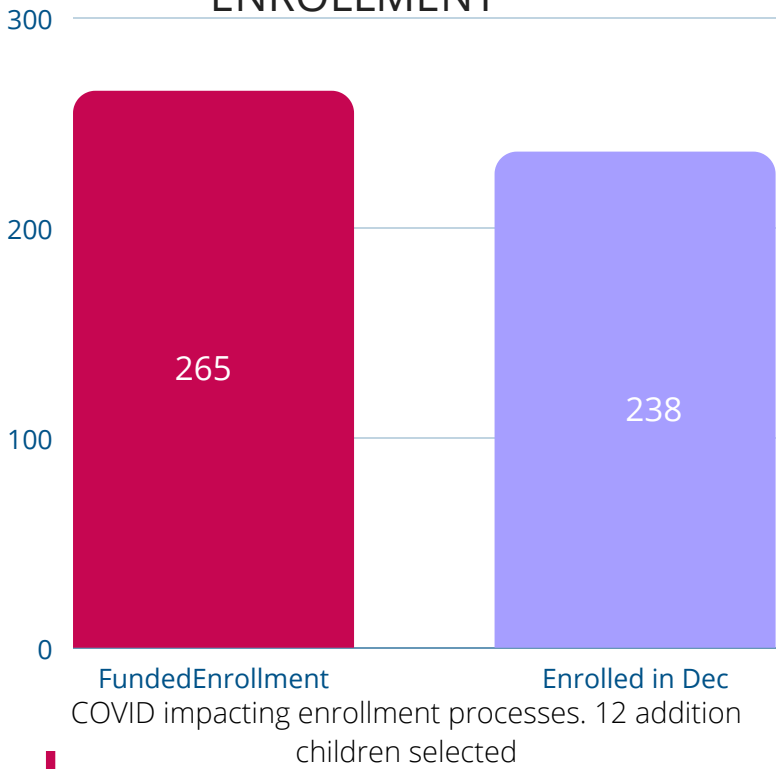
 - b. Head Start Monitoring Review
 - Deana Tatum, Program Specialist**, went over Head Start Monitoring with the Board of Directors and Policy Council members.

- IX. Executive Directors Report
 - a. PI-Administrative Simplification for Consolidation HS Grants, Including EHS-Child Care Partnership
 - b. Funding Guidance
 - c. Cares Act Spending Plan

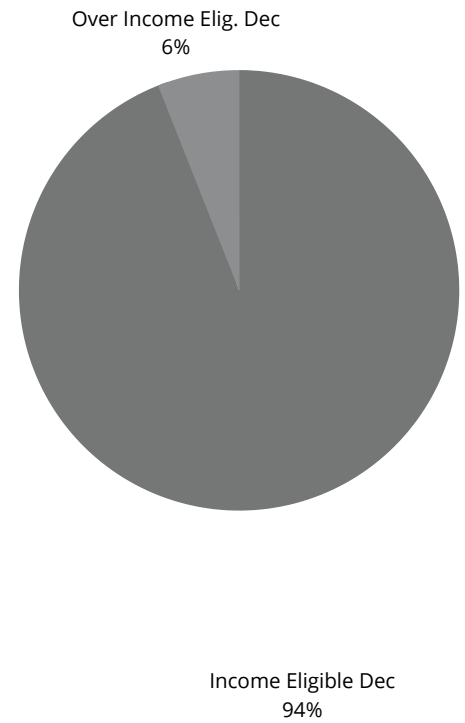
- X. Adjourn
 - Motion to adjourn Charlie Roll
 - Second: Ann Anderson

HEAD START REQUIRED REPORTS

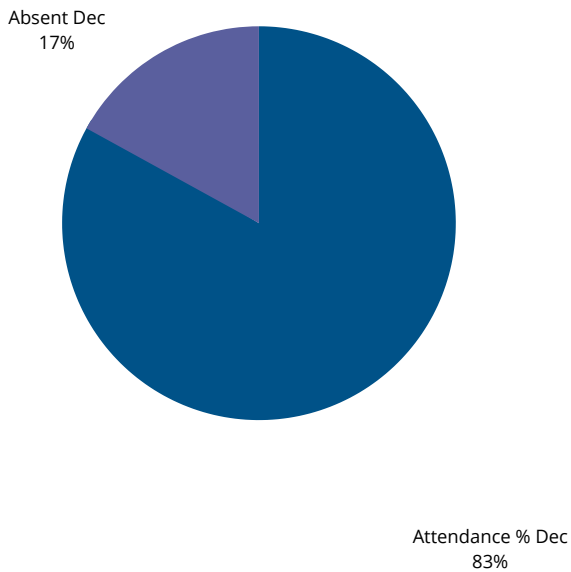
ENROLLMENT



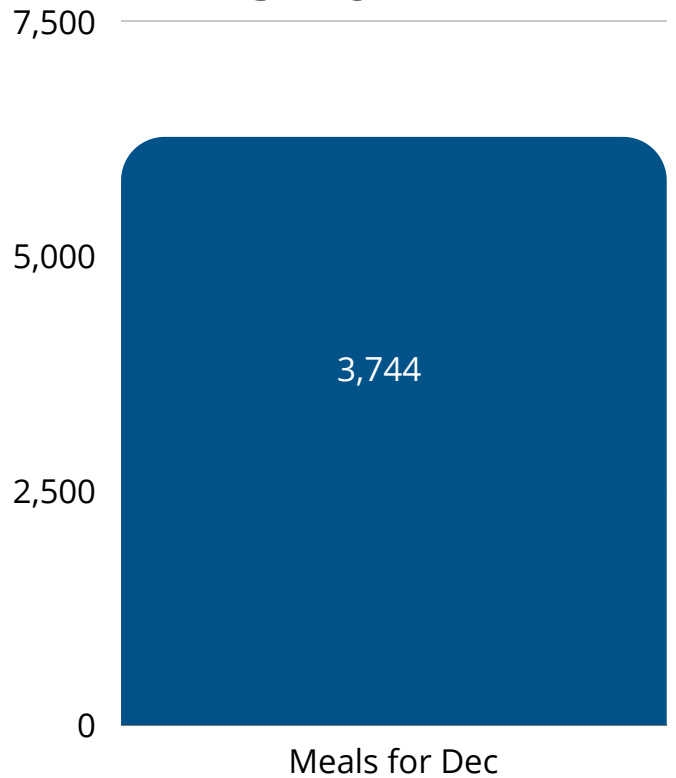
INCOME ELIGIBILITY



ATTENDANCE %

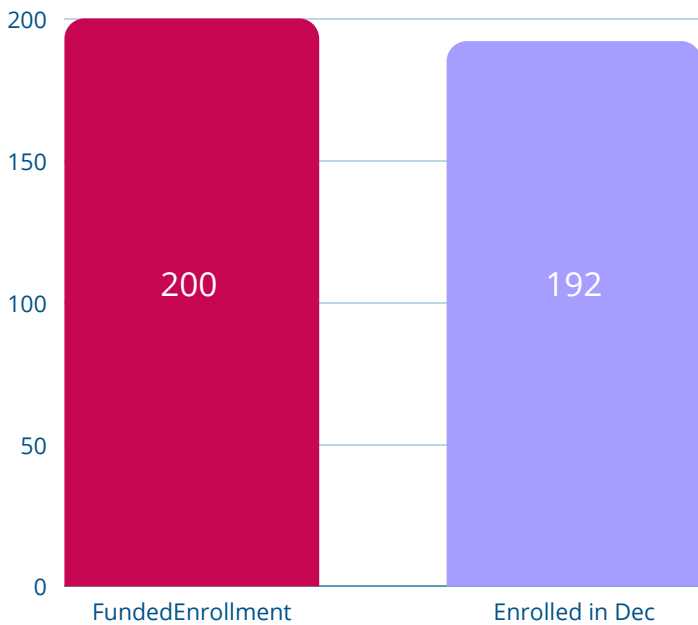


MEALS PROVIDED



EARLY HEAD START REQUIRED REPORTS

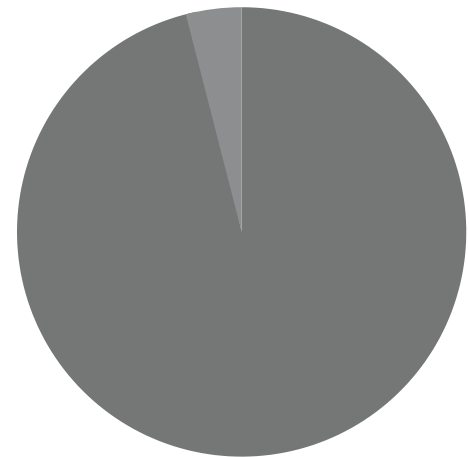
ENROLLMENT



COVID impacting enrollment processes. Additional 8 selected

INCOME ELIGIBILITY

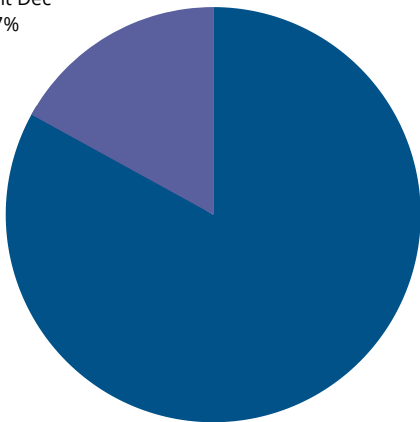
Over Income Elig Dec
4%



Income Eligible Dec
96%

ATTENDANCE %

Absent Dec
17%



Attendance % Dec
83%

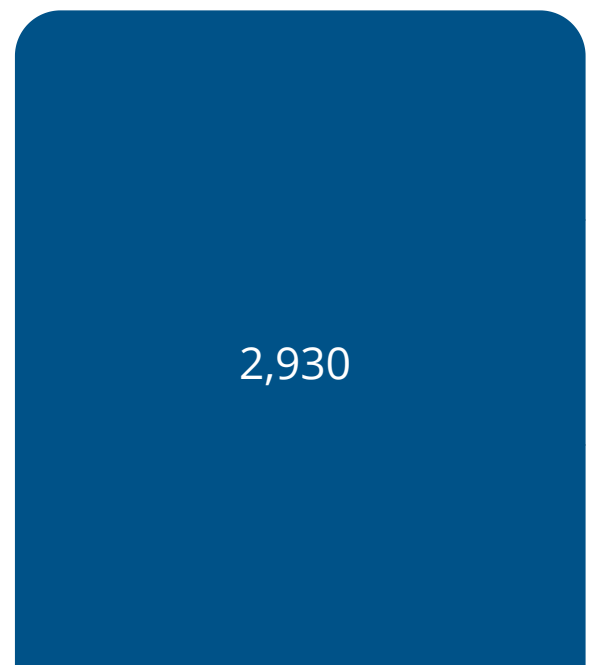
MEALS PROVIDED

3,000

2,000

1,000

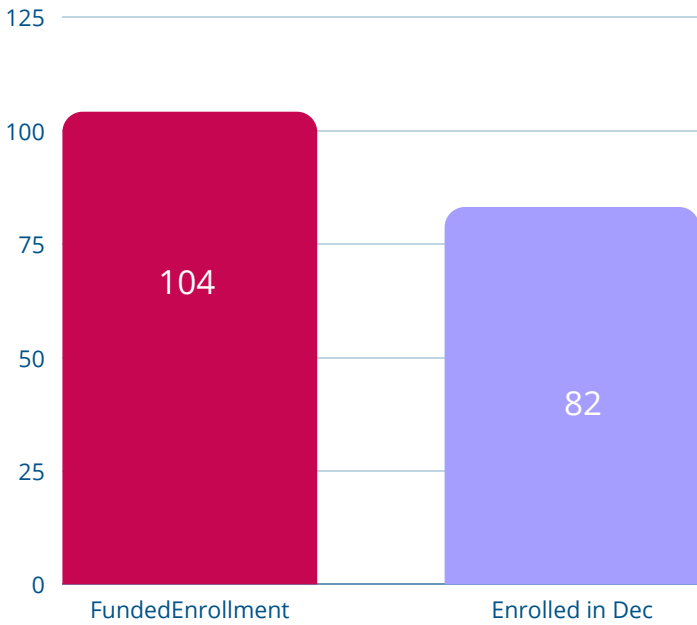
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Meals for Dec

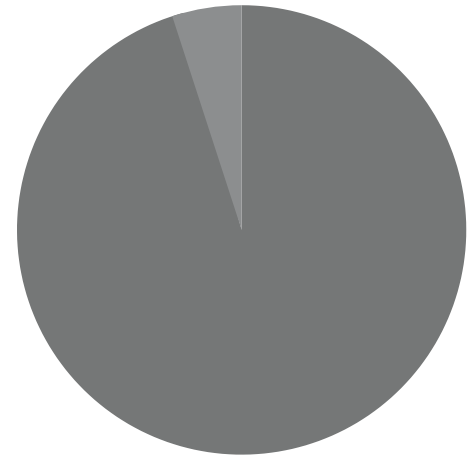
NEW AREA: EARLY/HEAD START REQUIRED REPORTS

ENROLLMENT



INCOME ELIGIBILITY

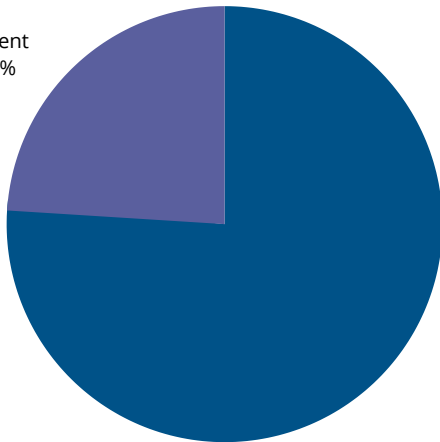
Over Income Elig Dec
5%



Income Eligible Dec
95%

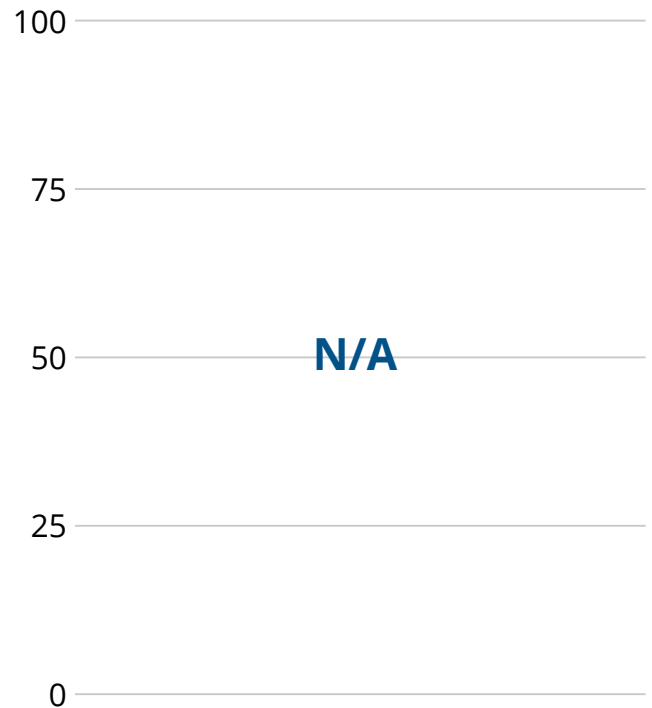
ATTENDANCE %

Absent
24%



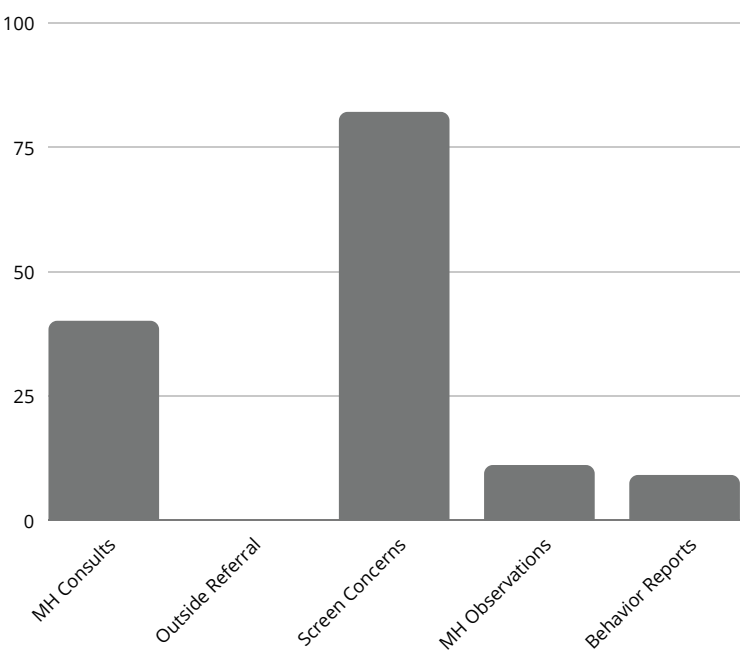
Attendance % Dec
76%

MEALS PROVIDED

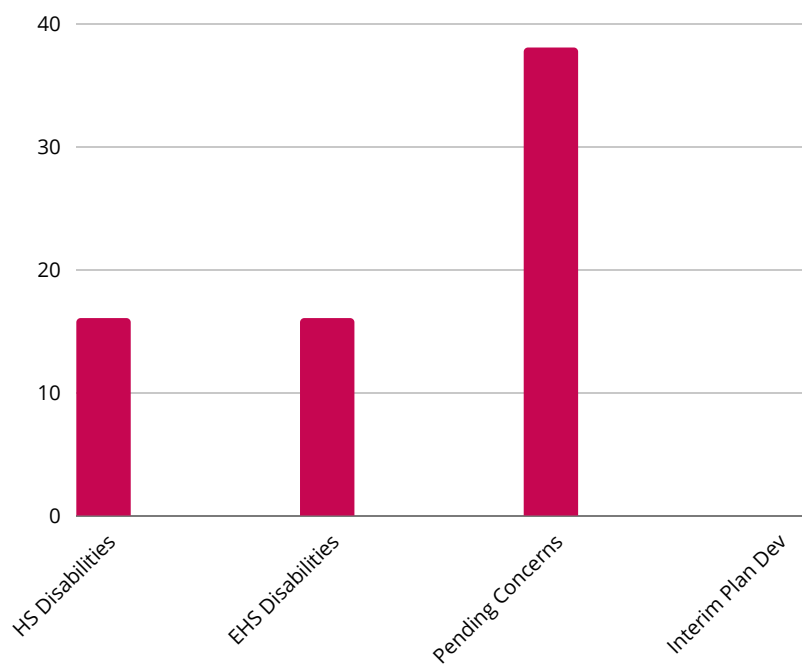


Hermitage Classrooms only. Main reasons for absences:
transportation, illness

Mental Health & Behavior



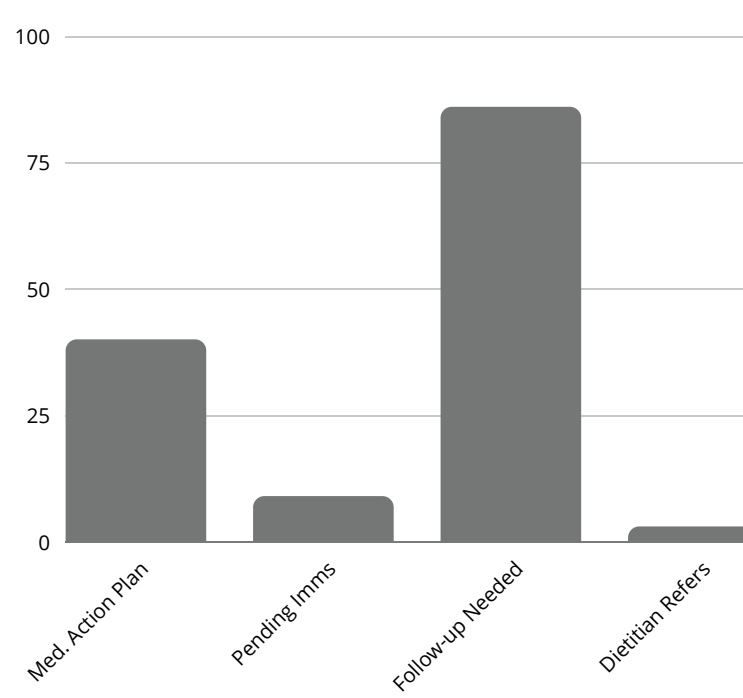
Special Needs



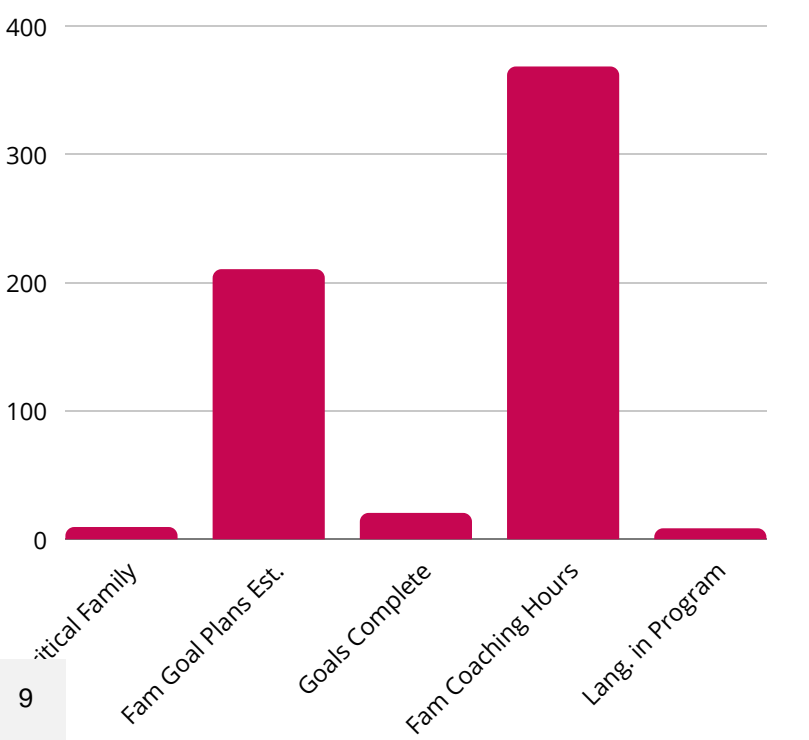
CONTENT DATA HIGHLIGHTS

December 2020

Health & Nutrition



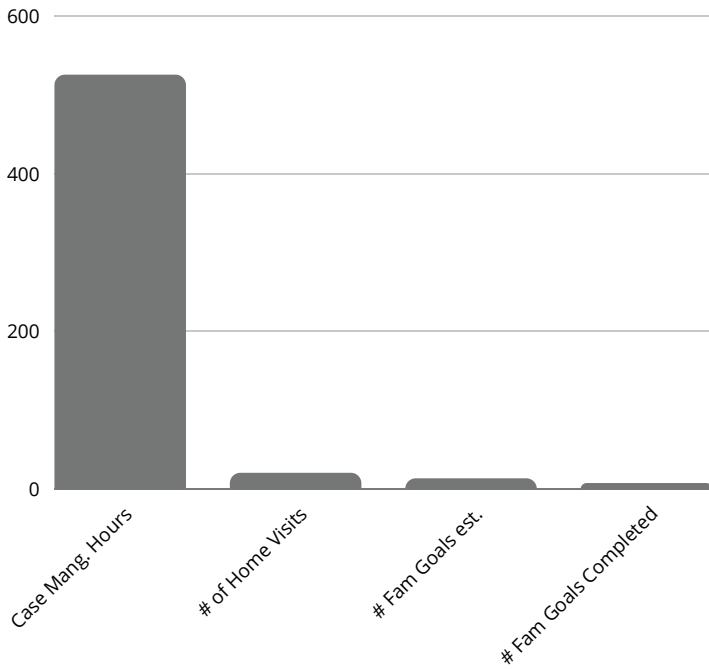
Family Indicators



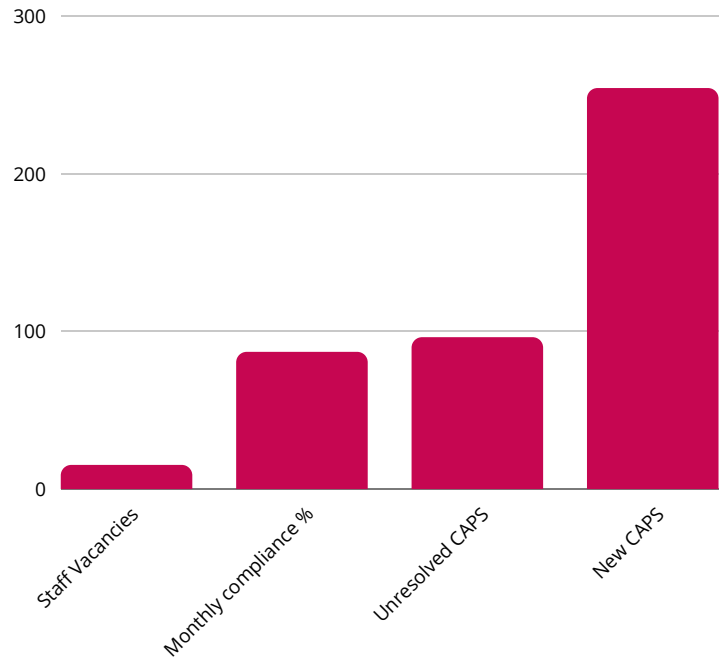
CONTENT DATA HIGHLIGHTS

December 2020

BRIDGE Indicators



PDM Indicators



PROGRAM UPDATE

We are still being plagued, pardon the pun, with COVID closures.

We have several locations in December that shutdown due to COVID related issues. Program administration wrote for a support grant through the State of Missouri because the closures are impacting reimbursement dollars.

Right before staff went on break, CMCA learned that we were awarded a grant from the State for hazard pay for most of the front line staff. Their strong dedication to the children and families of the program is what supports our efforts in building resiliency.

**CMCA Board Report
December 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	\$349,177.62	\$ 306,206.54	\$ 42,971.08		
145	BRIDGE GRANT	01/01/20-12/31/20	\$ 333,400.38	\$ 282,992.14	\$ 269,109.10	\$ 13,883.04		
30	HOUSING CHOICE VOUCHER - Administration **	10/01/20-09/30/21	\$ 176,988.00	\$ 47,583.25	\$ 38,713.90	\$ 8,869.35		
30R,130	RAP	10/01/20-09/30/21	\$ 38,000.00	\$ 6,043.00	\$ 5,649.45	\$ 393.55		
27	STATE CHILDCARE - DFS & PARENTS	05/01/20-04/30/21	\$ 710,183.00	\$ 398,028.89	\$ 398,495.73	\$ (466.84)		
25	USDA	05/01/20-04/30/21	\$ 329,801.00	\$ 131,690.93	\$ 144,760.72	\$ (13,069.79)		
	TOTAL		\$ 3,016,641.38	\$ 1,215,515.83	\$ 1,162,935.44	\$ 52,580.39		

** 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	\$ 494,644.32	\$ 5,355.68	100% 99%	
11	CHILDREN'S TRUST FUND - LICENSE PLATE	07/01/20-06/30/21	\$ 26,632.00	\$ 3,647.40	\$ 22,984.60	50% 14%	
CTF 24W	CHILDREN'S TRUST FUND - WIRF	07/01/20-06/30/21	\$ 5,000.00	\$ 4,757.82	\$ 242.18	50% 95%	
10-ALT	CSBG FY20	10/01/19-09/30/21	\$ 1,088,547.00	\$ 996,424.20	\$ 92,122.80	125% 92%	
70,71,72	EARLY HEAD START	05/01/20-04/30/21	\$ 2,996,664.00	\$ 1,929,836.11	\$ 1,066,827.89	67% 64%	
96,97,97A	EARLY HEAD START EXPANSION	07/01/20-06/30/21	\$ 905,584.00	\$ 406,559.72	\$ 499,024.28	50% 45%	
137B	EHSA - J.R. ALBERT FOUNDATION (3yr grant)	03/01/18-02/28/21	\$ 150,000.00	\$ 125,114.09	\$ 24,885.91	95% 83%	
72S	EXPANSION START UP	07/01/20-06/30/21	\$ 344,288.00	\$ 327,049.86	\$ 17,238.14	50% 95%	
12	FAMILY SUPPORT - Mexico United Way	01/01/20-12/31/20	\$ 6,340.64	\$ 6,340.64	\$ -	100% 100%	
14	FOSTER GRANDPARENTS	04/01/20-03/31/21	\$ 389,640.00	\$ 308,062.13	\$ 81,577.87	75% 79%	
20,21,22	HEAD START	05/01/20-04/30/21	\$ 3,610,484.00	\$ 2,136,332.36	\$ 1,474,151.64	67% 59%	
91,92,92A	HEAD START EXPANSION	07/01/20-06/30/21	\$ 1,102,787.00	\$ 437,593.40	\$ 665,193.60	50% 40%	
HS8-COV	HEAD START COVID 8 COUNTIES	08/01/20-04/30/21	\$ 408,646.00	\$ 39,529.62	\$ 369,116.38	56% 10%	
HS3-COV	HEAD START EXPANSION COVID 3 COUNTIES	08/01/20-06/30/21	\$ 91,396.00	\$ 19,718.82	\$ 71,677.18	45% 22%	
22,72	HEAD START NO COST EXTENSION	08/01/20-12/31/20	\$ 214,298.00	\$ 99,094.00	\$ 115,204.00	100% 46%	
130	HOUSING CHOICE VOUCHER - Participant Benefits	10/01/20-09/30/21	\$ 1,410,827.00	\$ 336,695.17	\$ 1,074,131.83	25% 24%	
30COV	HOUSING CHOICE VOUCHER COVID - Administration	03/01/20-12/31/21	\$ 84,041.00	\$ 36,030.79	\$ 48,010.21	45% 43%	
79-21	LIHEAP FY21	10/01/20-09/30/21	\$ 3,362,326.59	\$ 155,205.29	\$ 3,207,121.30	25% 5%	
06-ALT	LISC	10/01/19-09/30/21	\$ 36,000.00	\$ 20,668.79	\$ 15,331.21	63% 57%	
06 FOC	LISC - FINANCIAL OPPORTUNITIES CTR (FOC)	07/01/20-04/30/21	\$ 10,000.00	\$ 2,654.76	\$ 7,345.24	60% 27%	
88	SHOWME HEALTHY RELATIONSHIPS	09/30/20-09/29/21	\$ 242,756.30	\$ 54,717.87	\$ 188,038.43	25% 23%	
111B	SKILLUP FNS	10/01/20-09/30/21	\$ 87,347.00	\$ 15,022.74	\$ 72,324.26	25% 17%	
111A	SKILLUP TANF	08/01/20-06/30/21	\$ 251,880.88	\$ 46,906.68	\$ 204,974.20	45% 19%	
177	UNITED WAY CENTRAL MO COVID	08/01/20-07/31/21	\$ 10,000.00	\$ 3,477.80	\$ 6,522.20	42% 35%	
196COV	UNITED WAY DISASTER RELIEF COVID	08/01/20-01/31/21	\$ 25,000.00	\$ 20,262.04	\$ 4,737.96	83% 81%	
40,41	WEATHERIZATION - DOE	07/01/20-06/30/21	\$ 512,572.00	\$ 390,598.23	\$ 121,973.77	50% 76%	
18, 18A, 18TA	WEATHERIZATION - LIHEAP	10/01/20-09/30/21	\$ 393,601.00	\$ 11,191.01	\$ 382,409.99	25% 3%	
18CARES	WEATHERIZATION - LIHEAP CARES	10/01/20-09/30/21	\$ 116,128.00	\$ 22,987.45	\$ 93,140.55	25% 20%	
101,101A	WEATHERIZATION - UE ELEC	07/01/20-06/30/21	\$ 58,607.00	\$ 2,264.81	\$ 56,342.19	50% 4%	
100,100A	WEATHERIZATION - UE GAS	09/01/20-08/31/21	\$ 469,115.60	\$ 16,796.38	\$ 452,319.22	17% 4%	
192D	WOMEN'S BUSINESS CENTER - COVID	05/01/20-04/30/21	\$ 391,719.40	\$ 116,917.49	\$ 274,801.91	67% 30%	
192	WOMEN'S BUSINESS CENTER (Cash match)	09/30/20-09/29/21	\$ 75,000.00	\$ 8,754.78	\$ 66,245.22	25% 12%	
192	WOMEN'S BUSINESS CENTER (Federal Share)	09/30/20-09/29/21	\$ 150,000.00	\$ 41,034.46	\$ 108,965.54	25% 27%	
	TOTAL		\$ 19,527,228.41	\$ 8,636,891.03	\$ 10,890,337.38		

Agency Contract Totals

\$22,543,869.79

97 INK	EARLY HEAD START EXPANSION NON FEDERAL (Inkind)	07/01/20-06/30/21	\$ 199,277.00	\$ 5,296.02	\$ 193,980.98	50% 3%
73	EARLY HEAD START NON FEDERAL (Inkind)	05/01/20-04/30/21	\$ 749,166.00	\$ 295,166.17	\$ 453,999.83	67% 39%
16	FOSTER GRANDPARENTS NON FEDERAL (Inkind)	04/01/20-03/31/21	\$ 44,920.00	\$ 9,339.18	\$ 35,580.82	75% 21%
92 INK	HEAD START EXPANSION NON FEDERAL (Inkind)	07/01/20-06/30/21	\$ 211,447.00	\$ -	\$ 211,447.00	67% 0%
23	HEAD START NON FEDERAL (Inkind)	05/01/20-04/30/21	\$ 835,558.00	\$ 95,880.68	\$ 739,677.32	67% 11%
192B	WOMEN'S BUSINESS CENTER (Non-Cash match - Inkind)	09/30/20-09/29/21	\$ 75,000.00	\$ 7,938.75	\$ 67,061.25	25% 11%

Central Missouri Community Action
 Balance Sheet - AGENCY BALANCE SHEET-BOARD
 As of 12/31/2020

	Current Year	Prior Year
Assets		
Cash		
CASH IN BANK	1,959,740.15	1,269,619.32
CASH IN BANK - MELOAN	38,612.89	38,609.13
CASH IN BANK-PAYROLL	651,841.27	459,877.25
CASH IN BANK -HOUSING	188,595.48	57,894.56
CHDO SAVINGS	209,680.11	194,310.04
CASH IN BANK- CORPORATE	180,536.94	180,249.11
CMCHDC PROPERTIES CASH ACCT	45,913.48	44,913.48
Other	657.38	657.38
Total Cash	3,275,577.70	2,246,130.27
Receivables		
ACCTS.RECEIVABLE- DUE FROMS	394,325.63	361,224.61
ACCOUNTS RECEIVABLE	345,963.09	373,139.73
HIP MATERIALS	33,753.36	55,903.47
HIP LABOR	27,310.13	44,600.32
NOTES RECEIVABLE	360,426.26	386,105.49
ALLOWANCE FOR DOUBTFUL ACCOUNT	(49,913.13)	(49,913.13)
GRANTS RECEIVABLE	803,006.45	350,967.43
PRE-PAID EXPENSE	44,130.78	39,884.93
PREPAID INSURANCE	7,152.56	17,148.72
Other	(0.01)	(0.01)
Total Receivables	1,966,155.12	1,579,061.56
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	(224,317.39)	(224,317.39)
Total Fixed Assets	1,671,423.71	1,671,423.71
Contra Fixed Assets		
EQUITY -BUILDING-	(534,646.25)	(534,646.25)
Total Contra Fixed Assets	(534,646.25)	(534,646.25)
Other		
INVESTMENTS	102,949.67	102,000.00
Total Other	102,949.67	102,000.00
Total Assets	6,481,459.95	5,063,969.29
Liabilities		
Accounts Payable	2,121,306.97	1,637,748.64
Long Term Payables	126,598.81	167,221.86
Total Liabilities	2,247,905.78	1,804,970.50
Net Assets		
Fund Balance		
EQUITY-PROPERTY	48,471.75	48,471.75
FUND BALANCE	2,715,221.82	1,289,272.54
RESERVE ACCOUNT	700,447.01	700,447.01
Total Fund Balance	3,464,140.58	2,038,191.30
Excess Revenue/Expenditures (Loss)	769,413.59	1,220,807.49
Total Net Assets	4,233,554.17	3,258,998.79
Total Liabilities and Net Assets	6,481,459.95	5,063,969.29

Central Missouri Community Action
December-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	\$ 3,275,577.70
Receivables	\$ 1,966,155.12
Investments	<u>\$ 102,949.67</u>
Total	\$ 5,344,682.49

Current Liabilities

Accounts Payable	\$ 2,121,306.97
------------------	-----------------

December 31, 2020 ratio =	2.52	December 31, 2019 ratio =	1.71
November 30, 2020 ratio =	1.79	November 30, 2019 ratio =	2.32
October 31, 2020 ratio =	1.90	October 31, 2019 ratio =	2.18
September 30, 2020 ratio =	1.99	September 30, 2019 ratio =	1.40
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

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	\$ 3,275,577.70
Investments	<u>\$ 102,949.67</u>
Total	\$ 3,378,527.37

Current Liabilities

Accounts Payable	\$ 2,121,306.97
------------------	-----------------

December 31, 2020 ratio =	1.59	December 30, 2019 ratio =	0.80
November 30, 2020 ratio =	0.82	November 30, 2019 ratio =	0.46
October 31, 2020 ratio =	1.16	October 31, 2019 ratio =	0.44
September 30, 2020 ratio =	1.27	September 30, 2019 ratio =	0.46
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



**CENTRAL MISSOURI COMMUNITY ACTION
CALLAWAY COUNTY**

To empower individuals and families to achieve self-reliance.



PHOTO CREDIT: FULTON SUN

CALLAWAY COUNTY FAMILY RESOURCE CENTER
610 COLLIER LANE, FULTON
573.642.3316

COMMUNITY ORGANIZER, RESOURCE COORDINATOR, FINANCIAL OPPORTUNITY COACH, HEAD
START ADMINISTRATOR & HOME BASE HEAD START TEACHER

FY20 COMMUNITY SERVICES HIGHLIGHTS

*Presented at the Nat'l CAP 2020 Management & Leadership Training Conference

- After 6.4 Earthquake, learned about RESILENCY!
- Topics: Racial Inequality, Natural Disaster Responses & **“Engage Early, Engage Often!”**
- Positive feedback to CO presentation; “Wanted more of it!”.

*Maternal Mental Health Coalition

- Callaway County Health Dept began administering the Edinburg Screening to ALL WIC families in Callaway County.
- 30% of families that were screened prompted a mental health referral.
- In July, SB788 was passed in MO. (Senator Schupp)
 - Mothers with Medicaid coverage with a positive PMAD screening before 60 days postpartum can extend Medicaid coverage for MH TX for an additional 12months!