



Central Missouri Community Action
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ShowMeAction.org

February 19, 2021

Dear Board Member:

The board is scheduled to meet at 6:00 pm on Thursday February 25, 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: February 25, 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". 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 February 25, 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 January
 - c. Head Start Report
 - d. Fiscal Reports
 - e. Credit Card Statements
- III. Board Training
 - a. Financial Opportunity Model
- IV. Program Updates
 - a. Racial Healing Project
 - b. Woodridge overview and timeline
 - c. Audrain County Update
- V. Action Items
 - a. Non-federal share waiver request
 - b. Disability waiver request
 - c. PPP loan
- VI. Executive Directors Report
- VII. 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 January 28, 2021

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	Alan Winders	Donna Ward
Kevin Oeth	Michelle Barg		

Board Members Absent

Heather Berkemeyer Yolanda Galbreath

Staff Present

Darin Preis	Christine Lindsey	Beth Vossler	Cheryl Unterschultz
Sheila Vorce	Julie Aitkens	Kellie Pontius	Brooke Eskridge
Jessie Yankee	Stefani Thompson	Melody Vieth	

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. Consent Agenda Items

- a. Agenda was removed from Consent by Darin Preis
- b. Minutes from September 3 and November
- c. Head Start Report
- d. Fiscal Reports
- e. Credit Card Statements

Darin asked to amend the agenda to add an action item for a resolution for the Woodridge development project. This item was added as Action Item E.

Motion to amend Agenda: Carolyn Lewis

Second: Cotton Walker

Motion approved

Motion to Approve Amended Consent Agenda: Charlie Melkersman

Second: Charlie Roll

Motion Approved

III. Board Training

- a. Callaway County

Kellie Pontius, Callaway County Community Organizer presented information about Callaway County and highlighted initiatives from the past year. These initiatives included working with the Callaway County Health Department and screening all WIC families for maternal mental health issues, efforts of the Safe & Affordable Housing Taskforce, two REALL simulations done with Bright Futures, Callaway Resource Network meetings and the Callaway CARES program. She also recapped her experience presenting at the National CAP Management & Leadership Training Conference.

Plans for the new year include monthly Zoom meeting with the Callaway Resource Network and holding virtual budgeting/credit repair classes, connecting CMCA services with low-income families in Fulton School District and broadening her understanding of diversity & equity.

b. Head Start Grant development and 2021 overview

Beth Vossler, Director of Head Start, presented information about the importance of each role (the Board, Policy Council, and management/Leadership) in the organization. She explained how important for the Board and Policy Council to know Regulations, Policies, Outcomes and Standards. This information is also important for the board when answering monitoring questions. The board should know the 5-year goals based on the agencies self-assessment and they should monitor and track the goals.

IV. Action Items

a. Head Start Grant – 8 counties

The application for HS/EHS Continuation Grant is for the 8 county area for approximately \$6.6M. The Head Start team analyzed the data and determined not to change any enrollment or service areas in the eight county area for HS. EHS data showed only a minor change in enrollment in Audrain County. Numbers for EHS have increased and HS numbers have decreased over the last several years as the data has reflected a greater need for EHA.

Motion to approve Head Start Eight county grant: Ann Anderson

Second Karen Digh-Allen

Motion passed

b. Head Start Grant – 3 counties

Beth described the proposed services outlined in the application for HS/EHS in Benton, Hickory & Morgan county. The application is for approximately \$1.7M.

Motion to Approve 3 county grant: Charlie Melkersman

Second: Cotton Walker

Motion passed

c. HR Retirement Plan Policy

Julie Aitkens, Deputy Director, informed the board the retirement plan with Newport Group changed January 2021 increasing the hours employees are required to work per year from 800 to 1000 in order to be eligible for the retirement plan. employee had to work per year from 800 to 1000.

Motion to approve the policy amendment: Ann Anderson

Second: Kevin Oeth

Motion passed

d. New Board Member – Cooper County Low Income Representative

Board reviewed the application from Terrance Perry to fill the Cooper County Low Income representative slot.

Motion to approve application: Susan Hart

Second: Ann Anderson

Motion approved

e. Board Resolution

The board reviewed a Resolution containing language that authorizes CMCA's participation as developer of Grand Court Apartments and as a member in Woodridge Brunswick GP, LLC which serves as the General Partner of Woodridge Brunswick, LP. CMCA authorization to proceed with the Woodridge development partnership.

Motion to approve Resolution: Susan Hart

Second: Kevin Oeth

Motion approved

V. Executive Directors Report

a. Board Retreat update

Decision was made to have in-person retreat in October due to COVID. A passport will be provided to promote the board's engagement in CMCA activities, community activities, and personal study in issues related to poverty and economic stability.

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.

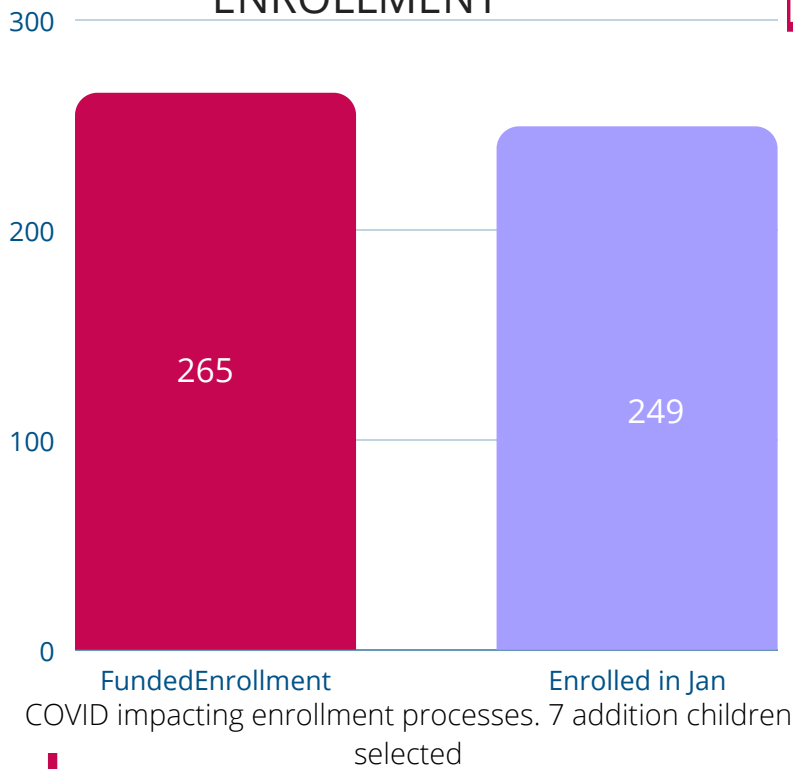
Motion to move into closed session:

Roll Call Vote

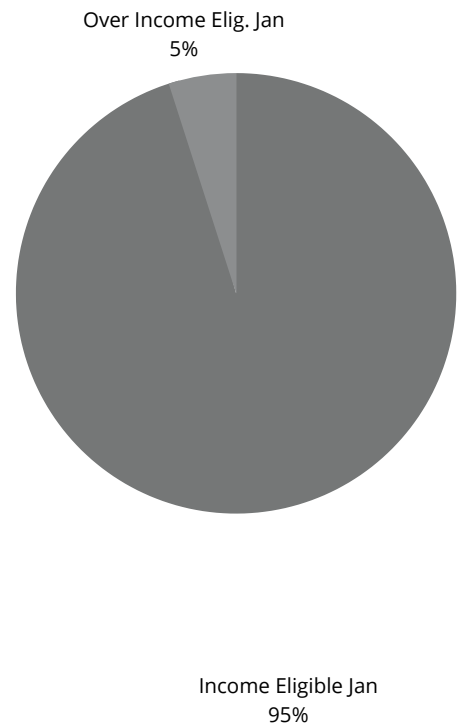
Names	Yes	No
Alan Winders	X	
Ann Anderson	X	
Carolyn Lewis	X	
Charles Melkersman	X	
Charles Roll	X	
Donna Ward	X	
James Steel	X	
Janet Thompson	X	
Jodi McSwain	X	
Cotton Walker	X	
Karen Digh-Allen	X	
Kevin Oeth	X	
Mark Brinkman	X	
Michelle Barg	X	
Susan Hart	X	
Stephanie Schmidt	X	
Ruby Young	X	

HEAD START REQUIRED REPORTS

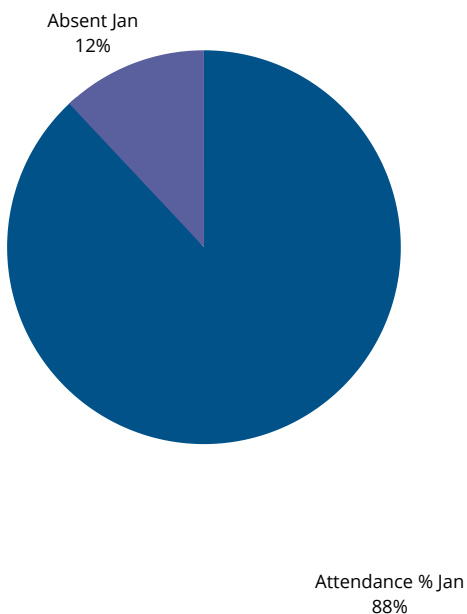
ENROLLMENT



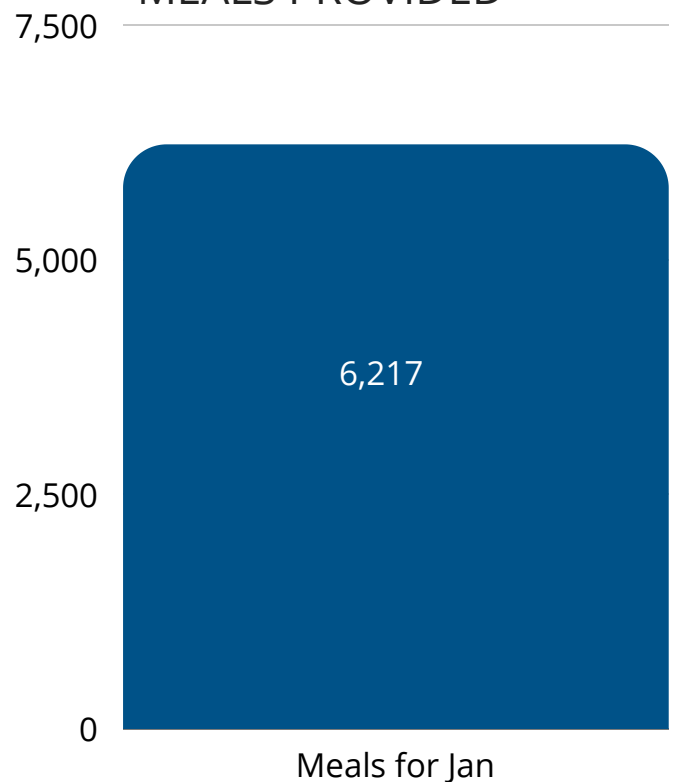
INCOME ELIGIBILITY



ATTENDANCE %



MEALS PROVIDED



EARLY HEAD START REQUIRED REPORTS

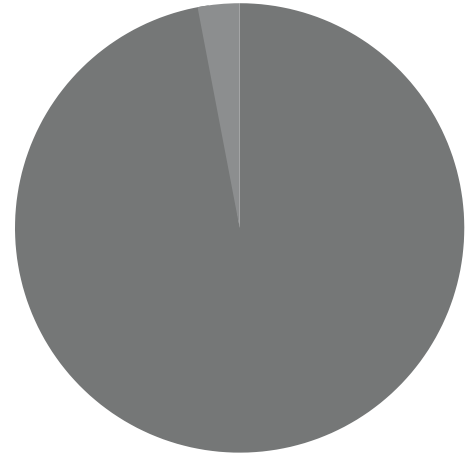
ENROLLMENT



COVID impacting enrollment processes. Additional children selected for dropped slots.

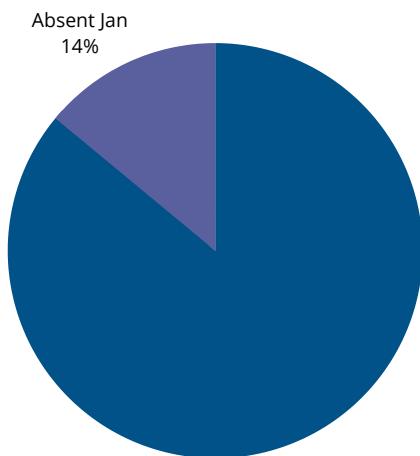
INCOME ELIGIBILITY

Over Income Elig Jan
3%



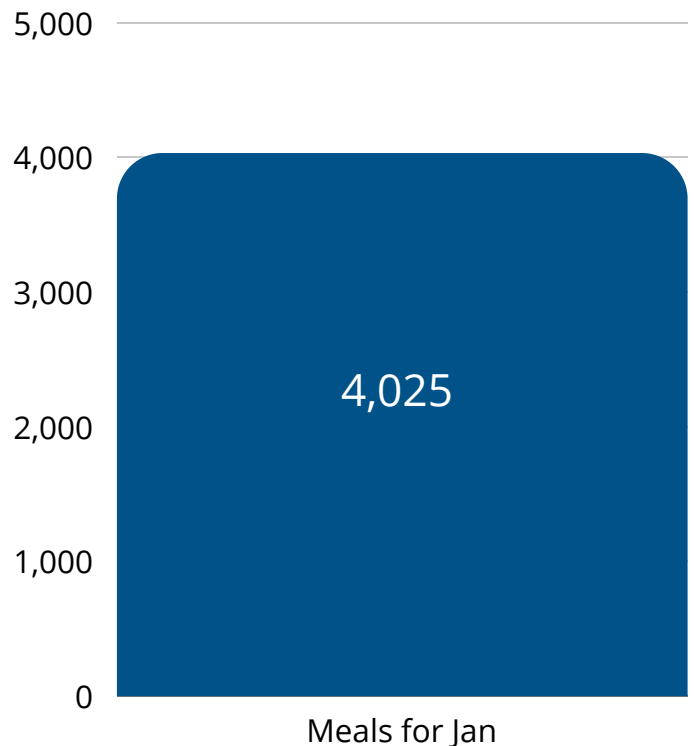
Income Eligible Jan
97%

ATTENDANCE %



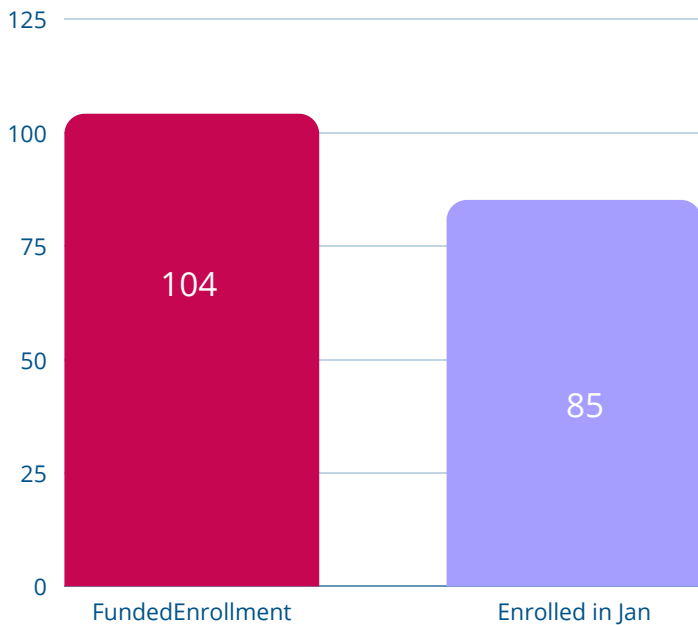
Attendance % Jan
86%

MEALS PROVIDED



NEW AREA: EARLY/HEAD START REQUIRED REPORTS

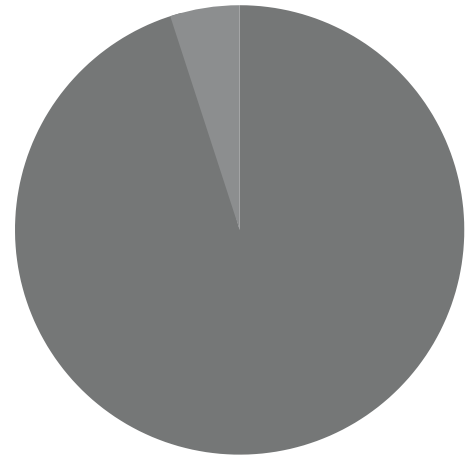
ENROLLMENT



COVID impacting enrollment processes. 5 additional children selected.

INCOME ELIGIBILITY

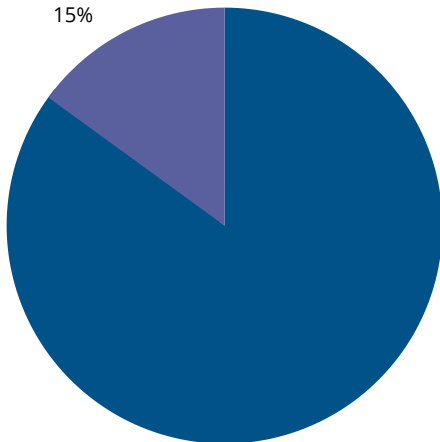
Over Income Elig Jan
5%



Income Eligible Jan
95%

ATTENDANCE %

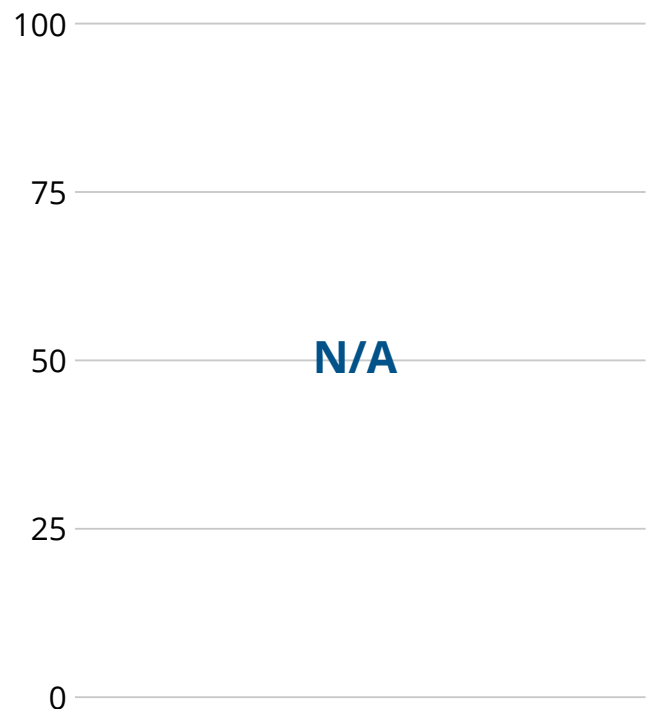
Absent
15%



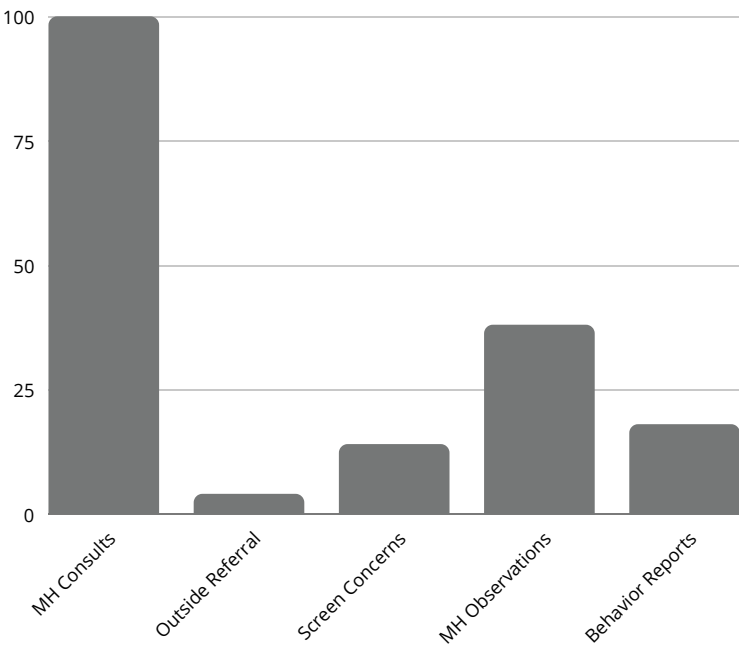
Attendance % Jan
85%

Hermitage Classrooms only.

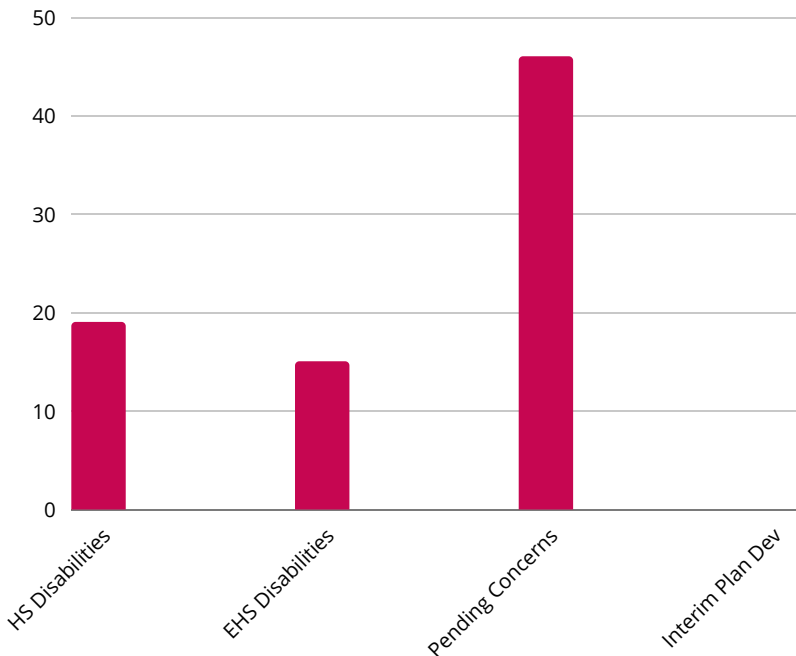
MEALS PROVIDED



Mental Health & Behavior



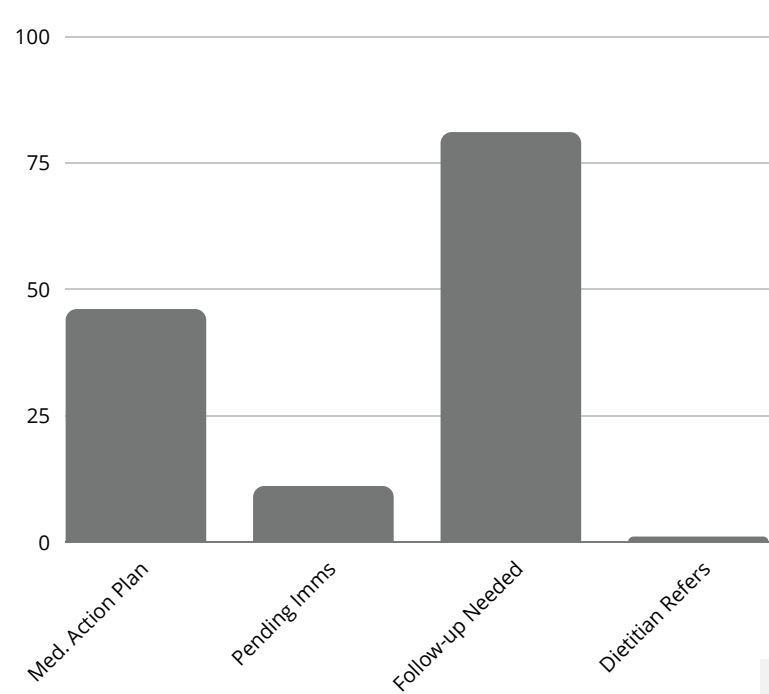
Special Needs



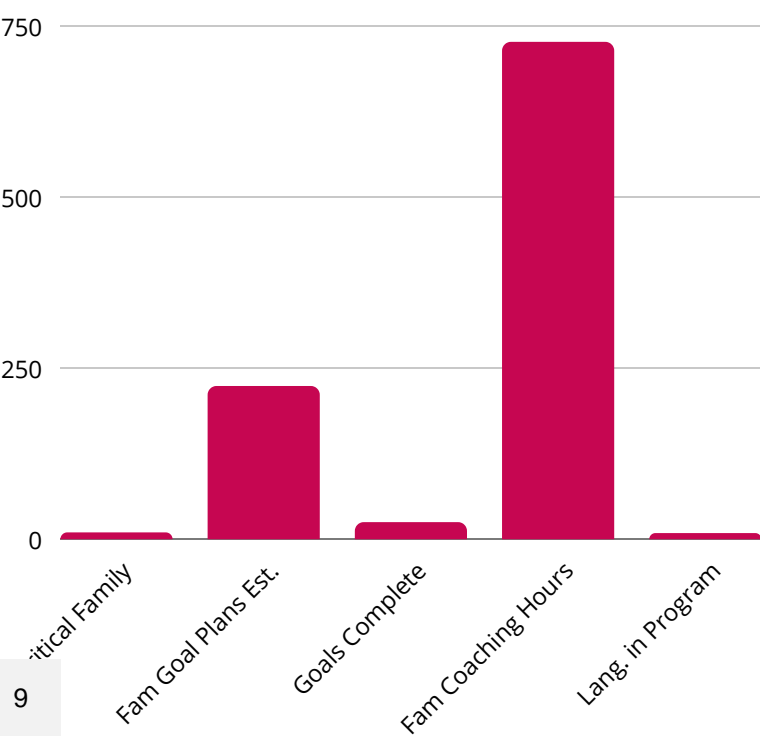
CONTENT DATA HIGHLIGHTS

January 2020

Health & Nutrition



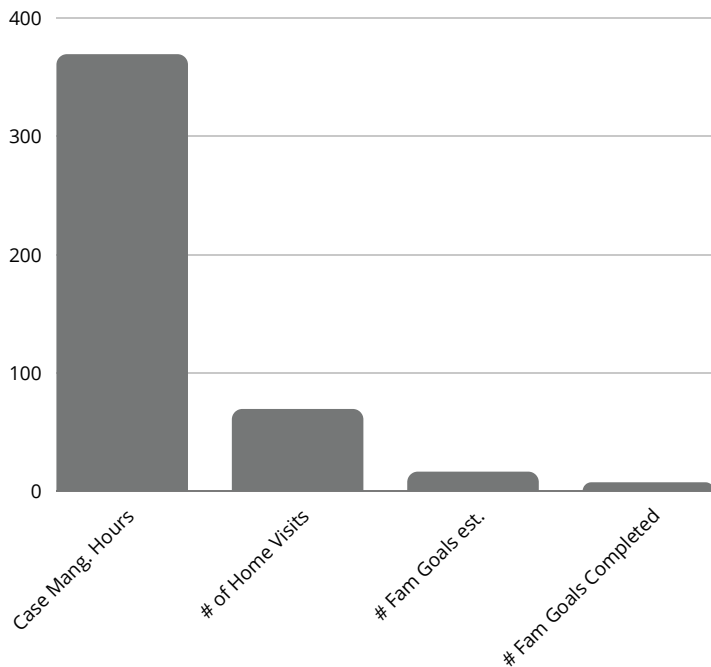
Family Indicators



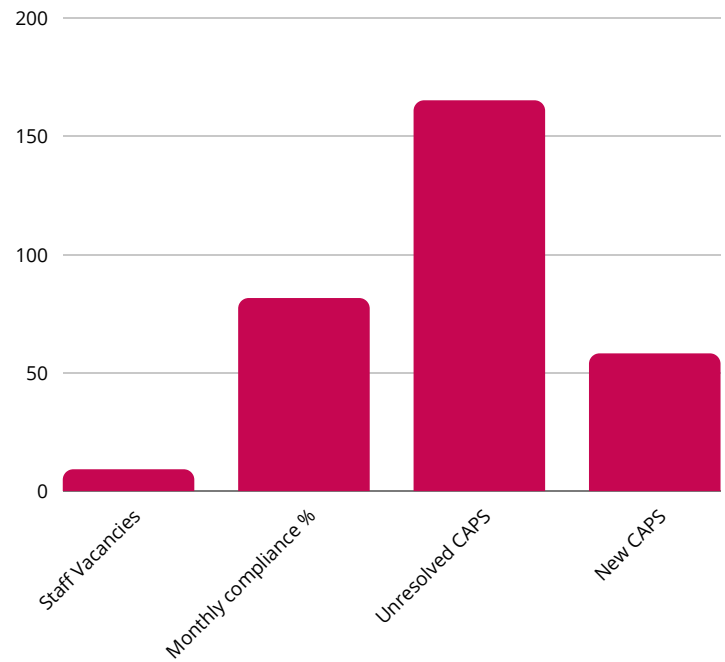
CONTENT DATA HIGHLIGHTS

January 2020

BRIDGE Indicators



PDM Indicators



PROGRAM UPDATE

Update from last month: Program administration wrote for a support grant through the State of Missouri because the closures are impacting reimbursement dollars. It appears the State is beginning to process this application. It will only recover a part of our losses, but we will take it!

COVID impact is felt in programmatic requirement not being met. CMCA will request a waiver for a portion of the non-federal share as well as the mandated 10% disability enrollment. Our Regional Office is aware of COVID's negative impact and is supportive of the waivers.

**CMCA Board Report
January 31, 2021**

Grant Code	Performance Based Programs	Contract Dates	Budgeted Amount	YTD Received	YTD Expended	TOTAL BUDGET REMAINING		
ADM	ADMINISTRATION (included in grant totals)	10/01/20-09/30/21	\$ 1,428,269.00	\$456,674.15	\$ 413,997.81	\$ 42,676.34		
BRIDGE	BRIDGE GRANT	01/01/21-12/31/21	\$ 333,400.38	\$ 27,155.08	\$ 21,168.86	\$ 5,986.22		
SECT8	HOUSING CHOICE VOUCHER - Administration **	10/01/20-09/30/21	\$ 176,988.00	\$ 64,238.37	\$ 53,796.68	\$ 10,441.69		
RAP	RAP	10/01/20-09/30/21	\$ 38,000.00	\$ 12,286.00	\$ 6,789.45	\$ 5,496.55		
DAYCARE	STATE CHILDCARE - DFS & PARENTS	05/01/20-04/30/21	\$ 710,183.00	\$ 441,419.34	\$ 447,869.71	\$ (6,450.37)		
USDA	USDA	05/01/20-04/30/21	\$ 329,801.00	\$ 154,579.36	\$ 165,630.55	\$ (11,051.19)		
	TOTAL		\$ 3,016,641.38	\$ 1,156,352.30	\$ 1,109,253.06	\$ 47,099.24		
	** Does not reflect direct participant benefits (see below)							
	Line Item Budgets	Contract Dates	Contract Amount		YTD Expended	Unexpended	% of Year	% Expended
11	CHILDREN'S TRUST FUND - LICENSE PLATE	07/01/20-06/30/21	\$ 26,632.00		\$ 4,912.79	\$ 21,719.21	58%	18%
CTF	CHILDREN'S TRUST FUND - WIRF	07/01/20-06/30/21	\$ 5,000.00		\$ 4,757.82	\$ 242.18	58%	95%
COMOFO	CITY OF COLUMBIA FINANCIAL OPPORTUNITIES MODEL	01/01/21-12/31/21	\$ 15,000.00		\$ -	\$ 15,000.00	8%	0%
CSBG COV	CSBG COVID CARES	10/01/20-09/30/22	\$ 1,504,080.00		\$ 67,747.21	\$ 1,436,332.79	33%	5%
CSBG-ALT	CSBG FY20	10/01/19-09/30/21	\$ 1,088,547.00		\$ 1,088,626.24	\$ (79.24)	133%	100%
EARLYHS	EARLY HEAD START	05/01/20-04/30/21	\$ 2,996,664.00		\$ 2,180,803.32	\$ 815,860.68	75%	73%
EHS EXP	EARLY HEAD START EXPANSION	07/01/20-06/30/21	\$ 905,584.00		\$ 458,781.68	\$ 446,802.32	58%	51%
JRALBERT	EHSA - J.R. ALBERT FOUNDATION (3yr grant)	03/01/18-02/28/21	\$ 150,000.00		\$ 125,804.98	\$ 24,195.02	97%	84%
STARTUP	EXPANSION START UP	07/01/20-06/30/21	\$ 344,288.00		\$ 330,144.48	\$ 14,143.52	58%	96%
FAMILY RES	FAMILY SUPPORT - Mexico United Way	01/01/21-12/31/21	\$ 4,487.12		\$ -	\$ 4,487.12	8%	0%
FGP FY00	FOSTER GRANDPARENTS	04/01/20-03/31/21	\$ 402,640.00		\$ 339,832.45	\$ 62,807.55	83%	84%
HS FY00	HEAD START	05/01/20-04/30/21	\$ 3,610,484.00		\$ 2,414,421.02	\$ 1,196,062.98	75%	67%
HS EXP	HEAD START EXPANSION	07/01/20-06/30/21	\$ 1,102,787.00		\$ 484,003.06	\$ 618,783.94	58%	44%
HS8COVID	HEAD START COVID 8 COUNTIES	08/01/20-04/30/21	\$ 408,646.00		\$ 39,529.62	\$ 369,116.38	67%	10%
HS3COVID	HEAD START EXPANSION COVID 3 COUNTIES	08/01/20-06/30/21	\$ 91,396.00		\$ 21,642.08	\$ 69,753.92	55%	24%
SECT8	HOUSING CHOICE VOUCHER - Participant Benefits	10/01/20-09/30/21	\$ 1,410,827.00		\$ 450,311.56	\$ 960,515.44	33%	32%
HCVCVID	HOUSING CHOICE VOUCHER COVID - Administration	03/01/20-12/31/21	\$ 84,041.00		\$ 38,430.79	\$ 45,610.21	50%	46%
LIHEAP21	LIHEAP FY21	10/01/20-09/30/21	\$ 3,362,326.59		\$ 289,429.12	\$ 3,072,897.47	33%	9%
LISC ALT	LISC	10/01/19-09/30/21	\$ 36,000.00		\$ 22,212.04	\$ 13,787.96	67%	62%
LISC FOC	LISC - FINANCIAL OPPORTUNITIES CTR (FOC-0040)	07/01/20-04/30/21	\$ 10,000.00		\$ 4,055.66	\$ 5,944.34	70%	41%
LISC FOM	LISC - FINANCIAL OPPORTUNITIES MODEL (FOM-0042)	10/01/20-09/30/21	\$ 55,000.00		\$ -	\$ 55,000.00	33%	0%
LISC WBC	LISC - WOMEN'S BUSINESS CENTER (WBC-0041)	10/01/20-09/30/21	\$ 30,000.00		\$ -	\$ 30,000.00	33%	0%
HLTHMRRG	SHOWME HEALTHY RELATIONSHIPS	09/30/20-09/29/21	\$ 242,756.30		\$ 74,446.61	\$ 168,309.69	33%	31%
SKILLFNS	SKILLUP FNS	10/01/20-09/30/21	\$ 87,347.00		\$ 20,468.52	\$ 66,878.48	33%	23%
SKILLUP	SKILLUP TANF	08/01/20-06/30/21	\$ 251,880.88		\$ 55,470.23	\$ 196,410.65	55%	22%
UWCOVID	UNITED WAY CENTRAL MO COVID	08/01/20-07/31/21	\$ 10,000.00		\$ 4,226.04	\$ 5,773.96	50%	42%
UNITEDDR	UNITED WAY DISASTER RELIEF COVID	08/01/20-07/31/21	\$ 25,000.00		\$ 20,762.04	\$ 4,237.96	50%	83%
WXFY	WEATHERIZATION - DOE	07/01/20-06/30/21	\$ 512,572.00		\$ 394,437.21	\$ 118,134.79	58%	77%
WXL1	WEATHERIZATION - LIHEAP	10/01/20-09/30/21	\$ 393,601.00		\$ 18,234.55	\$ 375,366.45	33%	5%
WXLICARE	WEATHERIZATION - LIHEAP CARES	10/01/20-09/30/21	\$ 116,128.00		\$ 93,269.01	\$ 22,858.99	33%	80%
UE ELEC	WEATHERIZATION - UE ELEC	07/01/20-06/30/21	\$ 58,607.00		\$ 5,445.64	\$ 53,161.36	58%	9%
UE GAS	WEATHERIZATION - UE GAS	09/01/20-08/31/21	\$ 469,115.60		\$ 27,890.79	\$ 441,224.81	42%	6%
WBCCVID	WOMEN'S BUSINESS CENTER - COVID	05/01/20-04/30/21	\$ 391,719.40		\$ 136,185.66	\$ 255,533.74	75%	35%
WBC	WOMEN'S BUSINESS CENTER (Cash match)	09/30/20-09/29/21	\$ 37,500.00		\$ 15,932.59	\$ 21,567.41	33%	42%
WBC	WOMEN'S BUSINESS CENTER (Federal Share)	09/30/20-09/29/21	\$ 150,000.00		\$ 44,766.83	\$ 105,233.17	33%	30%
	TOTAL		\$ 20,390,656.89		\$ 9,276,981.64	\$ 11,113,675.25		
Agency Contract Totals			\$23,407,298.27					
EHSEXINK	EARLY HEAD START EXPANSION NON FEDERAL (Inkind)	07/01/20-06/30/21	\$ 199,277.00		\$ 5,296.02	\$ 193,980.98	58%	3%
EHSINK	EARLY HEAD START NON FEDERAL (Inkind)	05/01/20-04/30/21	\$ 749,166.00		\$ 295,166.17	\$ 453,999.83	75%	39%
FGPINK	FOSTER GRANDPARENTS NON FEDERAL (Inkind)	04/01/20-03/31/21	\$ 44,920.00		\$ 12,168.77	\$ 32,751.23	83%	27%
HSEXINK	HEAD START EXPANSION NON FEDERAL (Inkind)	07/01/20-06/30/21	\$ 211,447.00		\$ -	\$ 211,447.00	58%	0%
HSINK	HEAD START NON FEDERAL (Inkind)	05/01/2	\$ 835,558.00		\$ 95,880.68	\$ 739,677.32	75%	11%
WBCINK	WOMEN'S BUSINESS CENTER (Non-Cash match - Inkind)	09/30/2	\$ 37,500.00		\$ 7,938.75	\$ 29,561.25	33%	21%

Central Missouri Community Action
Balance Sheet - AGENCY BALANCE SHEET-BOARD
As of 1/31/2021

	Current Year	Prior Year
Assets		
Cash		
CASH IN BANK	2,258,680.39	1,273,226.59
CASH IN BANK - MELOAN	38,613.21	38,609.45
CASH IN BANK-PAYROLL	682,518.56	377,441.16
CASH IN BANK -HOUSING	195,317.79	39,432.65
CHDO SAVINGS	210,962.54	195,590.36
CASH IN BANK- CORPORATE	180,561.38	180,273.49
CMCHDC PROPERTIES CASH ACCT	45,913.48	44,913.48
Other	657.38	657.38
Total Cash	3,613,224.73	2,150,144.56
Receivables		
ACCTS.RECEIVABLE- DUE FROMS	377,359.24	368,879.10
ACCOUNTS RECEIVABLE	340,202.84	340,655.37
HIP MATERIALS	40,201.64	54,864.92
HIP LABOR	37,979.08	44,133.72
NOTES RECEIVABLE	358,201.48	383,763.89
ALLOWANCE FOR DOUBTFUL ACCOUNT	(49,913.13)	(49,913.13)
GRANTS RECEIVABLE	199,576.85	311,321.22
PRE-PAID EXPENSE	41,061.19	40,588.82
PREPAID INSURANCE	160.56	8,654.64
Other	(0.01)	(0.01)
Total Receivables	1,344,829.74	1,502,948.54
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	102,984.58	102,000.00
Total Other	102,984.58	102,000.00
Total Assets	6,197,816.51	4,891,870.56
Liabilities		
Accounts Payable	2,123,215.25	1,538,783.75
Long Term Payables	124,967.50	165,602.44
Total Liabilities	2,248,182.75	1,704,386.19
Net Assets		
Fund Balance		
EQUITY-PROPERTY	48,471.75	48,471.75
FUND BALANCE	2,715,281.82	1,289,272.54
RESERVE ACCOUNT	700,447.01	700,447.01
Total Fund Balance	3,464,200.58	2,038,191.30
Excess Revenue/Expenditures (Loss)	485,433.18	1,149,293.07
Total Net Assets	3,949,633.76	3,187,484.37
Total Liabilities and Net Assets	6,197,816.51	4,891,870.56

Central Missouri Community Action

January-21

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	\$ 3,613,224.73
Receivables	\$ 1,344,829.74
Investments	\$ 102,984.58
Total	\$ 5,061,039.05

Current Liabilities

Accounts Payable	\$ 2,123,215.25
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January 31, 2021 ratio =	2.38
December 31, 2020 ratio =	2.52
November 30, 2020 ratio =	1.79
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

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	\$ 3,613,224.73
Investments	\$ 102,984.58
Total	\$ 3,716,209.31

Current Liabilities

Accounts Payable	\$ 2,123,215.25
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January 31, 2021 ratio =	1.75
December 31, 2020 ratio =	1.59
November 30, 2020 ratio =	0.82
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