------ Forwarded message ------From: Darin Preis <<u>darinp@cmca.us</u>> Date: Fri, Mar 20, 2020 at 9:16 AM Subject: CMCA Executive Committee - URGENT To: Executive committee <<u>executive-committee@cmca.us</u>> Cc: Julie Aitkens <<u>juliea@cmca.us</u>>

CMCA Executive Committee,

Yesterday Julie Altkens and I worked on an Emergency Leave policy that reflects the Families First Coronavirus Response Act signed into law by the President on Wednesday. The new law requires employers with under 500 employees to pay up to 80 hours of Sick Leave. Our Sick Leave is already very generous but the new law adds the following provision:

An employee who is unable to work or telecommute due to caring for his or her child if the school or place of care of the child has been closed, or the childcare provider is unavailable, due to infectious disease precautions.

This new policy also allows us to provide paid leave for employees that do not have enough time accrued or who haven't completed their initial 90 day orientation period, when an emergency is declared.

I am recommending electronic approval of this policy to be effective immediately.

Please "Reply All" with any questions or comments and/or with your vote. Thank you for considering this policy. These are difficult times and we are keeping the health and well-being of CMC/ staff top of mind for all decisions.

Darin Preis • Executive Director Central Missouri Community Action 807B North Providence | Columbia, MO 65203 P: 573,443,8706, 1025 | F: 573,875,2689



Confidentiality Note: This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

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TYPE OF ISSUANCE PERSONNEL POLICY	EFFECTIVE DATE: March 23, 2020
SUBJECT: EMERGENCY LEAVE BENEFIT POLICY	APPROVED BY: HEAD START POLICY COUNCIL AND BOARD OF DIRECTORS

PURPOSE

Regular and Annual employees are eligible for the paid Emergency Leave Benefit regardless of probation or orientation status. The Emergency Leave Benefit is intended for employees who are not able to come in to work and cannot work remotely due to a situation the Agency deems an emergency or in the event of a declared federal, state or local emergency or quarantine and includes infectious disease.

POLICY

The Emergency Leave Benefit is intended to provide full-time employees with up to 80 hours of emergency paid leave in a calendar year. Part-time employees are also eligible based on the number of hours they would normally work in a two week period. The leave does not carry over from one year to the next. Violation of the following parameters may affect pay and will be subject to corrective action.

To receive this benefit, the employee must fall under specific qualifying circumstances:

- An Agency-declared emergency which prevents an employee from coming into work and no alternate work arrangements can be made.
- A declared federal, state, or local emergency or quarantine.
- An employee who is experiencing symptoms of an infectious disease associated with an emergency declaration and is seeking a medical diagnosis. The employee must provide a health care provider's excuse upon return to work.
- An employee who has been advised by a health care provider to self-quarantine due to concerns related to an infectious disease associated with an emergency declaration and has provided a health care provider's excuse.
- An employee who is subject to a federal, state, or local quarantine or isolation order related to an infectious disease outbreak.
- An employee who is caring for a member of the employee's household or an immediate family member who is subject to quarantine or isolation related to an infectious disease outbreak. An employee must provide a health care provider's excuse for that person.
- An employee who is unable to work or telecommute due to caring for his or her child if the school or place of care of the child has been closed, or the childcare provider is unavailable, due to infectious disease precautions.

Employees eligible for this policy are not required to use other paid leave first.

If an Agency holiday falls during a period of emergency leave, the employee will receive holiday pay for the day if eligible for holiday pay.

For the purpose of the Emergency Leave Benefit Policy, members of an employee's household are defined as any persons who are permanent residents and who may or may not be related to the employee by blood, marriage, or court decree (i.e., adoption or foster placement, for example). The term "immediate family" as used in this Policy means the employee's parents, step-parents, siblings, spouse, domestic partner, child, step-child, grandchildren, step grandchildren, and mother-in-law and father-in-law. This policy does not cover any other relatives.

website | donate | map | email

'Carolyn Lewis' via Executive committee <executive-committee@cm/ccus> hours ago)

to Executive, Darin, Julie

yes

Alice Brandt

11:56 AM (2 hours ago)

to Carolyn, Darin, Executive, Julie

Yes

Charlie & Pat Roll

1:15 PM (1 hour ago)

to executive-committee, Darin, me

I approve the EMERGENCY LEAVE POLICY, 3/20/2020 Charlie Roll

------ Forwarded message ------From: Amanda Grellner <<u>amanda@grellnerlaw.com</u>> Date: Fri, Mar 20, 2020 at 1:00 PM Subject: Re: CMCA Executive Committee - 2nd URGENT message To: Darin Preis <<u>darinp@cmca.us</u>> Cc: Amanda Grellner <<u>agrellner@sbcglobal.net</u>>

I vote yes on this too

Sent from my iPhone

Head Start Education Updates

Below are the mid-year results for the 2019-2020 Child Outcomes aggregated from individual child assessments, as well as the progress of preschool-aged children toward meeting our program's School Readiness Goals.

Early Head Start Child Outcomes

Early Head Start Child Outcomes measure infant/toddler children's progress in each of the Head Start developmental domains. The tables below depict data for children who had data for at least one data point in the year. Limiting data to those with both data points in the year would have excluded data from a total of 117 children, mostly infants.

Language & Literacy Skills	Pre	Mid
Less than age expected	10%	8%
Age expected	90%	92%
More than age expected	0	0%

Cognitive & General Knowledge	Pre	Mid
Less than age expected	10%	5.5%
Age expected	89%	94%
More than age expected	1%	0.5%

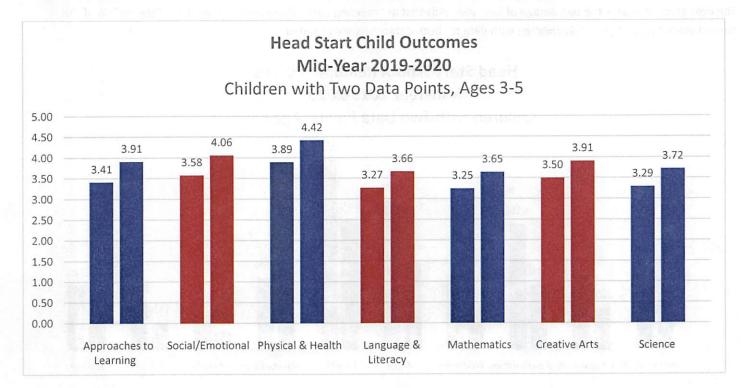
Approaches to Learning	Pre	Mid	
Less than age expected	6%	4%	
Age expected	91%	94%	
More than age expected	3%	2%	

Social & Emotional Development	Pre	Mid
Less than age expected	3%	2%
Age expected	96%	97%
More than age expected	1%	1%

Physical Development & Health	Pre	Mid	
Less than age expected	4%	4%	
Age expected	95%	95.5%	
More than age expected	1%	0.5%	

Head Start Child Outcomes

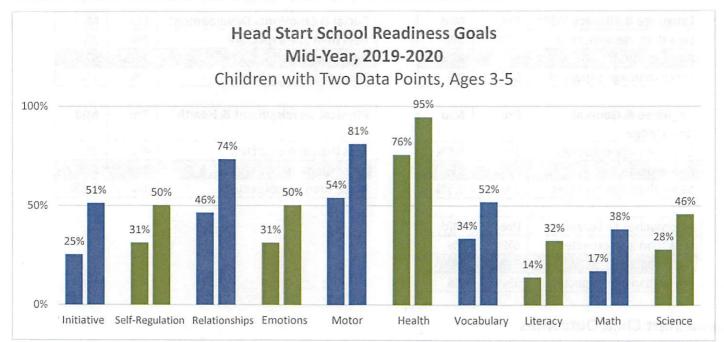
Head Start Child Outcomes measure preschool children's progress in each of the Head Start developmental domains. The chart below depicts data for children who had data for both data points during the current school year. The tool used to assess children's development indicates that a score of 4.0 or higher indicates the child is "kindergarten ready."



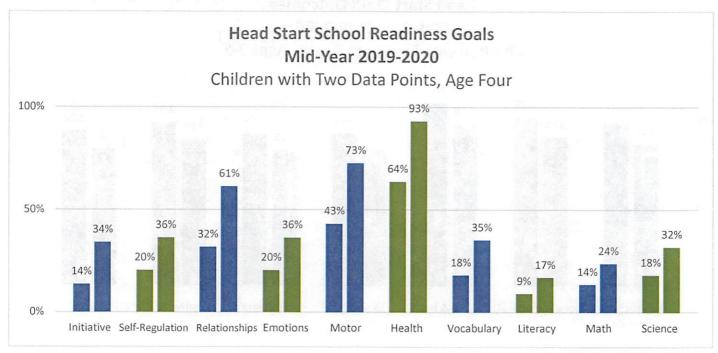
School Readiness

CMCA's School Readiness Goals focus on ten key areas of child development. These goals area aligned with all Head Start expectations, Missouri Early Learning Standards, the High Scope curriculum, and the COR child assessment tool. These goals measure the percentage of kindergarten-eligible children who are currently "school ready," and is a more reliable predictor of school readiness than COR standards alone. The full list of School Readiness Goals is included below the final graph for reference.

The first graph indicates the percentage of preschool children (all ages) that are meeting each school readiness goal as of the middle of the current school year. Only children with data for both datapoints are included.

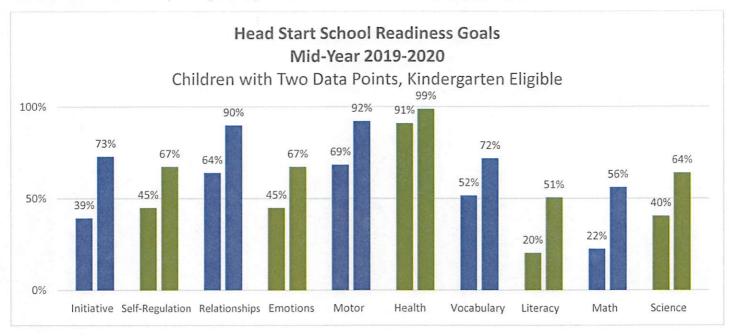


Data regarding progress toward school readiness goals was analyzed by age. Data for three-year-olds is not presented here, as only 8 three-year-olds had data for both datapoints.



The next graph indicates the percentage of four-year-olds that are meeting each school readiness goal as of the middle of the current school year. Again, only children with data for both datapoints are included.

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The final graph indicates the percentage of kindergarten-eligible children that are meeting each school readiness goal as of the middle of the current school year. Again, only children with data for both datapoints are included.

School Readiness Goals 2015-2020

- 1. Children will demonstrate initiative, curiosity and creativity in their approaches to learning.
- 2. Children will demonstrate age-appropriate abilities to emotionally, behaviorally and cognitively regulate themselves in order to learn.
- 3. Children will establish a sense of identity and belonging as they build positive relationships with adults and other children.
- 4. Children will identify, express, and manage their emotions.
- 5. Children will develop age-appropriate perceptual, gross motor and fine motor skills.
- 6. Children will demonstrate an awareness of health, safety and nutrition practices.
- 7. Children will effectively communicate with others using an increasing vocabulary.
- 8. Children will demonstrate emergent literacy skills, including, for preschoolers, phonological awareness, print and alphabet knowledge, comprehension and text structure, and writing.
- 9. Children will demonstrate emergent mathematical thinking, including, for preschoolers, counting and cardinality, data, operations and algebraic thinking, measurement, and geometry and spatial sense.
- 10. Children will use emergent scientific reasoning to explore and discover, solve problems, and conduct scientific inquiry.



CMCA Board of Directors,

I'm looking forward to meeting with you virtually on Thursday, April 23 at 6:00pm. This will be an important time to discuss effects of the coronavirus on our communities and upcoming opportunities for CMCA to attract federal resources to our area. You will note that I loaded up the consent agenda this month. You are always welcome to pull any items out of the consent agenda if you would like to ask questions or discuss. My intent was to remove some of the traditional action items so that we could both shorten the meeting and focus on the most important topics. There are several grant summaries in the consent agenda. The one that is somewhat unusual is the emergency application to the Missouri Housing Development Commission. They are making funding available specifically to Community Action Agencies because we have been effective throughout the state in the last few years in dealing with natural disasters. We are focusing these dollars on short term basic needs and supplies for families in our area so that federal resources can be used for more long term recovery strategies. You will also see that the consent agenda includes removal of Board member and Cole County Commissioner Kris Scheperle. He has not been able to attend any meetings and after discussing his attendance, we agreed that CMCA board membership is not a good fit for him. He was apologetic and aware of our activities. I plan to keep the Cole County Commissioners updated on our efforts. The Executive Committee discussed the interest of Cole County Judge Cotton Walker filling the "elected official" seat on our board. I have talked to Judge Walker and he is enthusiastic about joining us. We were planning to meet to more fully discuss the Board Job Description, our expectations, and his interests when the pandemic hit. I will follow up with him as soon as social distancing requirements are relaxed.

As I mentioned in a recent email update, we have postponed the CMCA Gala originally scheduled for May 14. While I do hope that the Statewide stay at home order has been lifted by then, we were too squeezed by the unknowns of the pandemic to adequately plan. As you know, we discussed a December date to reschedule but several of you weighed in with concerns about the business of that month and many annual commitments at that time. With that in mind, we'd like you to consider February 4 for the re-boot.

The meeting on Thursday, April 23 will be conducted via Zoom, the online virtual meeting platform. Zoom is very easy to use and you should have received my invitation to have a test meeting on Monday, April 20 at 5:00pm. We will not conduct any business at the test meeting but I wanted to give you the opportunity to see how it works and practice your computer or phone. The best option is to attend via the weblink I sent because you will be able to see others in the meeting and the presentation, but you do have the option to simply call in if that works better for you. Unfortunately Zoom phone calls are *not* toll free but if you incur any costs for the call we will reimburse you.





The audit report is included in the agenda. The audit was just completed on Friday, April 17. I will send it by email as soon as I get the draft electronic copy sometime on Monday, April 20. The auditor will present the draft audit to you with the caveat that any subsequent modifications will be reported to you at the next board meeting.

At the end of this Director's Report you will find a comprehensive summary of our progress with Head Start this year and setting up for next year. Kudos to Beth for putting together a very readable and comprehensive summary. The slides include a proposal I submitted to the Executive Committee to request carryover of Head Start funds and a waiver of remaining in-kind matching requirements both due to closures caused by the coronavirus pandemic. The Office of Head Start is aware of this request and we expect quick approval.

The CMCA family is committed to supporting our communities well beyond the coronavirus pandemic. The following report does not reflect the effects of the pandemic but I think we will start to see a surge that will continue for many months. We are ready for it and we all appreciate your support and feedback.

Executive Director

Family and Community Development Department

Community Services Block Grant (CSBG) Angela Hirsch

Happy Spring, CMCA Board Members! The last month has resulted in massive changes for the Family and Community Development Department. On March 17, 2020, CMCA identified staff who are able to complete their work assignments from home and instructed those staff to do so. By the end of that week, CMCA made the difficult decision to close for a two-week period in an effort to ensure the health and safety of our staff as well as that of our Members. During that two-week period, the Chief Program Officer worked diligently with the Executive Director, Deputy Director and Program Managers to identify methods of maintaining services to families and the community while ensuring that health and safety precautions could be implemented during the active State-wide "Shelter in Place" order that is in effect until May 3, 2020.

• All County Family Resource Centers are closed to the public. Members and those seeking services are asked to contact the local FRC by telephone for all inquiries. Phones are forwarded to Community Organizers' home or cell phones and messages





relayed to appropriate staff via email. Members and those seeking services are also able to contact CMCA service providers via social media and email.

- Community Organizers are working from home and conducting all community-based activities through virtual methods including Zoom, Google Meets or teleconferencing.
- LIHEAP staff are working in the office to continue the processing of LIHEAP applications. The staff are isolated in private offices and no contact with the public is made. Applications are accepted through the US mail and a drop box has been placed in the lobby of the Boone County FRC for applications that are hand delivered.
- Housing Choice Voucher staff are working from home with occasional time spent in the office to access the housing database as needed. No briefings are being held at this time. HCV staff are doing telephone check-ins with all HCV tenants to assess needs and employment status changes resulting from COVID-19.
- Weatherization services are currently on hold as recommendations have been made by the Division of Energy to cease all field work. Those applicants with pending audits have been notified that scheduled work with contractors will be delayed until further notice. Staff are working on virtual training opportunities required for certifications as well as preparing the RFP that will be released to contractors for the FY2021 program year.
- Show Me Healthy Relationships staff are working from home and making weekly contact with program participants and working with the University of Missouri to transition all SMHR classes to an on-line format. Classes within the Department of Corrections have been put on hold at this time.
- Foster Grandparent Program received approval from CNCS to provide weekly stipends to program participants during the pandemic. This approval allows our elderly volunteers to shelter in place safely without losing the stipend funds they receive for their volunteer hours. FGP staff are working from home and conducting weekly check-ins with volunteers by phone. Any needs identified by the volunteers are met through CMCA and/or community resources.
- SkillUP staff are working from home. At this time, the work requirements for SNAP are suspended in Missouri. Staff are making weekly contact with program participants and conducting new participant orientations virtually. All training and education partners have moved to a virtual training platform and staff are working to ensure that program participants are able to access these virtual training opportunities.

Community Services Block Grant (CSBG)

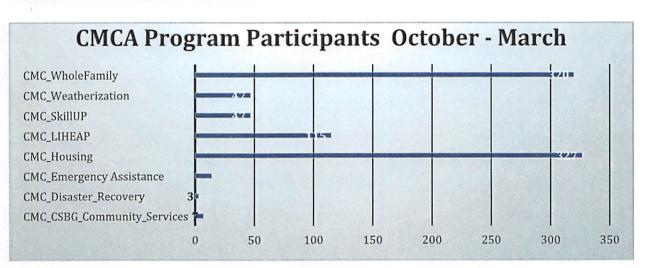
• In February, the State CSBG office notified agencies that FY19 Discretionary Funding would be made available to all CAAs. These funds must be expended by September 30, 2020 and may be used to supplement FY2020 funds to support FY2020 CSBG initiatives





and services. CMCA has received \$287,598 in FY19 Discretionary funding. We will utilize these funds to support existing CSBG initiatives and services so that FY2020 funding may be carried over into the next program year.

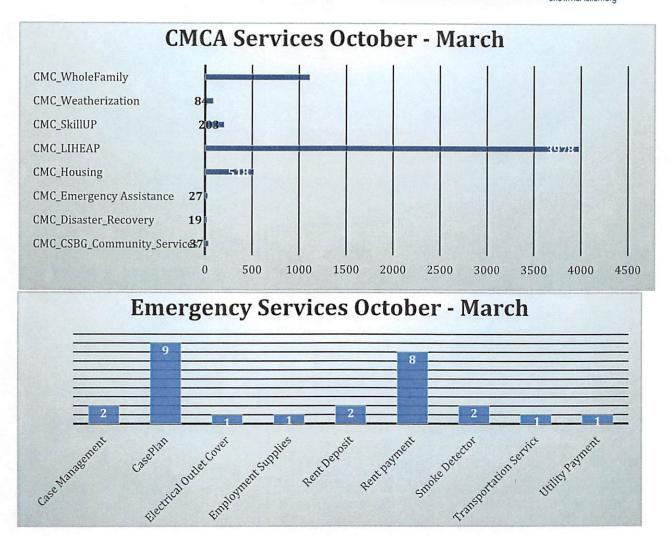
- The State CSBG office has notified agencies that beginning in FY2021, the State will not issue a final CSBG contract until the State has received a final appropriation award letter from the Federal Office of Community Services. The timing of the receipt of the final award letter is unknown but will not occur until a final Federal Budget is passed and signed by the President. This could happen as soon as October, but could also happen as late as after the first of the calendar year. What does this mean? For CMCA, this means that we don't know when we will receive a contract for FY2021 nor do we know when we will receive our allocation of CSBG dollars. For this reason, CMCA will utilize the carryover of FY2020 funding that will be available as a result of the Discretionary funding mentioned above, to continue CSBG services without interruption.
- FY2020 Final CSBG allocations were awarded just this month. CMCA has submitted a final FY2020 budget and budget narrative and we are now waiting on our final contract. No initiatives or services have changed as a result of this final allocation.
- Because of the "Shelter in Place" order, all community events have been postponed or cancelled.



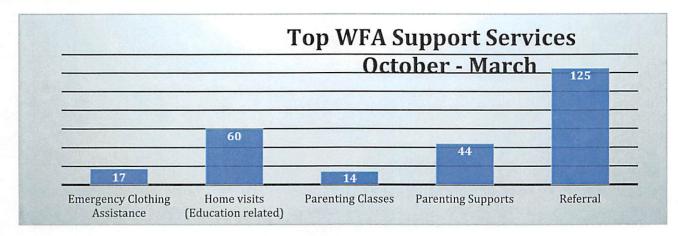
CMCA Services October – March 2020







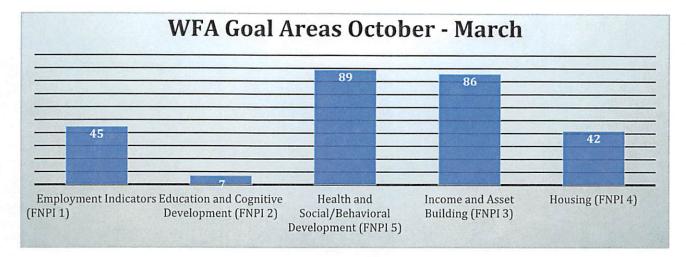
Whole Family Approach



Central Missouri Community Action empowers individuals and families to achieve self-reliance.

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SkillUP

SkillUP Services October - March		Unduplicated Number of Individuals Served
Employment Services (SRV 1)		22
SRV 1a Vocational Training in SkillUP since 10/1/19	27	\$
SRV 1b On-the-Job and other Work Experience Number enrolled in training since 10/1/19 SRV 1f Job Readiness Training	4	2
SRWW motormatianing employment since 10/1/19	12	6
SRV 1I Job Referrals Average wage	\$10.48/hour	¢
SRV 1o Coaching		
SRV 1p Interactions with employers		1
Education and Cognitive Development Serv	vices (SRV 2)	6
SRV 2aa College applications, text books, computers, e	3	
SRV 2u High School Equivalency Classes		1
SRV 2w Parenting Supports (may be a part of the early identified above)	childhood programs	1
SRV 2y Post-Secondary Education Preparation		1
Housing Services (SRV 4)		3
SRV 4c Rent Payments (includes Emergency Rent Pay	2	
SRV 4i Utility Payments (LIHEAP-includes Emergency L	1	
Health and Social/Behavioral Development	Services (SRV 5)	2
SRV 5nn Kits/boxes		1
SRV 5v Mental Health Counseling		1
Services Supporting Multiple Domains (SR)	/ 7)	62
SRV 7a Case Management		37



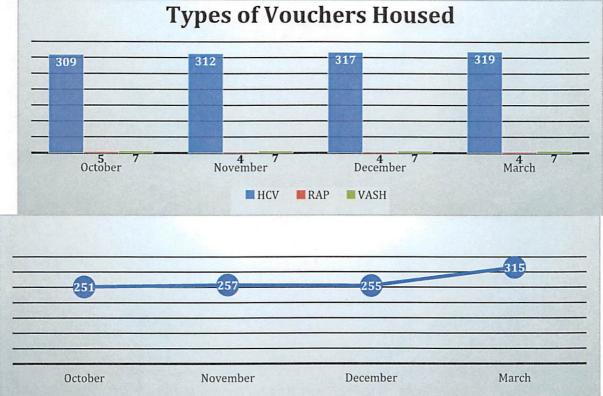


SRV 7c Referrals

SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)



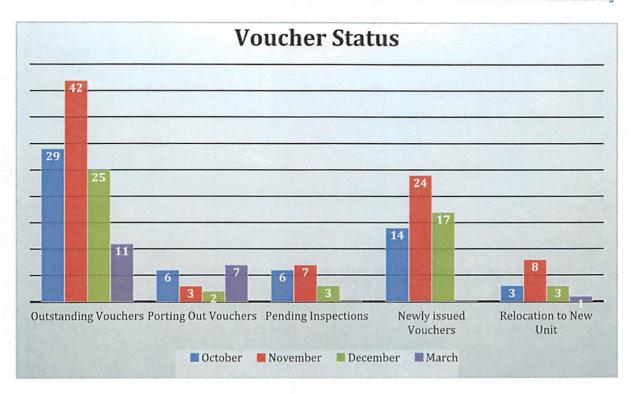
Housing Choice Voucher program



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- HCV Board meeting are held each quarter. The 2020 Board meeting schedule is as follows: January 28th, April 28th, July 28th and October 27th.
- Note: The April HCV Board meeting has been canceled due to COVID-19. The next HCV Board Meeting will be held July 28, 2020
- We are excited to welcome Andrew Williams to CMCA as our new HCV Inspector. Andrew began working April 6th and will be receiving on-site training from HUD as soon as possible.
- The HCV program is currently reporting at a 96.51% rate. This is a vast improvement from past reporting rates for this program.

LIHEAP/Energy Assistance

- In April, Congress passed the CARES Act which included an addition \$900,000 for LIHEAP assistance.
- The Energy Assistance (EA) portion of the LIHEAP program has been extended to May 31, 2020. EA traditionally ends on March 31st.
- CMCA is increasing LIHEAP outreach to those families who may have a reduction in work hours or who have been laid off as a result of the COVID-19 pandemic.
- Winter crisis assistance (ECIP) is available until May 31st.
- Summer crisis assistance (ECIP) is scheduled to begin June 1.





Number of Assisted Households

Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
Winter Energy Crisis Payments	A second s	1,847
Winter Energy Assistance Payments		4,177
LIHEAP Applications Processed to Date (4/10/2020)		4,728
Energy Assistance Payments to date (4/10/2020)		\$1,170,161
ECIP (Crisis) Payments to date (4/14/2020)		\$735,905

HHS Poverty Gudelines for Cale	Number of Applican ndar Year	nt Households b	y Poverty Inte	erval		
Type of LIHEAP assistance	A. Under 75% poverty	B. 75%-100% poverty	C. 101%- 125% poverty	D.126%-150%	E. Over 150% poverty	
Winter Energy Payments 1	1304	413	207	24	and the second second	3

Number of Assisted Households by Vulnerable Population

Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
Winter Energy Payments 1	384	1007	443	1389

Weatherization

- On Monday, March 2 CMCA welcomed John Cokendolpher as the new Weatherization Program Manager. John has vast experience in various areas of construction, teaching, grant management and non-profit work. Please help us to welcome John to his new role.
- The Division of Energy conducted an on-site Weatherization Procedural Monitoring visit March 2-4. This monitoring included a review of all of CMCA's administrative, program and fiscal procedures. Weatherization and agency administration staff are in the process of reviewing the outcomes of that monitoring visit and will submit a response to DOE on April 17th.
- Finally, CMCA is excited to welcome Andrew Williams to the Weatherization team as our newest Auditor/Inspector. Andrew will also be working with the Housing Choice Voucher program as a HCV inspector.

Show Me Healthy Relationships

Couples served- 45 (Program goal 64) 70% =450 hours Singles served- 75 (Program goal 96) 78% =750 hours

Central Missouri Community Action empowers individuals and families to achieve self-reliance.

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

- CMCA SMHR continued enrolling for couples' classes in partnership with Southridge Baptist Church in Jefferson City to offer to the community. Class start date had to be postponed because of COVID-19.
- CMCA SMHR began the process of a class to be held at Lake of the Ozark/Eldon area to meet the needs of some participants in that area. This training was canceled due to COVID-19.
- CMCA SMHR scheduled a class to begin in early April with intakes to begin in March at WERDCC. This session of classes had to be canceled at this time due to COVID-19.
- CMCA SMHR wrapped up singles classes in early March in partnership with Fulton Community Supervision Center. We were able to finish the sessions by entering one final time before the order was issued to not enter DOC institutions.
- CMCA SMHR began Taking Care of You classes in partnership with Reality House. Following the first class, remaining sessions were canceled due to COVID-19.
- CMCA SMHR team continues to push toward wrapping up community couples, community singles, and incarcerated singles goals by the end of July. All goals are well above the 50% mark with March marking the sixth month of the SMHR program year.
- CMCA SMHR team worked from home to complete service contacts with program participants in mid-March and to provide them with resources and contact information during the COVID-19 pandemic.
- SMHR team is working with the grantee and MU to utilize Zoom to offer online and remote classes. Policies and procedures are being set up to ensure the safety of both staff and participants.
- CMCA SMHR will begin enrolling for singles and couples' classes for the community to be conducted via Zoom to maintain social distancing while still offering the opportunity to engage in classes. These classes will be offered at many times, days and counties so that we are able to meet the needs of the participants needing and wanting the training.

Foster Grandparent Program

- The Corporation for National Community Service has approved paid leave for all CMCA FGP volunteers through April 27th, with the possibility of an extension up to a total of 10 weeks.
- FGP staff are mostly working from home. They are calling volunteers weekly to check on them and make sure they have enough supplies and any needed referrals.
- FGP staff have gotten several volunteers signed up for meal delivery through Meals on Wheels or Aging Best's meal program.





- FGP program had a community volunteer offer to make masks for CMCA FGP volunteers, so FGP Manager is in the process of finding out who would like one mailed to them.
- One of CMCA's FGP volunteers in Boonville is working with one of the teachers from his school. She has him set up with zoom and he is teaching a class for students. This week's lesson is about sharks! He is over the top excited to be involved in this process.
- Thank you for your continued support of FGP staff and volunteers! Julie

Housing Development Director Sheila Garten

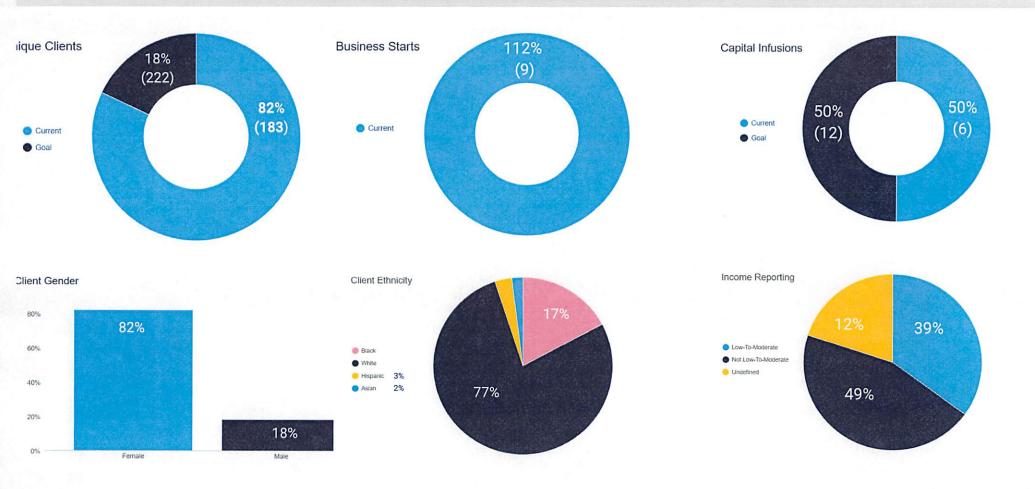
- Due to Covid-19, The City of Columbia has postponed applications for CDBG funds. It was originally due by April 30th, 2020 with disbursement in the fall of 2020 and again in 2021. These funds were going to assist us with purchasing 1 or 2 duplexes in Columbia located within one the City's strategic plan areas. These would be added to our current rental portfolio. We expect the process to re-open in late summer.
- Also due to Covid-19, the City of Columbia is limiting or closing certain activities including requests for zoning issues or variances. We were going to apply for a variance for our property on 4th Avenue in order to be able to place 1 micro home on the lot in support of the Geometry in Construction (GIC) Program. In the meantime, we will continue to look for other properties that will fit the criteria and will plan to apply for a variance as soon as it becomes available.
- USDA is still processing loans. They have also lowered the interest rates to 2.75% for all 502 Direct Loans. We now have 4 clients with approvals who are currently house shopping and one of them had their offer accepted! We have touched over 70 families now since inception. Several of those are working on making improvements to reach eligibility status and we just submitted our 5th loan for approval last week with more to come very soon.



FY20 Dashboard

MISSOURI WOMEN'S BUSINESS CENTER a program of Central Missouri Community Action

42% YTD



Impacts By County

	Unique Clients	Business Starts	Capital Infusions	Capital Infusions (\$)
Audrain	13	0	0	\$0
Boone	107	5	3	\$285,500
Callaway	19	1	0	\$9,000
Cole	24	1	1	\$5,000
Cooper	5	0	0	\$0
Howard	7	0	0	\$0
Moniteau/Osa	1	0	1	\$7,500
Other	. 7	Page 51	of 73	\$0