

**Missouri Valley Community Action Agency (MVCAA)  
Governing Board of Directors Regular Meeting Minutes**

Monday, October 27, 2025 from 4:30 p.m. - 5:25 p.m.

Corporate Office - 1415 S. Odell Avenue - Marshall, MO 65340

Zoom Electronic Meeting ID #643 524 6487

Approved -December 1, 2025

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**Present:** David Van Horn, Anita Hendrix, Danielle Campbell, James Paul, Jessica Baker, and via Zoom: Chris Woolery, Cheryl Barnson, Robert Simmons, and Jeannie Thurston

**Absent:** Josh Taylor, Lori Fiengenbaum, and Nancy Jennings

**Also Present:** Angie Stoll, Meghan Moss, Megan Adcock, Susan Huffmon, Courtney Mullins, Mandy Schull, Stacey Rogge, James Burton, and Stephanie Brown

**Meeting called to order-** Board chair, David Van Horn, called the meeting to order.

**Roll Call** - Recording Secretary, Meghan Moss, took roll. A quorum was present to conduct business.

**Recite Community Action Promise** - recited by all.

**Adjustment and approval of agenda** -A motion was made by Robert Simmons and seconded by James Paul to approve the agenda as presented. Motion passed by unanimous vote.

**Approval of previous Board minutes** - the consent agenda consisted of minutes from the September 22<sup>nd</sup> board meeting. A motion was made by Robert Simmons and seconded by Chris Woolery to approve the minutes of the September 22<sup>nd</sup> board meeting as presented. Motion passed by unanimous vote.

**OLD BUSINESS-** There was none.

**NEW BUSINESS**

BOARD TRAINING (4:35 -4:40)

**Training -Head Start School Readiness/Child Outcomes (Stephanie Brown)** - Stephanie, Education Manager, acknowledged the 2024-25 school readiness-child outcomes report and reviewed the information contained in the report which included information on Teaching Strategies GOLD Child Assessment, the use of child outcomes information, Head Start and Early Head Start child outcomes data and training plans to address areas of need. Also included in Stephanie's report was the child outcomes continuum assessment scores.

**Remarks - Board Chairperson (David Van Horn)** - David reminded everyone that there is no meeting scheduled for November and the next meeting will be held on December 1<sup>st</sup> beginning at 4:00 p.m. and not 4:30 p.m. David reminded everyone that there would be no meeting after December 1<sup>st</sup> until March 2<sup>nd</sup>, because of the January meeting having to be cancelled. David also stated the March 2<sup>nd</sup> meeting would be the audit meeting that would begin at 3:00 p.m. followed by the regular board meeting at 4:00 p.m.

**Report - Executive Director (Angie Stoll)** -Angie reviewed the information contained in the report as and acknowledged the September Critical Indicators report.

Knob Noster Head Start center - Thanks to the Weatherization crew the work at the Knob Noster center has been completed. The Knob Noster Head Start class will be able to begin this week, and a request to reduce the number of hours needed has been sent to the regional office. If approved, then Knob Noster Head Start class will be able to complete the school year close to the same time as the other Head Start classes.

One Time Supplemental Nutrition and Healthy Eating for HS Children and Families Grant - We have begun purchasing items that were requested. The amount received is \$115,325, and will be used to update appliances, kitchen supplies, and software to be used by the cooks and for nutrition activity learning materials.

Staff Service Day-To celebrate the 60<sup>th</sup> anniversary of Community Action and Head Start ALL staff participated in a day of service on September 29<sup>th</sup>. Staff volunteered in nursing homes, cleaned up parks/yards, and picked up trash along the highway.

The Wage Comparability Study- WIPFLI has almost completed the Wage Comparability Study that will be presented to the board once the completed report has been finalized.

Funding - We continue to stay as informed as possible about changes at the federal level. Management staff are having conversations about the threat of loss of revenue and beginning to talk about contingency plans if that would happen. Head Start, CSBG, and Weatherization have funding from the 2025 budget period. I will continue to keep the board informed as possible.

**Report - Financials (Megan Adcock)** - Megan reviewed the information contained in the September financial reports (summary financial report, bank balance and statement of financial position) and September credit card statement, but no charts included due to the grant completion and audit preparation. Megan stated there were no agency budget amounts to show due to the government shutdown. There were no concerns noted for any of the information contained in the reports.

Capital Assets Policy Update - Megan proposed revising the Capital Assets Policy to align with recent changes in the Uniform Guidance definition of equipment. Specifically, she recommended increasing the capitalization threshold for equipment purchases from \$5,000 to \$10,000. This adjustment ensures consistency with the updated federal standards. A motion was made by Jessica Baker and seconded by James Paul to approve increasing the capitalization threshold for equipment purchases from \$5,000 to \$10,000. Motion passed by unanimous vote.

**Report - 2026 MVCAA Work Plan (Cortney Mullins)** - Cortney reviewed the information contained in the 2026 MVCAA Work Plan report which included the outcomes for employment, education, health, housing, and income. Cortney emphasizes the importance of outcomes over numbers in achieving targets for each domain. Cortney then explained how the work plan connects to the community needs assessment and strategic plan. An updated needs assessment is expected to be reviewed at the December 1<sup>st</sup> board meeting. A motion was made by Danielle and seconded by Anita Hendrix to approve the 2026 MVCAA Work Plan as presented. Motion passed by unanimous vote.

**Report - Head Start Program Update (Susan Huffman)** - Susan reviewed the information contained in the program report which included:

- Grant Updates:

#07HP00328-02 EHS Expansion/Childcare Partnership - 100% enrolled as of the end of September. Disability enrollment is at 11% ... goal is to be 10% program wide.

#07CH011804-01 Federal HS/EHS - HS 91% enrolled and EHS 100% enrolled as of the end of September. Disability enrollment is at 9% ... goal is to be 10% program wide.

#C314171005 State Early Head Start - 98% enrolled as of the end of September. Disability enrollment is at 0% ... goal is to be 10% program wide.

- Projects and Initiatives:

Knob Noster Head Start will begin classes October 29<sup>th</sup> and a waiver was requested to not have to make up the days the center was closed due to having to fix the mold issue.

Change of Scope - No updates

Health and Safety Supplemental Funding- The program applied for the Health and Safety Supplemental Funding to get a Fire Alarm system installed at the Lexington Head Start center.

- Program Instructions and Information Memorandums -ACF-OHS-IM-25-06 Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs; Susan explained the vacant slot requirements and importance of chronic absenteeism along with the strategies to Enhance Program Access and Participation for Children and Families.
- Personnel Activity- New Hires, Departures, Transfers, Accepted Positions, and Openings.
- Other Information:

Full Enrollment Plan - An update was given on the enrollment numbers for the EHS CH Grant and the HS CH Grant.

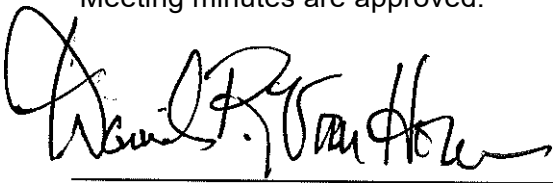
**Adjournment** - With no further business to discuss, a motion was made by Danielle Campbell and seconded by James Paul to adjourn the meeting. Motion passed by unanimous vote.

**Next meeting is scheduled for Monday, December 1, 2025, at 4:00 p.m.**

Submitted by:  
Meghan Moss, Recording Secretary

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Meeting minutes are approved.



David R. Van Horn, Board Chair

1-15-26  
Date

**Documents sent to board members for review prior to the October 2025 meeting (September activity):**

1. HeadStart School Readiness-Child Outcomes Report
2. Executive Director Report
3. Critical Indicators Report
4. Financials: Bank Balance, Summary Financial Report, Statement of Financial Position
5. Credit Card Statement (First State Community Bank MasterCard)
6. 2026 MVCAA Work Plan
7. Head StarVEarly Head Start Program Update (no Information Memorandum s)

**No documents handed out during the October meeting**