

Missouri Valley Community Action Agency (MVCAA)

Governing Board of Directors Regular Meeting Minutes

Monday, September 22, 2025 from 4:30 – 5:30 p.m.

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

Zoom Electronic Meeting ID #643 524 6487

Approved –October 27, 2025

Present: David Van Horn, ~~Josh Taylor~~, Lori Fiegenbaum, Anita Hendrix, Danielle Campbell, Jessica Baker and via Zoom: Nancy Jennings, Chris Woolery, Robert Simmons, Jeannie Thurston and Cheryl Barnson

Absent: Josh Taylor, James Paul,

Also Present: Angie Stoll, Meghan Moss, Megan Adcock, Susan Huffmon, Courtney Mullins, Mandy Schull, and Stacey Rogge

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 Chris Woolery and seconded by Lori Fiegenbaum to approve the agenda with the addition to close the meeting pursuant to Section 610.021, subsection (3), RSMo,. Motion passed by unanimous vote.

Expiration of Term – James Paul (September 2025) – David discussed the expiration of James Paul's term and the recommendation for his reappointment for another two years. A motion was made by Lori Fiegenbaum and seconded by Danielle Campbell to appoint James to another term on the board. Motion passed by unanimous vote. [James abstained from the vote.]

Approval of previous Board minutes – the consent agenda consisted of minutes from the August 11th board meeting. A motion was made by Danielle Campbell and seconded by Anita Hendrix to approve the minutes of the August 11th board meeting as presented. Motion passed by unanimous vote.

OLD BUSINESS – There was none.

NEW BUSINESS

Strategic Plan 2024-2027 Update (Angie Stoll)-Angie – Angie explained the delay of the full rollout to staff of the Strategic Plan has been due to the absences in Head Start Classrooms during summer break. Staff has returned and plans are being made to visit each county separately in the fall. Updates are expected to be available at the December board meeting.

Approval – Salary Scale (Stacey Rogge) – Stacey presented the current Salary Scale. A motion was made by Lori Fiegenbaum and seconded by Jessica Baker approving no changes to the Salary Scale. Motion passed by unanimous vote.

Stacey mentioned an ex-employee who was terminated has acquired an attorney, and the insurance company is handling the case.

Assignment – Board Representative to Policy Council (David Van Horn) – Danielle Campbell is the current board representative. Danielle expressed she would like to stay on the policy council despite reaching her five-year limit. A motion was made by Anita Hendrix and seconded by Lori Fiegenbaum to accept Danielle’s volunteerism as the board representative to the policy council for another year. Motion passed by unanimous vote. [Danielle abstained from the vote.]

Remarks – Board Chairperson (David Van Horn) – David opens a discussion on keeping the board meeting time consistent throughout the year, considering daylight savings and travel distance. A motion was made by Danielle Campbell and seconded by Anita Hendrix approving to keep the meeting time as is. Motion passed by unanimous vote.

David outlines the current committee roles and functions, including the Executive Committee, Finance and Audit Committee, Agency Bylaws and Board Policies Committee, Board Development and Governance Committee, and Head Start Sub Committee. David asked Jessica which committee she would like to join, and she chose the Board Development and Governance Committee. A motion was made by Danielle Campbell and seconded by Robert Simmons to approve the 2025-2026 board committees with the addition of Jessica. Motion passed by unanimous vote. [Jessica abstained from the vote.]

Report - Executive Director (Angie Stoll) – Angie reviewed the information contained in the report and acknowledged the July and August Critical Indicators reports.

Update Executive Assistant Position – Effective September 8, Meghan Moss moved into the role of the Executive Assistant. Meghan has been with the agency for over 15 years. During her tenure here she worked as an Agency Support Assistant, Fiscal Assistant, and a Head Start Senior Manager.

Head Start 25-26 School Year – All Head Start staff have returned, and class has started for all but our Knob Noster Head Start children. Mold was discovered and during the remediation process it was found the roof needed to be replaced. The roofing company Cachero Roofing will be doing the roof work and is the company that recently finished putting the new roof on the Central Office building. The roof work should start the week of September 22nd then once that is completed the Weatherization Department will do some interior work. This did not affect the Early Head Start classrooms.

One Time Supplemental Nutrition and Healthy Eating for HS Children and Families funds – The Head Start program applied for a \$115,325 One Time Supplemental Nutrition and Healthy Eating for HS Children and Families Funds. Angie was informed right before the board meeting began that MVCAA was awarded some funding, but the exact amount is not known at this time.

60th Anniversary of Community Action and Head Start – To celebrate the 60th anniversary of Community Action and Head Start each county has formed a Community Service Committee to organize and lead a project in their community. The community service projects will involve every member of our agency, ensuring that we come together to make a meaningful difference. Each staff member will wear an MVCAA shirt. We will be doing this on September 29th.

Funding at the Federal level - We continue to stay as informed as possible about funding at the federal level. Our management staff are having conversations about the threat of loss of revenue and beginning to talk about contingency plans if that would happen. Our Head Start, CSBG, and Weatherization have funding from the 2025 budget period, so that gives us time if we would lose any funding for the 2026-2027 fiscal year. I will keep you as informed as possible thru this uncertain time. Included in your materials is a guide for boards from the National Community Action Partnership with some information that I thought you might find helpful.

Report - Credit Card Statement Review (Megan Adcock) - Megan acknowledged the August credit card statement. There were no concerns noted or questions asked.

General Liability Audit and Property/Vehicle Insurance – Updates the board on the general liability audit and the increase in property and vehicle insurance costs.

United Healthcare 2024 Rebate - MVCAA received a health insurance medical loss rebate check from United Healthcare in the amount of \$4,300, which will be applied as a credit to current staff.

Agency Audit - The Agency Audit will be in November.

Report - Head Start Program Update (Susan Huffman)- Susan reviewed the information contained in the Head Start program update. The information contained in the report included:

Grant Updates - #07HP00618-01 Federal EHS Expansion/Childcare Partnership, #07CH011804-05 Federal Head Start/Early Head Start, and #CS231371004 Missouri State Early Head Start.

Projects and Initiatives – Susan explained the mold findings and roof issue at the Knob Noster Head Start. There has not been any information on the Change of Scope. Received CH (8-11-2025) and HP (8-13-2025) non-Competing Continuation Grants. Applied for Supplemental Funds for Nutrition and Healthy Eating (approved to receive funding) and applied for Health and Safety Supplemental Funding with no information on approval or denial.

Program Instructions – One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Family grant outlines the process for the Head Start grant recipients to request supplemental funds to promote nutrition services and healthy eating for enrolled children and families. Examples of allowable uses of Supplemental Funds are food service upgrades, materials, supplies, equipment, nutrition education resources, and non-Recurring Personnel Cost.

Information Memorandums –There was none.

Other Information – Head Start CH Grant duration 221/391 enrolled. Early Head Start CH Grant 41/41 enrolled.

Personnel Activity – Openings

Roll Call Vote to Close Session - A motion was made by David Van Horn to close the meeting pursuant to Section 610.021, subsection (3), RSMo, for the purpose of discussing personnel (Executive Director salary enhancement). Motion was seconded by Lori Fiegenbaum and a roll call vote was taken. Motion passed by unanimous vote.

| <u>Member</u> | <u>Vote</u> | <u>Member</u> | <u>Vote</u> | <u>Member</u> | <u>Vote</u> |
|------------------|-------------|-------------------|-------------|-----------------|-------------|
| David Van Horn | Yea | Robert Simmons | Yea | Josh Taylor | Absent |
| Anita Hendrix | Yea | Chris Woolery | Yea | Cheryl Barnson | Yea |
| Jeannie Thurston | Yea | Jessica Baker | Yea | Nancy Jennings | Yea |
| James Paul | Absent | Danielle Campbell | Yea | Lori Fiegenbaum | Yea |

Closed Session Vote -A motion was made by David Van Horn to approve the Executive Director's Performance Evaluation as presented. Motion was seconded by Danielle Campbell and a roll call vote was taken. Motion passed by unanimous vote.

| <u>Member</u> | <u>Vote</u> | <u>Member</u> | <u>Vote</u> | <u>Member</u> | <u>Vote</u> |
|------------------|-------------|-------------------|-------------|-----------------|-------------|
| David Van Horn | Yea | Robert Simmons | Yea | Josh Taylor | Absent |
| Anita Hendrix | Yea | Chris Woolery | Yea | Cheryl Barnson | Yea |
| Jeannie Thurston | Yea | Jessica Baker | Yea | Nancy Jennings | Yea |
| James Paul | Absent | Danielle Campbell | Yea | Lori Fiegenbaum | Yea |

Reconvene Open Session -A motion was made by David Van Horn and seconded by Danielle Campbell to reconvene the open session for the purpose of adjourning the meeting. Motion passed by unanimous vote.

Adjournment - With no further business to discuss, a motion was made by Robert Simmons and seconded by Anita Hendrix to adjourn the meeting. Motion passed by unanimous vote.

The next meeting will be held on Monday, October 27, 2025 at 4:30 p.m.

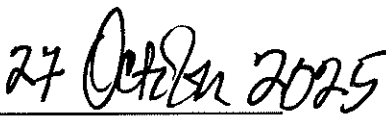
Submitted by:

Meghan Moss, Recording Secretary

Meeting minutes are approved.



 David R. Van Horn, Board Chair



 Date

Documents sent to board members for review prior to the September meeting (July & August activity):

1. Salary Scale
2. Executive Director Report
3. Critical Indicators Report
4. Credit Card Statement [First State Community Bank]
5. Head Start/Early Head Start Program [no information Memorandums or Program Instructions]

Document handed out during the September meeting:

1. When Your CAA's Upcoming Fiscal Year is Uncertain: A Guide for Community Action Agency Boards
2. 2025-2026 Board Committees/Roles and Functions
3. Board of Directors Meeting Schedule