



**MID-KANSAS COMMUNITY ACTION PROGRAM, INC**  
**730 Cliff Drive, Augusta, KS 67010**  
**(316) 775-3000**

**Regularly Scheduled Board of Directors Meeting**  
**January 26, 2017**  
**6:30pm**

***Board Members Attended***

Sue Barrientos  
Sharon Knaak  
Joe Spiser (on phone)  
Linda Johnson  
Heather Rierson

***Board Members Absent***

Robert James  
Craig Dodd  
Dan Holub

***Also Attended***

Joyce Stockham  
Ellen Maddy

Meeting called to order by Sue Barrientos at 6:45 pm.  
Board members recited the Community Action Promise.

***Introductions***

***Approval of Consent Agenda***

Discussion: None

Agenda for January 26, 2017

Board Meeting Minutes from December 15, 2016

Monthly Program Reports

Fiscal Reports, December 2016

Motion by Linda Johnson (Heather Rierson 2<sup>nd</sup>) to approve consent agenda as presented. Motion carried 5-0

***Treasurer Report –Review the Agency 2015 990***

Discussion: The board reviewed the following financial statements for December 2016 in detail: Actual vs. budget for CSBG; Augusta building, Indirect, Unrestricted, United Way-ElDorado, Agency Property, Tri County Transitional Housing Program, Harvey County, Cowley Transitional Housing Program, Fidelity Charity, CHDO Rent/Main, KidzFest and the Agency Balance Sheet and Trial Balance Sheet. All reports were found to be in order. Linda Johnson reviewed all credit card payments, journal entries, bank reconciliation and time sheets. All have been appropriate and up to date.

Motion by Joe Spiser (Heather Rierson 2<sup>nd</sup>) to approve Treasurers Report

Motion carried 5-0

***Annual Board Activities and Planning***

Discussion:

The board discussed the annual activities and training was provided to how these activities would meet the ROMA performance measures and performance indicators.

Motion by Heather Rierson (Sharon Knaak 2<sup>nd</sup>) to approve the Annual Board Activities and Planning for 2017

Motion carried: 5-0

### ***Vintage Apartments at Hillsboro***

Discussion: At this time we have filled six units and expect to fill one more in January and four in February. We have a family moving from as far as the state New York. Kansas has proved to be much less expensive and the area compatible for their needs. Our liability insurance expense bid has been selected with a company AARMS recommended by Mark Cox and was the lowest bid. Coverage starts Monday, January 20, 2017. We have some rental revenue and security deposit income at this time. A separate account for security deposits only will be set up once all units have been leased; this will be held at Andover State Bank. Mid Kansas Community Action Program is still planning an open house in Hillsboro approximately at the end of January 2017 for the Vintage Apartments and are inviting KHRC, State Legislators; and any board members that can attend would be welcome.

### ***Update on Low Income Rental Units***

Discussion: The agency is currently seeking a real estate agent and/or property auction to sell the Madison duplex. The property in Arkansas City at 714 West Maple is also available for sale. Current tenants would like to purchase. There are a couple of units with tenants that are in arrears. We are proceeding with the eviction process in Severy. Currently one unit open in Atlanta and have leased a tenant for 611 Locust and have two prospective renters for the other unit at 615 Locust. The inspections that were completed last month and shown to have some deficiencies are in the repair at this time to comply with the 60 day plan to complete those repairs.

### ***FFY 2016 Remainder Non-Discretionary Budget (CSBG)***

Discussion: CSBG awarded all Community Action Agencies a discretionary award of \$5,000 has been allocated for a technology assistance. This will allow the agency to upgrade the CAP60 database (used for reporting demographics and client data). KHRC increased the award to include \$2,000 for leadership training. The budget was modified and presented to the board.

Motion by Sharon Knaak (Heather Rierson 2<sup>nd</sup>) to accept the FFY 2016 Discretionary Budget as revised.  
Motion carried 5-0

### ***FFY 2016 Non-Discretionary Budget Modification (CSBG)***

Discussion: Tabled at this time

### ***Executive Session:***

Motion by Heather Rierson (Sharon Knaak 2<sup>nd</sup>) to move to executive session for 20 minutes to discuss personnel matters

Session began 7:49 pm

Motion by Heather Rierson (Sharon Knaak 2<sup>nd</sup>) to close out of executive session at 7:59 pm

No action taken.

### ***Performance Review of Executive Director***

Discussion:

Motion by Joe Spiser (Heather Rierson 2<sup>nd</sup>) increase Executive Director's, Joyce Stockham, salary to \$87,000 effective January 1, 2017

Motion carried: 5-0

### ***FFY 2017 Non-Discretionary Award***

Discussion: Each budget line item was reviewed in detail. The board recommended increasing the number of staff attending the National Conference held in Philadelphia to a total of three and suggested minor line item changes to accommodate expenses.

Motion by Joe Spiser (Linda Johnson 2<sup>nd</sup>) to approve the FFY 2017 Non-Discretionary Award making the adjustment in Executive Director salary and travel and training budget and authorize all appropriate signatures.  
Motion carried: 5-0

**Employee Update**  
A new Housing Coordinator has been hired and currently determining a start date.

**Adjourn**  
Motion by Sharon Knaak (Linda Johnson 2<sup>nd</sup>) to adjourn  
Motion carried 5-0  
Meeting adjourned at 8:15pm

	
Board Signature	Date