



THE TRUMAN COUNCIL

Board & Membership Meeting
Minutes from Tuesday January 24th, 2024
Location: Harry S. Truman Coordinating Council
107 N Jefferson St. Neosho, MO 64850

HSTCC Executive Committee

Cyndy Hutchings, David Osborn, Debbie Cornell, Jamey Cope, Richard Leavens, Skyler Jones, Josh Detar (7 members total, missing 4)

OFFICERS: Cyndy Hutchings, Chair
David Osborn, Treasurer

ATTENDEES:
Carrie Campbell – HSTCC
Olivia Spencer – HSTCC
David Osborn – Newton County Commissioner

VIRTUAL ATTENDEES:
Richard Leavens – City of Neosho
Bill Sherman – Mayor of Duquesne

CALL TO ORDER Cyndy Hutching, Chair called the meeting to order at 9:05 a.m.

CONSENT AGENDA Motion to approve the 06/21/2023's agenda made by David Osborn. Seconded by Richard Leavens. All in favor, none opposed.
Motion to approve 10/17/2023's agenda made by David Osborn. Seconded by Richard Leavens. All in favor, none opposed.
Motion to approve 01/23/2024's agenda made by David Osborn. Seconded by Richard Leavens. All in favor, none opposed.

MINUTES OF THE PREVIOUS MEETING Motion to approve the 06/21/2023's meeting minutes made by David Osborn. Seconded by Richard Leavens. All in favor, none opposed.
Motion to approve 10/17/2023's meeting minutes made by David Osborn. Seconded by Richard Leavens. All in favor, none opposed.

EXECUTIVE DIRECTOR REPORT Executive Director Carrie Campbell presented the list of projects that Truman Council is currently working on. Noel/Emergency CDBG we are still waiting on ownership for the Dam. HSTCC is working on Downtown revitalization grants for the City of Neosho and City of Carthage. Safe Streets for All grant was awarded, and we are working on the grant agreement. MoDOT prioritization has been completed. SW City was finally able to accept bids for contractors. HSTCC is having to ask for an extension on this project due to how many times bids were put out with no response. Pineville zoning has completed the map and are awaiting Pineville to help complete zoning guidelines. Lamar TAP grant was awarded and we are awaiting the contract.

FINANCE REPORT Fiscal Officer Olivia Spencer spoke on how Truman is currently finalizing drawdowns for this quarter in the amount of \$68,950.95. She shared that the bank account balance as of 01/11/2024 is \$16,320.67.

HOMETOWN LEGACY DBA THE TRUMAN LAB* Fiscal Officer Olivia Spencer is making updates to the Hometown Legacy account and adding the DBA to the account making it Hometown Legacy DBA The Truman Lab. Carrie Campbell and Olivia Spencer asked for access to view the accounts online through SMB. Motions made by David Osborn. Seconded by Richard Leavens. All in favor, none opposed.

HUMAN RESOURCE UPDATES*

Fiscal Officer Olivia Spencer has been working on updating the HSTCC Handbook.

- a. Prohibited Activity
 - a. No employee shall either explicitly or implicitly ridicule, mock, belittle or make any offensive/derogatory comment to any person, either directly or indirectly, based on race, color, sex religion, age, disability, national origin or sexual preferences, or **dietary restrictions**. Motion made by Richard Leavens. Seconded by David Osborn. All in favor, none opposed.
- b. Travel for work
 - a. Mileage Rate to follow the IRS mileage rates for the corresponding year.
 - b. Meals which may be approved, up to the following reimbursements (with receipts) – <https://www.gsa.gov/travel/plan-book/per-diem-rates>:
- c. Performance Evaluations (60 days, **90 day, and 6, month**)
- d. Holidays
 - a. Adding Juneteenth & Harry S. Truman's birthday
- e. Smoking and Tobacco usage
 - a. Prohibits **ALL** tobacco products
- f. Grievance Procedures
 - a. Complaints should be filed within **5** working days of the occurrence leading to the complaint or **5** working days after the employee become aware
 - b. Executive Director/Chair of the Executive Board will respond in writing to the aggrieved employee within **5** days of the meeting.
- g. Termination of employment
 - a. ALL property of HSTCC must be received prior to the final payroll being paid out. All items can be returned via mail or dropped off to the home office at the expense of the employee.
- h. PTO Update
 - a. PTO is available after the 90-day introductory period is completed.
 - b. Full-time Employees accrue 1 day of PTO per month, a total of 12 PTO days per year.
 - c. PTO days (hours) are allotted based on the number of years of service an employee has given the organization.

**B-H motions made by David Osborn. Seconded by Richard Leavens. All in favor, none opposed.

Bylaws Update

- d. HSTCC would like to update the HSTCC Board meeting to be on a bi-annual basis, rather than having a quarterly meeting. Motion made by David Osborn. Seconded by Richard Leavens. All in favor, none opposed.

Executive Director Carrie Campbell, presented to the board a grant incentive program. She explained that this would help the staff for all the efforts put to writing a grant. We will have a tier that will depend on the amount of grant and employee position.

STAFF REPORTS

Fiscal Officer Olivia Spencer updated the board of the projects she has been working on. Webb City NSP and City of Lanagan Emergency Waterline closeouts are underway, with monitoring completed in December. City of Lanagan and Carterville Streets projects are in final stages of closeout, awaiting payroll corrections and review. Carterville Generator Project is on hold, waiting for the generator's arrival. Noel ARPA and Duquesne LWCF Grants are progressing, with new requests for qualifications and bid packets being prepared. Partners are encouraged to recommend engineers and contractors. Stella project design is advancing, with submission to MDNR expected by summer. Extensions are being sought for City of Neosho and SW City projects with CDBG's assistance.

Environmental Planner, Austin Butera, updated the board of the projects that he has been working on. Barton County Hazard Mitigation Plan revisions completed and submitted to FEMA, awaiting feedback. Lab certification progress includes SOPs, quality control, and hygiene plans, with QC testing done. Awaiting NIST certified thermometer delivery for calibration before scheduling a DNR audit. 319 Grant application submitted, including quality assurance project plan and budget narrative, awaiting EPA and DNR funding approval for a \$68,000 water monitoring program. Separate DNR Stream Team monitoring program being finalized for spring start, covering 6-7 sites. Neosho Hazard Mitigation Plan progress, with the final meeting expected in January, plan 75% complete. USDA Composting project unofficially approved, includes \$112,000 funding with city matching through recycling plant worker salary. RegionM Composting grant exploration to complement USDA grant, with potential for construction of composting rotation spots, pending guidelines and discussion with Nate.

Executive Director, Carrie Campbell, briefed on grant writer's tasks. Progress: Leawood Plan with surveys, meeting complete. Road focus. January for final edits.

NEXT MEETING

Monday June 3rd, 2024 @ 11 a.m. Lunch will be provided.

ADJOURN

Meeting adjourned by Cyndy Hutchings, Chair @ 10:00 a.m.