

CAROLINA COMMUNITY ACTIONS, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
January 09, 2018

Location:

Chester County Government Complex, Chester, South Carolina

Board Members Present:

CHESTER COUNTY

Azilee Hill
Burley McDaniel
Davida Schultz
Angela Twitty

FAIRFIELD COUNTY

Curtis Squirewell

LANCASTER COUNTY

LaQuita Barnes
Tim Cureton
Karla Garris

UNION COUNTY

Sonya Glenn
Lewis Jeter
Pamela Sloss

YORK COUNTY

Daniel Ballou
Fred Garrison
Denise Lowry
Melvin McCullough
Regeana Phillips
Marva Roseborough
Isaiah Venning

Staff Present:

Karen Brackett Browning
Misty Burrell

Board Members Absent:

CHESTER COUNTY

None

FAIRFIELD COUNTY

None

LANCASTER COUNTY

Elaine McKinney

UNION COUNTY

Edith Foster

YORK COUNTY

James Quinn

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS
January 9, 2018

The Carolina Community Actions, Inc. Board of Directors held a regular meeting in Chester, SC at 6:30 p.m. on January 9, 2018, with Mr. Lewis Jeter, Chair, presiding.

Mr. Jeter provided opening comments and introduced the new Executive Director, Karen Brackett Browning. Mr. Jeter also furnished the invocation.

The membership roll was called with a confirmation of a quorum present. (18 of 21 directors)

Chair Jeter called for a motion regarding the December 12, 2017 Meeting Minutes. Mr. Dan Ballou motioned to approve the minutes as recorded. The motion, seconded by Ms. Pamela Sloss, carried.

Continuing Board Education

Mr. Tim Cureton provided a detailed report of the State Board Training that was held in December 2017. He address board responsibilities and highlighted information received on fundraising strategies from one of the workshops. It was explained that boards have to be more diligent in their fundraising efforts for continued operations and to ensure a sustainable future as government funding is uncertain. Relationships are a critical factor to success.

Committee Reports

- Executive Committee – No Report

- Governance Committee – No Report

- Finance Committee
Board Treasurer Tim Cureton reviewed the CCA Programmatic/Financial Reports for November 2017 and an additional December 2017 Head Start Financial Report. Mr. Cureton stated that it appeared CCA was on target with its spending. The recommendation from the Finance Committee was to accept the Finance Reports. The recommendation was approved.

Mr. Cureton also provided an update on the mortgage for the David Boone Building. With consistent monthly payments, the loan maturity date is October 30, 2018. Mr. Cureton stated that the board will be in conversation later regarding building improvements as funding may be available after loan maturity date.

- Membership Committee
Chair Denise Lowry referred to the 2017 Board Members' Attendance Record that reflects a cumulative percentage of meetings attended by each member in 2017.

Chair Lowry reported that per the Carolina Community Actions Board Policies (Public Selection Procedure), when a public official's term expires, the applicable county caucus will propose a public official for board ratification; such Public Official shall be seated at the next meeting following ratification by the board. Recently the City of Rock Hill elected a new mayor. The previous mayor's term expired on January 8, 2018 with the swearing in of the new mayor. As a result of the election, the CCA York County Board Members voted to recommend to the CCA Board of Directors to retain the Rock Hill Mayor as the designated Public Official for the CCA Board Seat in the public sector. Ms. Lowry motioned to invite the Rock Hill Mayor or his appointed representative to serve on the CCA Board of Director. The motioned, seconded by Ms. Azilee Hill and Major Burley McDaniel, was approved by the Board.

- Personnel Committee – No Report
- Planning and Programs – No Report

Head Start Policy Council Report

Policy Council Chair Marva Roseborough reported that the Policy Council has not met since December and all updates from that meeting were provided at the December 12, 2017 Board Meeting. The next meeting is scheduled for January 10, 2018 at 10:00 at the CCA Office in Rock Hill.

Executive Director's Report

ED Karen Brackett Browning provided a comprehensive written report that included programmatic updates along with her and the previous ED's contacts and scheduled meetings. She reported that her focus areas will include:

- Organizational Standards and Head Start Performance Standards
 - Communications, i.e. agency newsletter, agency Annual Report, customer surveys, etc.
 - Operations, i.e. risk analysis, Audit RFP, HS Bylaws, etc.
- Continued/maintenance of existing relationships with partners and development of new partnerships
- Enhanced Marketing Strategies
 - Development of communications plan to include increase community visibility, updates to website and use of social media
 - Rebranding agency as local community action agency by highlighting vision and mission
- Seeking/leveraging funding – Currently reviewing other grant opportunities

Old Business

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Directors reviewed the 2018 meeting schedule. Chair Jeter notified members that due to anticipated business that will require board action, the Executive Committee may be notified of a meeting in February 2018.

New Business – None

Comments/Announcements

- Mr. Squirewell expressed concern about the condition of the Fairfield County Office.
- MLK Celebration in York, SC includes a parade on Saturday, January 13, 2018 with Ivory Latta as the grand marshal.
- MLK Interfaith Prayer Breakfast in Rock Hill, SC on Monday, January 15, 2018 at 6:45 A.M. at First Baptist Church. The speaker is Dr. Derrick Alridge.

The meeting adjourned at 6:45 p.m.


Lewis Jeter, Chair

Edith Foster, Secretary

Handouts

- January 09, 2018 Agenda
- December 12, 2017 BOD Minutes
- *Board and Administrator* Publication
- November 2017 Financial Report
- December 2017 Head Start Financial Report
- November 2017 Monthly Credit Card Activity Report
- January 9, 2018 David Boone Building Mortgage Update
- 2017 BOD Attendance Record
- January 9, 2018 Membership Committee Report
- January 9, 2018 Executive Director's Report
- 2018 BOD Meeting Schedule