

**CAROLINA COMMUNITY ACTIONS, INC.**  
**MEETING MINUTES OF THE BOARD OF DIRECTORS**  
**June 12, 2018**

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**Location:**

**Chester County Government Complex, Chester, South Carolina**

**Board Members Present:**

**CHESTER COUNTY**

Azilee Hill  
Davida Schultz

**FAIRFIELD COUNTY**

None

**LANCASTER COUNTY**

LaQuita Barnes  
Tim Cureton

**UNION COUNTY**

Edith Foster  
Sonya Glenn  
Lewis Jeter

**YORK COUNTY**

Denise Lowry  
Fred Garrison  
Melvin McCullough  
Marva Roseborough

**Staff Present:**

Karen Brackett Browning  
Misty Burrell  
Karen Kee  
Linnie Miller

**Board Members Absent:**

**CHESTER COUNTY**

Burley McDaniel  
Angela Twitty

**FAIRFIELD COUNTY**

Curtis Squirewell

**LANCASTER COUNTY**

Karla Garris  
Elaine McKinney

**UNION COUNTY**

Pamela Sloss

**YORK COUNTY**

Daniel Ballou  
James Quinn  
Regeana Phillips  
Isaiah Venning

**Visitor Present:**

Harvey Heise

## MEETING MINUTES OF THE CCA BOARD OF DIRECTORS

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The Carolina Community Actions, Inc. Board of Directors convened for a regular meeting in Chester, SC at 6:30 p.m. on June 12, 2018, with Mr. Lewis Jeter, Chair, presiding.

Mr. Jeter provided the welcome and opening comments. Mr. Tim Cureton furnished the invocation.

The membership roll was called with a confirmation of a quorum (11 of 21 directors) present.

Chair Jeter called for a motion regarding the May 8, 2018 Meeting Minutes. Ms. Azilee Hill motioned to approve the minutes as recorded. The motion, seconded by Mr. Fred Garrison, carried.

### **Continuing Board Education**

Due to the nature of the agenda and time constraints, Chair Jeter did not engage in continuing board education. Training will resume at the next meeting scheduled for September 2018.

### **Committee Reports**

- Finance Committee
  - Board Treasurer Tim Cureton introduced Mr. Harvey Heise, of Burkett, Burkett & Burkett, the firm that conducted the CCA audit for the year ending September 30, 2017. Mr. Heise distributed copies of the audit report and a written summary presentation. He referenced the required auditor communications regarding the report as follows:
    - Unmodified opinion on financial statements
    - No irregularities on planned scope and time of audit
    - No significant changes in accounting policies
    - Accounting estimates appear reasonable
    - No internal control communications
    - Small expected audit adjustments
    - No disagreements with management
    - No necessary consultations with other independent accountants
    - No significant difficulties encountered
    - Full cooperation from all personnel

Mr. Heise highlighted the summary of financial position that featured a two year comparison. He also stated that the revenues and expenses matched very well. He re-addressed the expressed inquiry from the Finance Committee meeting regarding compensated absences that must be carried as a liability. He stated that the risk associated with the amount is low because CCA has enough assets that could be liquidated to pay outstanding balances should a need occur. Mr. Heise stated that CCA demonstrated good accountability over the management of the agency finances.

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The Finance Committee recommended acceptance of audit report. The Board voted unanimously to accept the audit report for the year ending September 30, 2017.

Mr. Heise referenced the IRS Form 990 that was completed for CCA. Treasurer Cureton requested that every member review the copies that were available at the meeting prior to departing. Electronic copies will also be made available upon request from board members.

- Treasurer Cureton referenced the written April 2018 Programmatic/Financial Reports, expanded April 2018 Weatherization Report and May 2018 Head Start Financial Report. He highlighted purchases on the April 2018 Credit Card Report and referred to the May 31, 2018 Statement of Activities and Statement of Financial Position.

Mr. Cureton, as Chair of the Finance Committee, recommended acceptance of the reports. The governing body approved the recommendation.

- Treasurer Cureton presented the 2018-2019 Head Start Budget with a funding level of \$6,871,465 for a federal funded enrollment of 770. Head Start Policy Council approved the budget on June 6, 2018. He referenced a written document that included the funding levels for Operations, Training and Technical Assistance, early Head Start Operations and Early Head Start Training and Technical Assistance.

Mr. Cureton recommended approval of the budget for application submission. The recommendation was approved by the Board.

- Treasurer Cureton presented the Head Start Cost-of-living Adjustment Budget Request. He highlighted the written document with budget details showing the total of \$175,619 allocated between Head Start and Early Head Start. The COLA of 2.6% is made available through additional funds from Head Start to assist grantees with increasing staff salaries and fringe benefits and to offset higher operating costs. Head Start Policy Council approved the budget on June 6, 2018.

Mr. Cureton recommended approval of the budget for submission. The recommendation was approved by the Board.

Treasurer Cureton also recommended applying the 2.6% COLA retroactively beginning October 1, 2017 to wages for Head Start employees who are current employees on the effective date of June 13, 2018 upon receipt of the funds. The recommendation was approved by the Board.

- Treasurer Cureton recommended implementation of a cost-of-living adjustment of 2.6 percent to the current agency salary chart and a 2.6% COLA to other agency

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component budgets with the effective dates listed in chart based on the availability of funds.

<b>PROPOSED COLA</b>		
<b>FUNDING SOURCE</b>	<b>COLA %</b>	<b>EFFECTIVE DATE</b>
Indirect Cost	2.6	6/13/2018
CSBG/LIHEAP	2.6	6/13/2018
Weatherization	2.6	11/1/2018
WIOA-OS	0	0

It was explained that WIOA does not have the funds available to apply a COLA to those staff salaries.

The Board voted to approve the recommendation.

- Treasurer Cureton stated that OEO has notified CCA of an additional allocation of \$5,448.00 to be used during the 2018 CSBG program year. He highlighted the written document which showed the funds applied to GEAP with each county's allocation.

Mr. Cureton recommended acceptance of the funds. The Board voted to approve the recommendation.

- **Executive Committee**

Mr. Tim Cureton motioned for the Board to enter into executive session for discussion of the Executive Directors' Performance Evaluation. The motion was seconded by Ms. Azilee Hill and Mr. Fred Garrison. The motion carried. All visitors and staff were dismissed.

Upon the conclusion of the executive session, Chair Jeter stated that no votes were taken during the closed session. He stated that the Executive Committee had met earlier to conduct a performance review of the Executive Director and discussion of such had taken place during the executive session among the entire Board. He informed CCA's Executive Director of the results of the performance review conducted by the Board. The Board then voted on the compensation associated with a merit and cost-of-living adjustment for the Executive Director.

- **Governance Committee**

Committee Chair Davida Schultz presented the compiled results of the Board's Self-Evaluation. Due to receipt of 11 of 21 responses, it was determined to extend the submission date until the end of June. The updated results will be forwarded to members in July.

- **Membership Committee**

Committee Chair Denise Lowry notified the Board that a letter would need to be written to those members who are non-compliant with the attendance policy. Therefore, it was determined that a letter would be composed from Chair Jeter to directors who have missed 4 consecutive regularly scheduled meetings.

- **Personnel Committee – No Report**

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- **Planning and Programs**

Committee Chair Azilee Hill reviewed the written Planning and Programs Committee Report.

- Letter dated April 27, 2018 from the Office of Economic Opportunity which outlines the agency's "actual success rate" for CSBG/LIHEAP services completed in PY 2017.

Ms. Hill highlighted each project, the planned target and the actual outcome. After discussion of the data, the report was received and accepted as information by the Board.

### **Head Start Policy Council Report**

Board and Policy Council Chair Marva Roseborough provided the Policy Council Report. She noted that the Council met on Wednesday, June 6, 2018. Information presented included the Office of Head Start updates regarding the Full Funded Enrollment Initiative; CCA HS Proposed 2018-2019 Budget that was approved by the Policy Council; the COLA Budget that was approved by the Policy Council and end of the year activities.

A motion was made and seconded to accept the report. The motion carried.

### **Executive Director's Report**

Executive Director Karen Brackett Browning provided a comprehensive written report that included specific programmatic updates along with her contacts and scheduled meetings. The report included the Client Satisfaction Survey Results for CSBG/LIHEAP and the Weatherization Assistance Program. The Head Start and Early Head Start Parent Survey Results for PY 17-18 were provided along the agency Focus Areas/Strategic Plan Updates. It was also denoted that the WIOA Program is expecting a decrease in funding by at least 14%. Per the Board's request from the May meeting, copies of the HS Transportation Policies and Procedures were made available for review.

Mr. Tim Cureton motioned to accept the ED Report. The motion, seconded by Ms. Sonya Glenn, carried.

### **Old Business**

The ED provided an update regarding the HS bus incident and outlined some of the plans to avoid any future incidences.

### **New Business**

None

### **Comments/Announcements**

None

The meeting adjourned at 8:15 p.m.

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Lewis Jeter, Chair

  
Edith Foster, Secretary

**Materials Referenced**

- June 12, 2018 Agenda
- May 8, 2018 BOD Minutes
- *Dynamic Duo- A Guide to Enhancing the Board and ED Partnership* Publication
- Carolina Community Actions Financial Statements FTY ending September 30, 2017
- Carolina Community Actions 2017 Auditors Report Presentation to Board of Directors
- Carolina Community Actions IRS Form 990
- April 2018 Programmatic/Finance Report
- May 2018 Head Start Financial Report
- April 2018 Monthly Credit Card Activity Report
- April 2018 Weatherization Report
- May 31, 2018 Statement of Activities
- May 31, 2018 Statement of Financial Position
- Head Start Budget and COLA Request 06-12-18
- 2018 CSBG Allocation Form
- June 12, 2018 Planning and Programs Committee Report
- June 12, 2018 Policy Council Report to CCA Board
- June 12, 2018 Executive Director's Report (Attachments: Focus Areas/Strategic Plan Update and HS/Early HS Parent Survey Results)
- Head Start/Early Head Start Transportation Procedures