

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS**  
of  
**CAROLINA COMMUNITY ACTIONS, INC.**  
held at  
**CHESTER COUNTY GOVERNMENT COMPLEX**  
on  
**JUNE 27, 2017**

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**Board Members Present:**

**CHESTER COUNTY**

Azilee Hill  
Burley McDaniel  
Davida Schultz

**FAIRFIELD COUNTY**

None

**LANCASTER COUNTY**

LaQuita Barnes  
Tim Cureton

**UNION COUNTY**

Edith Foster  
Sonya Glenn  
Lewis Jeter  
Pamela Sloss

**YORK COUNTY**

Daniel Ballou  
Fred Garrison  
Denise Lowry  
Melvin McCullough  
Jamie Quinn (Roger Dixon)  
Isaiah Venning

**Board Members Absent:**

**CHESTER COUNTY**

Angela Twitty

**FAIRFIELD COUNTY**

John Peoples

**LANCASTER COUNTY**

Karla Garris  
Elaine McKinney

**UNION COUNTY**

None

**YORK COUNTY**

David Boone  
Jessica McWaters

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The Carolina Community Actions, Inc. Board of Directors held a regular meeting in Chester at 6:30 p.m. on June 27, 2017, with Mr. Lewis Jeter, First Vice Chair, presiding.

Following the invocation, Ms. Lowry, Membership Committee Chair, welcomed Mr. Roger Dixon (the alternate for Dr. Quinn), who was appointed by Senator Wes Climer.

The roll was called; quorum was present.

The minutes of the last meeting were approved as presented.

Under Continuing Board Education:

- Mr. Cureton explained that the agency is required to have an annual single audit conducted by an independent CPA firm and noted that Burkett Burkett and Burkett CPAs is the current audit firm and serves at the pleasure of the Board of Directors.

He then recognized Ms. Kee, Finance Director who welcomed a partner of the firm, Mr. Harvey Heise. Mr. Heise distributed copies of the audit and stated that in performing the audit there were:

- no disagreements with management,
- no consultations with other independent accountants,
- no significant difficulties encountered,
- received full cooperation from all personnel,
- an unmodified opinion rendered on financial statements, and
- no instances of noncompliance or questioned costs.

Mr. Cureton then made a motion, which was carried, that the board accept the audit for the fiscal year ended September 30, 2016.

- The Executive Director noted the board's involvement in the development of the agency-wide strategic plan and called on Ms. Mary Gossett, a National Certified ROMA Trainer. Ms. Gossett distributed copies of the proposed plan and covered every page with the board. She emphasized that even though the strategic plan is not required to address goals for agency and family and community, CCA's does address all three. After a discussion Ms. Hill made a motion, which was seconded, that the board approve the five year strategic plan as presented; the motion was carried unanimously. At the conclusion of

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the report the suggestion was made that quarterly reports be provided to the board on progress toward ROMA goals.

Under Finance Committee Report, Mr. Cureton expressed appreciation to Ms. Kee and her staff for an excellent audit report and commented that there have been no findings in any audit for as long as he's been on the board. He added that the monthly financial reports are on target and in good shape and made a motion, which was carried, that the board accept last month's reports and receive the ones presented this month under advisement.

There was no report from the Governance Committee, but Ms. Schultz noted that the development of the strategic plan was overseen by the Governance Committee.

Under Membership Committee Report, Ms. Lowry reported that the results of last month's Board Meeting Evaluation Form were distributed last month and thanked those who participated in the evaluation.

Under Personnel Committee Report, Vice Chair Fred Garrison:

- Stated the committee met June 20, 2017 to conduct the annual performance review of the Executive Director, and reported the appraisal was given a rating of "outstanding," adding there are no funds for a merit increase. A motion was made and carried that the Executive Director's annual performance be given a rating of outstanding,
- reported the committee is recommending that the current position of Field Inspections Specialist be re-titled Field Inspections Specialist I and remain at Grade 9, and a new position titled Field Inspections Specialist II [requiring a Quality Control Inspector (QCI) certification be created at Grade 10.] A motion was made and carried, that the board approve the position changes.

Under Planning and Programs Committee Report, Ms. Hill reported the 2017-2018 Head Start refunding proposal has been increased with the addition of duration funding and a 1% cost of living adjustment (COLA) and stated the committee is recommending approval of the 2017-2018 Head Start proposal in the amount of \$6,695,846 including a COLA amount of 64,658, a 1% revision to the salary chart and a 1% COLA to other components of the agency based on the availability of funds. A motion was made and carried, that the board approve the recommendation of the Planning and Programs Committee.

Under Head Start Policy Council Report, Mr. Garrison stated the Head Start Policy Council met on June 7, 2017 and conducted the following items of business:

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- approved recommendation from the Grievance Committee that an employee be terminated,
- heard a report on a complimentary email from Head Start grandparents which stressed the York Head Start Center's welcoming environment and their grandchild's eagerness to attend,
- heard a report that at today's Evaluation/Administration Committee meeting a discussion on the agency's strategic plan took place,
- approved a 1% cost of living adjustment (COLA) in the amount of \$64,658,
- approved a revised 2017-2018 refunding proposal in the amount of \$6,695,846 which includes duration funding and COLA, and
- approved one new hire.

The Executive Director:

- reported that community leaders from around the state recently wrote Senator Lindsey Graham urging continued funding of CSBG; appreciation was expressed to Mr. Cureton for securing such a letter from the Mayor of Kershaw,
- noted that there has been no appeal to the board on the recent Head Start termination, and
- distributed recent newsworthy articles on Brother Boone and Mr. Cureton.

Under Announcements, the Executive Director expressed gratitude for his long established relationship with the board and announced his retirement to be effective no earlier than September 30, 2017 nor later than December 31, 2017.

Mr. Jeter announced that the next board meeting will be in Chester on September 12<sup>th</sup>.

The meeting adjourned at 8:00 p.m.

  
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David Boone, Chair  
Cst. Vice

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Edith Foster, Secretary

### **Handouts**

- June Agenda
- May Minutes
- April Financial Report
- May Head Start Financial Report
- April Monthly Credit Card Activity Report
- April Meal Reimbursement Report
- April Weatherization Homes in Progress Report
- Proposed Position Classification and Salary Chart
- Two Newspaper Articles
- *Board and Administrator* Publication