

CAROLINA COMMUNITY ACTIONS, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
March 12, 2019

Location:

Chester County Government Complex, Chester, South Carolina

Board Members Present:

CHESTER COUNTY

Azilee Hill
Davida Schultz
Angela Twitty

FAIRFIELD COUNTY

Curtis Squirewell

LANCASTER COUNTY

Tim Cureton

UNION COUNTY

Edith Foster
Sonya Glenn
Lewis Jeter
Pamela Sloss

YORK COUNTY

Floretta Anderson
Dale Dove
Grace Howze
Fred Garrison
Denise Lowry
Melvin McCullough
Regeana Phillips

Staff Present:

Karen Brackett Browning
Misty Burrell

Visitors Present

Leocadia R. Francis
Bobbie Murchinson

Board Members Absent:

CHESTER COUNTY

Burley McDaniel

FAIRFIELD COUNTY

None

LANCASTER COUNTY

Elaine McKinney

UNION COUNTY

None

YORK COUNTY

Isaiah Venning

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS March 12, 2019

The Carolina Community Actions, Inc. Board of Directors convened for a regular meeting in Chester, SC at 6:30 p.m. on March 12, 2019 with Chairman Lewis Jeter presiding.

Mr. Jeter provided the welcome followed by Elder Curtis Squirewell delivering the invocation.

The membership roll was called with a confirmation of a quorum (16 of 19 current seated directors) present.

Chair Jeter requested a motion regarding the meeting agenda. Mr. Fred Garrison motioned to adopt the agenda. The motion was seconded by Ms. Grace Howze and approved by the Board.

Ms. Pamela Sloss motioned to approve the January 8, 2019 Meeting Minutes that were disseminated in writing. Ms. Regeana Phillips seconded the motion, which carried.

Continuing Board Education

Chair Jeter re-introduced the Dynamic Duo, a guide to enhancing the Board and Executive Director Partnership, created by the Community Action Partnership and CAPLAW. Mr. Jeter conducted training from pages 23-24 on the "Flow of Information and Communication". More specifically, training focused on understanding reports, lines of communication at each level, attendance and procedures for requesting information.

Committee Reports

- Executive Committee – No Report
- Governance Committee
Committee Chair Davida Schultz presented the compiled results of the CSBG & LIHEAP Services Client Satisfaction Survey for February 2019. Of the 547 responses, 543 individuals rated the services across categories as excellent or good.

Ms. Pamela Sloss motioned to accept the Governance Committee Report. The motion, seconded by Ms. Regeana Phillips, was approved by the Board.

- Finance Committee
 - Finance Committee Chair & Treasurer Tim Cureton referred to the written Programmatic/Financial Report for January 2019, March 4, 2019 Statement of Activities, March 4, 2019 Statement of Financial Position, February 2019 Head Start Financial Report, January 2019 Monthly Credit Card Activity Report and January 2019 Weatherization Report.

Following a review of each report, Treasurer Cureton motioned to accept the reports. The motioned, seconded by Ms. Regeana Phillips, was approved by the governing body.

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS
March 12, 2019

- Mr. Cureton referenced the Finance Committee Report regarding the Dept. of Energy Weatherization PY 2019 funding allocation of \$142,885 for April 1, 2019- March 31, 2020.

Mr. Cureton, as chair of the Finance Committee, recommended approval and acceptance of the funding allocation. The recommendation was approved by the Board.

- Membership Committee

Committee Chair Denise Lowry referenced the following:

- Letter from the NAACP Lancaster County Branch to appoint Ms. Bobbie Murchinson as their representative on the CCA Board of Directors.
- Letter from Lancaster County Council Member Charlene McGriff to appoint Ms. Leocadia R. Francis as her representative to the CCA Board of Directors.

Committee Chair Lowry recommended the ratification of Ms. Murchinson and Ms. Francis as members of the CCA Board of Directors. The Board voted to approve the recommendation.

- Personnel Committee – No Report

- Planning and Programs

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

- CCA submitted a grant application to Catawba Regional Council of Governments on March 1, 2019 response to the Catawba Workforce Development Boards Youth Activities Request For Proposal (RFP) 19Y. The grant application includes:
 - o Service to sixty (60) at-risk youth ages 16-24 in Chester (10), Lancaster (15) and York (35) Counties
 - o Proposed total budget of \$296,217
 - o Proposed activities - Basic Skills Training (BST); Occupational Skills Training; Job Readiness Skills Training; Motivational Attitudinal and Transformational (MAT) Training; Work Experience Training; Supportive Services, and a Self-Development Incentive.

Committee Chair Hill recommended to approve the submission of the grant application. The Board voted to approve the recommendation.

- Chair Hill reported that the Dept. of Energy (DOE) Weatherization (WX) FY18-19 Carryover Fund Allocation of \$1,197.68 were released to CCA in January 2019 and will be added to the current grant. The CCA BOD voted through a poll vote by February 14, 2019 to accept and add the funds for a new DOE WX FY18-19 total budget of \$120,377.68.

Head Start Policy Council Report

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS
March 12, 2019

Board and Policy Council Chair Grace Howze provided the Policy Council Report as disseminated in writing. She presented information about the Region IV Head Start Annual Training Conference that convened in Atlanta, GA February 5-8, 2019, updates regarding the under-enrollment, monitoring visit results and in-service trainings.

The PC Chair reported that ERSEA statistics show enrollment at 698 of the 770 full funded enrollment as of March 5, 2019.

The report was accepted as information coming from the Policy Council.

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 CSBG/LIHEAP activities, the WIOA enrollment and activity results to date and Head Start and WAP updates. The report also included information about a community level initiative, Pathways Community Center, of which CCA has been an integral part. The report summarized the results of collaborative meetings that included all agency levels of management and governance. The report also included a review and accomplishments relevant to the agency strategic plan goals.

Ms. Pamela Sloss motioned to accept the Executive Director's Report. The motion was seconded by Ms. Regeana Phillips and approved by the Board.

Old Business

None

New Business

Concerns were expressed regarding violence among the youth in the community and the lack of available support for ex-offenders re-entering society from incarceration. CCA will review the needs assessments results to determine CCA's responsiveness to address these issues.

Comments/Announcements

None

A motion was made and seconded to adjourn the meeting. Upon approval of the motion, the meeting concluded at 8:00 P.M.


Lewis Jeter, Chair


Edith Foster, Secretary

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS
March 12, 2019

Materials Referenced

- March 12, 2019 Agenda
- January 8, 2019 BOD Meeting Minutes
- CSBG/LIHEAP Customer Satisfaction Survey – February 2019
- Programmatic/Financial Report for January 2019
- March 4, 2019 Statement of Activities
- March 4, 2019 Statement of Financial Position
- February 2019 Head Start Financial Report
- January 2019 Monthly Credit Card Activity Report
- January 2019 Weatherization Report
- Finance Co. Report Regarding DOE WAP PY 2019 Funds
- Planning and Programs Committee Report Regarding WIOA Out-of-School Youth for FY 2019 and Dept. of Energy (DOE) Weatherization (WX) FY18-19 Carryover Funds
- Head Start Policy Council Report for March 12, 2019
- March 12, 2019 Executive Director's Report include Strategic Plan Updates