

**CAROLINA COMMUNITY ACTIONS, INC.**  
**MEETING MINUTES OF THE BOARD OF DIRECTORS**  
**October 9, 2018**

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**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  
Elaine McKinney

**UNION COUNTY**

Edith Foster  
Sonya Glenn  
Lewis Jeter

**YORK COUNTY**

Grace Howze  
Fred Garrison  
Denise Lowry  
Melvin McCullough  
Regeana Phillips

**Staff Present:**

Karen Brackett Browning  
Misty Burrell

**Board Members Absent:**

**CHESTER COUNTY**

Burley McDaniel

**FAIRFIELD COUNTY**

None

**LANCASTER COUNTY**

LaQuita Barnes  
Karla Garris

**UNION COUNTY**

Pamela Sloss

**YORK COUNTY**

Isaiah Venning

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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 October 9, 2018 with Mr. Lewis Jeter, Chair, presiding.

Mr. Jeter provided the welcome and Rev. Angela Twitty furnished the invocation.

The membership roll was called with a confirmation of a quorum (15 of 19 current seated directors) present.

Chair Jeter commenced with introductions and called for the Membership Committee Report regarding a new appointee. Membership Committee Chair Denise Lowry stated that Ms. Grace Howze was elected October 3<sup>rd</sup> by the Head Start Policy Council to serve as their representative to the CCA Board of Directors. The Membership Committee recommended the seating of Ms. Grace Howze to the CCA Board of Directors as the Head Start Policy Council Representative. The recommendation was voted upon and approved by Board.

Chair Jeter called for a motion regarding the September 11, 2018 board meeting minutes. Ms. Azilee Hill motioned to approve the minutes as recorded. The motion, seconded by Ms. Elaine McKinney, carried.

**Continuing Board Education**

Chair Jeter facilitated the board education and training period by using 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 on ethics and integrity, compliance, managing employee grievances, whistleblower claims, following policies and procedures. Mr. Jeter encouraged each director to read the board materials prior to the meetings. CCA's goal is to be a top agency by the end of 2018.

**Committee Reports**

- Finance Committee
  - Finance Committee Chair & Treasurer Tim Cureton referred to the written August/September 2018 Programmatic/Financial Reports package. The documents referenced included the Programmatic/Financial Report for July 2018, August 2018 Head Start Financial Report, July 2018 Monthly Credit Card Activity Report, July 2018 Weatherization Report, August 30, 2018 Statement of Activities, and August 30, 2018 Statement of Financial Position.

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

- Mr. Cureton reported that CCA has received its Notice of Grant Award (NGA) which will include a supplement to the 2017-2018 budget year. The current budget period that began 10/01/2017 was extended accordingly to include 10/01/2018 through 06/30/2019. The amounts awarded are as follows:

Head Start Operations: \$4,643,160

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Head Start Training and Technical Assistance: \$55,499  
Early Head Start Operations: \$444,541  
Early Head Start Training and Technical Assistance: \$10,400  
The Project Period remains the same for the 5 year grant period:  
07/01/2014 through 06/30/2019.

Finance Committee Chair Cureton motioned to approve and accept the Head Start 2017-2019 contract extension and budget. The motion was seconded and approved by the Board.

- Finance Committee Chair/Treasurer Cureton referenced the CCA 403(b) Plan Summary Annual Report FYE 12-31-17 and the 403(b) Plan IRS Form 5500 for 2017. He stated that an audit of the plan, which occurs every year, had been conducted with no reported findings. A copy of the full report was made available during the meeting. The IRS Form 5500 for the plan was also disseminated to members for review.

Finance Committee Chair/Treasurer Cureton motioned to accept the 403(b) Plan Annual Report FYE 12-31-17 and the 403(b) Plan IRS Form 5500 for 2017. The motion was seconded and approved by the Board.

- Executive Committee – No Report
- Governance Committee – No Report
- Membership Committee
  - Membership Committee Chair Denise Lowry referenced the special election to occur on November 6, 2018 to select a representative of the poor from York County to the Board. She highlighted the specifics (location, agenda, marketing, etc.) relevant to the election process and requested that the York County delegation notify her regarding their ability to assist with the election.

Committee Chair Lowry recommended the election process for approval. The recommendation was approved by the Board.

- Membership Committee Chair Lowry notified the Board of a letter received from Senator Wes Climer in which he appoints a representative to the Board. The Executive Director will contact the designee regarding the appointment and membership on the CCA Board.
- Personnel Committee – No Report
- Planning and Programs – No Report

**Head Start Policy Council Report**

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Board and Policy Council Member Fred Garrison provided the Policy Council Report. He noted that the Council met on October 3, 2018. Information presented included the NGA's supplement to the current budget; notification of an opportunity to apply for funds to increase program hours; updates regarding the DRS application; ERSEA statistics showing enrollment at 652 of the 770 full funded enrollment as of 09/25/18; staffing vacancies and new hires; and scheduled activities.

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 Client Satisfaction Survey Results, the WIOA enrollment and activity results to date and Head Start and WAP updates. She also provided accomplishments to date relevant to the strategic plan goals. Ms. Brackett Browning distributed draft copies of the 2016-2017 Agency Annual Report that she compiled.

Mr. Fred Garrison motioned to accept the report. The motion was seconded by Mr. Tim Cureton and approved by the Board.

**Old Business**

None

**New Business**

The Board Chair requested that each county select a representative to the Nominating Committee. The following Nominating Committee members were selected:

Chester	Burley McDaniel
Fairfield	Curtis Squirewell
Lancaster	Elaine McKinney
Union	Pamela Sloss
York	Fred Garrison

Mr. Tim Cureton was elected from the floor as the member at large. The Board Chair named Ms. Elaine McKinney to serve as the Nominating Committee Chair. The Committee decided to meet on November 19, 2018 via a 4:00 P.M. teleconference.

**Comments/Announcements**

- The Annual Statewide Board Retreat will occur November 29 – December 1, 2018 in Hilton Head, SC. Further details will be provided later regarding the hotel and registration. Approximately 10 members expressed interest in attending the retreat.

A motion was made and seconded to adjourn the meeting. Upon approval of the motion, the meeting concluded at 7:45 P.M.

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Lewis Jeter, Chair

  
Edith Foster, Secretary

**Materials Referenced**

- October 8, 2018 Agenda (Revised)
- September 11, 2018 BOD Meeting Minutes
- Programmatic/Financial Report for August 2018
- September 27, 2018 Statement of Activities
- September 27, 2018 Statement of Financial Position
- September 2018 Head Start Financial Report
- August 2018 Monthly Credit Card Activity Report
- August 2018 Weatherization Report
- CCA Head Start Extended Grant thru June 30, 2019
- CCA 403(b) Plan Summary Annual Report FYE 12-31-17
- CCA 403(b) Plan IRS Form 5500
- 2018 Election Process
- October 9, 2018 Policy Council Report to CCA Board
- October 9, 2018 Executive Director's Report