

**CAROLINA COMMUNITY ACTIONS, INC.**  
**MEETING MINUTES OF THE BOARD OF DIRECTORS**  
**December 11, 2018**

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**Location:**

**St. John Center at the Oratory, Rock Hill, South Carolina**

**Board Members Present:**

**CHESTER COUNTY**

Azilee Hill  
Burley McDaniel  
Davida Schultz  
Angela Twitty

**FAIRFIELD COUNTY**

None

**LANCASTER COUNTY**

Tim Cureton  
Elaine McKinney

**UNION COUNTY**

Edith Foster  
Sonya Glenn  
Lewis Jeter  
Pamela Sloss

**YORK COUNTY**

Grace Howze  
Fred Garrison  
Denise Lowry  
Melvin McCullough  
Regeana Phillips  
Isaiah Venning

**Staff Present:**

Karen Brackett Browning  
Misty Burrell  
Karen Kee

**Board Members Absent:**

**CHESTER COUNTY**

None

**FAIRFIELD COUNTY**

Curtis Squirewell

**LANCASTER COUNTY**

LaQuita Barnes  
Karla Garris

**UNION COUNTY**

None

**YORK COUNTY**

None

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The Carolina Community Actions, Inc. Board of Directors convened for a regular meeting in Rock Hill, SC at 6:00 p.m. on December 11, 2018 with Mr. Lewis Jeter, Chair, presiding.

Mr. Jeter provided the welcome and the invocation.

The membership roll was called with a confirmation of a quorum (16 of 21 current seated directors at rollcall) present.

Chair Jeter called for a motion regarding the October 9, 2018 board meeting minutes. Mr. Fred Garrison motioned to approve the minutes as recorded. The motion, seconded by Ms. Denise Lowry, carried.

**Continuing Board Education**

Chair Jeter requested that board members who attended the SCACAP 11<sup>th</sup> Annual Statewide Board Training Retreat report their experiences. Discussion included understanding and mitigating risk associated with board membership along with fundraising. All who attended enjoyed the conference.

**Committee Reports**

• **Membership Committee**

Membership Committee Chair Denise Lowry reported the results of the November 6, 2018 election. Ms. Floretta Anderson was elected as a representative of the poor for York County to the CCA Board. Membership Committee Chair Lowry also reported that Mr. Dale Dove has been appointed to represent Senator Wes Climer on the Board as a public sector representative.

Committee Chair Lowry recommended that Ms. Anderson and Mr. Dove be seated as members of the CCA Board of Directors. The recommendation was approved by the Board.

• **Executive Committee – No Report**

• **Governance Committee**

The comprehensive agency risk assessment results were referenced and highlighted by Executive Director Karen Brackett Browning.

Governance Committee Chair Davida Schultz recommended that the Board accept the assessment report and act upon necessary items at future meetings. The recommendation was carried by the Board.

• **Finance Committee**

– Finance Committee Chair & Treasurer Tim Cureton referred to the written October/November 2018 Programmatic/Financial Reports package. The documents referenced included the Programmatic/Financial Report for October 2018, December 3, 2018 Statement of Activities, December 3, 2018 Statement of Financial Position,

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November 2018 Head Start Financial Report, October 2018 Monthly Credit Card Activity Report and November 2018 Weatherization Report.

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 received six proposals for audit services. The Finance Committee met to review the Audit Bid and Criteria Ratings for a recommendation to the Board. After discussion of the information within the document and the need for the procurement of the services relevant to the organizational standards, Finance Committee Chair Cureton motioned to select Martin Smith & Company to provide audit services to CCA for the specified period. The recommendation was approved by the Board.
- Finance Committee Chair/Treasurer Cureton referenced the CCA Board Report 12-2018 Regarding Allocations. He highlighted each item separately.
  - o PY 2019 LWAP (Application Allocation)

Administration Awarded for PY 2019	\$ 37,379.00
PY 2019 Program Operations 35 homes at \$10,000 each	<u>\$350,000.00</u>
Total Allocation	<u>\$387,379.00</u>

Mr. Cureton recommended acceptance/approval of the LWAP application allocation budget. The recommendation was approved by the Board.
  - o PY 2019 CSBG (Actual) Allocation for PY 2019 is \$837,512.  
Mr. Cureton recommended acceptance/approval of the actual CSBG allocation for PY 2019. The CCA board approved the recommendation.
  - o PY 2019 LIHEAP (Actual) for PY 2019 is \$3,119,252.  
Mr. Cureton recommended acceptance/approval of the actual LIHEAP application for PY 2019. The recommendation was approved by the Board.

- Personnel Committee – No Report

- Planning and Programs

Planning and Programs Committee Chair Azilee Hill referenced and reviewed the Head Start Funding Reduction Information to CCA Board. She noted that a letter had been received notifying CCA of a funding reduction due to chronic under enrollment. The information provided also denoted that the staff has met to develop a plan to lessen the impact of the reduction when it is imposed. The board discussed the issue and received the report as information.

- Nominating Committee

Nominating Committee Elaine McKinney reported that the Committee met to develop a slate of officers and appoint committee members for 2019. After receiving information that one of the members appointed to a committee would be leaving the Board due to relocation from the service area, the Nominating Committee was polled regarding a revision to the slate. The slate presented included active members as of

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December 10, 2018. Board members seated at the December meeting will be added to the committees' structure later. Chair McKinney recommended election of the officers and adoption of the committees' structure. The recommendation was accepted by the Board.

**Head Start Policy Council Report**

Board and Policy Council Chair Grace Howze provided the Policy Council Report. She noted that the Council met on December 5, 2018 and were notified of the Head Start funding reduction. During the PC meeting, the Education Manager reported on the updates for Child Care Licensing Regulations for centers. As a result of adherence to the Head Start Performance Standards, CCA is already in compliance with many of the updates. The PC Chair reported that ERSEA statistics show enrollment at 672 of the 770 full funded enrollment as of November 30, 2018.

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.

Mr. Tim Cureton motioned to accept the report. The motion was seconded by Ms. Regeana Phillips and approved by the Board.

**Old Business**

None

**New Business**

None

**Comments/Announcements**

None

A motion was made and seconded to adjourn the meeting. Upon approval of the motion, the meeting concluded at 7:15 P.M.

  
Lewis Jeter, Chair

  
Edith Foster, Secretary

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**Materials Referenced**

- December 11, 2018 Agenda (Revised)
- October 9, 2018 BOD Meeting Minutes
- 2018 Representative of the Poor Election Record
- CCA Risk Assessment Report – Executive Summary
- CCA Risk Assessment Report
- Programmatic/Financial Report for October 2018
- December 3, 2018 Statement of Activities
- December 3, 2018 Statement of Financial Position
- November 2018 Head Start Financial Report
- October 2018 Monthly Credit Card Activity Report
- November 2018 Weatherization Report
- Audit Bid Criteria and Ratings Sheet
- CCA Board Report 12-2018 Regarding Allocations
- Head Start Funding Reduction Information to CCA Board
- December 11, 2018 Policy Council Report to CCA Board
- December 11, 2018 Executive Director’s Report