

CAROLINA COMMUNITY ACTIONS, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
January 8, 2019

Location:

Chester County Government Complex, Chester, South Carolina

Board Members Present:

CHESTER COUNTY

Azilee Hill
Burley McDaniel
Davida Schultz
Angela Twitty

FAIRFIELD COUNTY

Curtis Squirewell

LANCASTER COUNTY

Tim Cureton
Elaine McKinney

UNION COUNTY

Edith Foster
Lewis Jeter

YORK COUNTY

Floretta Anderson
Grace Howze
Fred Garrison
Melvin McCullough
Regeana Phillips

Staff Present:

Karen Brackett Browning
Misty Burrell

Board Members Absent:

CHESTER COUNTY

None

FAIRFIELD COUNTY

None

LANCASTER COUNTY

None

UNION COUNTY

Pamela Sloss
Sonya Glenn

YORK COUNTY

Dale Dove
Denise Lowry
Isaiah Venning

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January 8, 2019

The Carolina Community Actions, Inc. Board of Directors convened for a regular meeting in Chester, SC at 6:30 p.m. on January 8, 2019 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 present.

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

The December 11, 2019 Meeting Minutes were accepted as received.

Continuing Board Education

No training provided.

Committee Reports

- Executive Committee – No Report

- Governance Committee – No Report

- Finance Committee
 - Finance Committee Chair & Treasurer Tim Cureton referred to the written Programmatic/Financial Report for November 2018, December 18, 2018 Statement of Activities, December 18, 2018 Statement of Financial Position, December 2018 Head Start Financial Report, November 2018 Monthly Credit Card Activity Report, and November 2018 Weatherization Report

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

- Treasurer Cureton referenced the Head Start Award Notification FY 2019 Letter received. He presented the Head Start Cost-of-Living Adjustment (COLA) request to submit a supplemental application in the amount of \$120,070 due March 1, 2019. He highlighted the written document with budget details showing the requested funds allocated between Head Start (\$109,579) and Early Head Start (\$10,491). The COLA of 1.77% 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 will receive the information on January 9, 2019 for approval to submit the application.

Mr. Cureton recommended approval to submit the supplemental application in the amount of \$120,070 due March 1, 2019; and to apply the 1.77% COLA retroactively beginning October 1, 2018 to wages for Head Start employees who are current employees on the effective date of Head Start's approval of the CCA's

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COLA Supplemental Application. The recommendation was approved by the Board.

- **Membership Committee**
 - Membership Committee Vice-Chair Burley McDaniel provided the Committee report which included the recommendation to accept the verbal resignations from Lancaster County Directors Karla Garris and LaQuita Barnes. The recommendation was approved by the Board.
 - Mr. Tim Cureton reported on efforts to fill the vacancies in Lancaster County. One person has been identified and contacted regarding board membership. The individual has consented to serve upon the appointment by Lancaster County Council Member Charlene McGriff. Further information will be forwarded to the potential member. The Lancaster Branch of the NAACP has been contacted about a replacement for their former representative. The organization will advise CCA after their next meeting.
- **Personnel Committee – No Report**
- **Planning and Programs – No Report**

Head Start Policy Council Report

No report. The Policy Council will meet on Wednesday, January 9, 2019.

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.

Mr. Tim Cureton motion to enter executive session. The motion, seconded by Mr. Burley McDaniel, carried.

Mr. Tim Cureton motion to exit the executive session. The motion, seconded by Ms. Azilee Hill, carried.

No action was taken during the executive session.

Old Business

None

New Business

None

Comments/Announcements

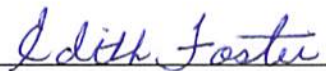
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Members paid homage to former CCA Board Member Charlotte Hallberg by commenting on her contributions to the agency and the community.

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

Materials Referenced

- January 8, 2019 Agenda (Revised)
- December 11, 2018 BOD Meeting Minutes
- Programmatic/Financial Report for November 2018
- December 18, 2018 Statement of Activities
- December 18, 2018 Statement of Financial Position
- December 2018 Head Start Financial Report
- November 2018 Monthly Credit Card Activity Report
- November 2018 Weatherization Report
- Head Start COLA Request
- Head Start Award Notification FY 2019
- January 8, 2019 Executive Director's Report