

MINUTES OF MEETING OF THE BOARD OF DIRECTORS
of
CAROLINA COMMUNITY ACTIONS, INC.
held at
CHESTER COUNTY GOVERNMENT COMPLEX
on
MAY 9, 2017

Board Members Present:

CHESTER COUNTY

Azilee Hill
Davida Schultz
Angela Twitty

FAIRFIELD COUNTY

John Peoples

LANCASTER COUNTY

LaQuita Barnes
Tim Cureton
Karla Garris
Elaine McKinney

UNION COUNTY

Edith Foster
Sonya Glenn
Lewis Jeter

YORK COUNTY

Fred Garrison
Denise Lowry
Melvin McCullough
Jessica McWaters (Marva Roseborough)
Jamie Quinn

Board Members Absent:

CHESTER COUNTY

Burley McDaniel

FAIRFIELD COUNTY

None

LANCASTER COUNTY

None

UNION COUNTY

Pamela Sloss

YORK COUNTY

Daniel Ballou
David Boone
Isaiah Venning

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
CAROLINA COMMUNITY ACTIONS, INC. MAY 9, 2017**

The Carolina Community Actions, Inc. Board of Directors held a regular meeting in Chester at 6:30 p.m. on May 9, 2017, with Mr. Lewis Jeter, First Vice Chair, presiding.

It was explained that Board Chair, David Boone is still out with a health issue and Ms. McKinney was injured in an accident and is participating through a speaker phone and thus is deemed to be present.

Following the invocation, roll was called; quorum was present.

The minutes of the last meeting were approved as presented.

Under Continuing Board Education, the Executive Director recognized Ms. Mary Gossett, the agency's Energy and Economic Development Manager. He reminded the board that one of the CSBG Organizational Standards is that agencies have an agency-wide strategic plan, and noted that Ms. Gossett is a National Certified ROMA Trainer. Ms. Gossett addressed the board and explained that with the assistance of the state association, an agency committee of management staff has been created and the development of the plan is being overseen by the Governance committee of the board. She began her update by asking the members, "Where do you see the agency in the next five years?" A conversation continued on agency strengths and quantified evidence that is measurable. After the update the First Vice Chair invited the members to continue to provide input including opportunities and goals.

Under Finance Committee Report, Mr. Cureton entertained questions; Ms. Karen Kee, Finance Director, responded to questions on credit card expenditures and obligated funds. Mr. Cureton then made a motion, which was carried, that the board accept last month's reports and receive the ones presented this month under advisement.

Under Governance Committee Report, Ms. Schultz reported that the committee met prior to the board meeting and discussed agency strengths, what current activities and programs the agency operates who the agency partners are now and going forward, agency weakness and opportunities and then proposed goals.

Under Personnel Committee Report, Vice Chair Fred Garrison stated that the committee will meet at the conclusion of the board meeting to set a date to conduct the annual performance evaluation of the Executive Director.

Under Planning and Programs Committee Report, Ms. Hill presented the \$113,986 Department of Energy portion of the 2017-18 Weatherization Program and stated the committee is recommending the full Weatherization grant amount of \$419,230. Ms. Hill made a motion, which was carried that the board approve the Weatherization

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
CAROLINA COMMUNITY ACTIONS, INC. MAY 9, 2017**

Program budget of \$419,230. Ms. Hill then stated that the committee is recommending approval of the 2017-18 Head Start re-funding proposal and made a motion, which was carried that the board approve the proposal of \$6,549,884.

Under Head Start Policy Council Report, Ms. Roseborough reported the policy council met on May 3, 2017 and conducted the following items of business:

- received training on an agency-wide strategic plan, which is one of the CSBG Organizational Standards,
- were informed by the Regional Office at last month's annual spring conference that there is zero tolerance for corporal punishment, which is defined as inappropriate physical contact or leaving a child unattended,
- were notified that the program was in the bottom 10% nationwide of CLASS scores, meaning it will have to compete at the end of the five year grant period,
- approved the 2017-2018 refunding proposal of \$6,549,884,
- approved a carryover balance of approximately \$500,000 from program year 2015-2016, and
- approved three new hires/promotions.

Questions and a brief discussion ensued at the end of the policy council report.

The Executive Director:

- noted that the agency has a very healthy involvement with the board – even beyond what is required and gave as examples each new board member receives an orientation, minutes are kept on committee meetings and the board performs an annual self-evaluation; at that point the board completed a Board Meeting Evaluation Form, and
- reported that during the attorney review of the bylaws three additions were suggested; two of these were already covered in the agency's Board Policies document and the third was in the Head Start Bylaws; an amendment to the CCA Bylaws was proposed, which reads

"The total board membership will be no more than twenty-one persons nor less than nine. The number of directors must be divisible by three.

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
CAROLINA COMMUNITY ACTIONS, INC. MAY 9, 2017**

One member of the Board of Directors shall be a member of the Head Start Policy Council, named by the policy council and approved by the Board Directors."

Mr. Cureton made a motion, which was seconded and carried unanimously that the above amendment be included in the CCA bylaws.

Under New Business, the suggestion was made that going forward thought be given to the title "Board Member Emeritus."

In closing, the presiding officer announced that the next board meeting will be June 27, 2017 in Chester.

The meeting adjourned at 8:10 p.m.



David Boone, Chair
First Vice

Edith Foster, Secretary

Handouts

- May Agenda
- April Minutes
- March Financial Report
- April Head Start Financial Report
- March Monthly Credit Card Activity Report
- March Meal Reimbursement Report
- Proposed Bylaws Amendment
- *Board and Administrator* Publication