

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

LaQuita Barnes

**UNION COUNTY**

Edith Foster  
Sonya Glenn  
Lewis Jeter  
Pamela Sloss

**YORK COUNTY**

Denise Lowry  
Fred Garrison  
Melvin McCullough  
Regeana Phillips (via telephone)  
Isaiah Venning

**Staff Present:**

Karen Brackett Browning  
Misty Burrell  
Karen Kee

**Board Members Absent:**

**CHESTER COUNTY**

Burley McDaniel

**FAIRFIELD COUNTY**

None

**LANCASTER COUNTY**

Tim Cureton  
Karla Garris  
Elaine McKinney

**UNION COUNTY**

None

**YORK COUNTY**

Daniel Ballou  
James Quinn  
Marva Roseborough

## MEETING MINUTES OF THE CCA BOARD OF DIRECTORS September 11, 2018

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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 September 11, 2018, with Mr. Lewis Jeter, Chair, presiding.

Mr. Jeter provided the welcome and invocation.

The membership roll was called with a confirmation of a quorum (14 of 21 directors) present.

Chair Jeter called for a motion regarding the June 12, 2018 board meeting minutes. Mr. Fred Garrison motioned to approve the minutes as recorded. The motion, seconded by Elder Squirewell, carried.

Chair Jeter called for a motion regarding the August 20, 2018 Executive Committee meeting minutes. Ms. Azilee Hill motioned to approve the minutes as recorded. The motion, seconded by Ms. Davida Schultz, was approved by the body.

### **Continuing Board Education**

Due to the nature of the agenda and time constraints, Chair Jeter did not engage in continuing board education. Training will resume at the next meeting scheduled for October 2018.

### **Committee Reports**

- Finance Committee
  - Finance Committee Vice-Chair Sonya Glenn yielded to CCA Finance Director Karen Kee who highlighted the written July/August 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.

Ms. Glenn, as Vice-Chair of the Finance Committee, recommended acceptance of the reports. The governing body approved the recommendation to accept the reports.

- Ms. Glenn yielded to Executive Director Karen Brackett Browning to present the projected Agency-wide budget for October 1, 2018 – September 30, 2019. Mrs. Brackett Browning referenced the document provided and denoted that the agency is still awaiting the LIHEAP Weatherization Program allocation.

Finance Committee Vice-Chair Glenn motioned to approve the agency-wide budget. Ms. Pamela Sloss seconded the motion, which passed.

- Executive Director Brackett Browning presented the LIHEAP Supplemental Grant that made available funds from OEO to purchase computer equipment for the Weatherization Assistance Program. She also presented the CSBG

**MEETING MINUTES OF THE CCA BOARD OF DIRECTORS**  
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---

Discretionary/Expanded Capacity Grant that added funds to the existing grant to purchase computer equipment for CSBG.

Ms. Azilee Hill motioned to approve the LIHEAP Supplemental Grant and the amended CSBG Discretionary/Expanded Capacity Grant. The motion, seconded by Ms. Sonya Glenn, carried.

Executive Director Brackett Browning presented the comparison of the Head Start Consultants' Proposals to research and complete the DRS application. After a brief discussion of the services needed, Ms. Denise Lowery voted to accept Quote #1 by HGS for services to include grant development (narrative, appendix, phase II, budget and start-up budget), all consulting, planning visit, and grant submission in the amount of \$15,000. Ms. Pamela Sloss seconded the motion which was approved by the Board.

- Executive Director Brackett Browning explained that the staff had reviewed the Agency Fiscal Policies and Procedures and recommends modifying the Record Retention and Disposal Policy. The change will include a more precise policy and procedure for the disposal of agency records.

After reading the new policy, Ms. Azilee Hill motioned to approve the Agency Fiscal Policies and Procedures with the amended Record Retention and Disposal Policy. The motion, seconded by Mr. Fred Garrison, was approved by the Board.

- Executive Director Brackett Browning reported that the David Boone Building where the administrative office is located will be paid off in September 2018. The process has been initiated for drafts and approvals to pay the building off by September 18, 2018. The board decided to host a celebration in conjunction with the October 2018 board meeting in Rock Hill.

- Executive Committee – No Report
- Governance Committee – No Report

- **Membership Committee**

Committee Chair Denise Lowry notified the Board of the resignation of two directors: Dan Ballou, representative of the poor for York County, and Marva Roseborough, Head Start Policy Council representative. The alternate for the ROP seat vacated by Mr. Ballou was contacted and is unable to serve. Since there was no second alternate selected, the Board will need to hold an election for that ROP seat. The Head Start Policy Council will elect a representative to serve on the Board at their next meeting. Therefore, the Membership Committee recommended scheduling a special election to fill the representative of the poor seat for York County and to allow Policy Council to nominate a representative to the Board of Directors. The Board voted to approve the recommendation.

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS  
September 11, 2018

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Chair Lowry reported that upon a review of the Board of Directors' attendance, it was noted that Jamie Quinn has missed 6 consecutive regularly scheduled meetings since December 2017. Therefore, Membership Committee recommends Mr. Quinn's removal for cause due his absenteeism. The recommendation was approved through a vote of the Board of Directors.

- Personnel Committee – No Report
- Planning and Programs  
Committee Chair Azilee Hill yielded to Executive Director Karen Brackett Browning to present the Planning and Programs Committee Report.
  - Executive Director Brackett Browning highlighted the revised 2019 CSBG/LIHEAP Programs and Budget Synopsis by explaining the changes to the projected number to be served by the GEAP and Self-Sufficiency Projects due to the budget constraints. The update was received as information.
  - Executive Director Brackett Browning highlighted the OEO Monitoring Report for CSBG, LIHEAP and WAP along with CCA's response. She particularly emphasized the corrective action plans for the areas of non-compliances: organizational standards and WAP production. The update was received as information by the Board.

**Head Start Policy Council Report**

Board and Policy Council Member Fred Garrison provided the Policy Council Report. He noted that the Council met on August 1, 2018 and September 5, 2018. Information presented included the notification regarding the submission of the CCA HS 2018 Program Information Report; ERSEA statistics showing current enrollment at 681 of the 770 full funded enrollment; updates regarding the DRS process; staffing vacancies and new hires; scheduled activities; trainings and notification regarding the receipt of the HS award for COLA.

A motion was made and seconded to accept the report. The motion carried.

**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. Prototypes of the agency logo were provided as part of the rebranding effort.

The report was received as information.

**Old Business**

None

**New Business**

None

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS  
September 11, 2018

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**Comments/Announcements**

- Yorkville Literary Festival, October 5-6, 2018, York, SC will feature poetry readings, a play and other activities.
- Moving Rock Hill Forward through three community programs: Rock Hill Reads, Bike Mentoring and Workforce Development, Saturday, September 29, 2018, 9-11 AM, Kenneth Monroe Transformation Center

Upon a motion made and seconded to adjourn, the meeting concluded at 8:00 p.m.

  
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Lewis Jeter, Chair

  
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Edith Foster, Secretary

**Materials Referenced**

- September 11, 2018 Agenda
- June 12, 2018 BOD Meeting Minutes
- August 20, 2018 Executive Committee Meeting Minutes
- 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
- August 30, 2018 Statement of Financial Position
- 2018-19 Organizational-wide Budget
- LIHEAP Supplement - WAP Equipment Budget and CSBG Expanded Capacity Budget with Added Equipment
- Head Start Consultants Proposal for DRS Application
- Agency Fiscal Policies and Procedures
  - Record Retention and Disposal Policy – Required Board Action
- 2019 CSBG/LIHEAP Programs and Budget Synopsis (Rev 08-31-2018)
- CCA Response to OEO Final Monitoring Report for Wk of June 11, 2018
- September 11, 2018 Policy Council Report to CCA Board
- September 11, 2018 Executive Director's Report