

MINUTES OF MEETING OF THE BOARD OF DIRECTORS
of
CAROLINA COMMUNITY ACTIONS, INC.
held at
CHESTER COUNTY GOVERNMENT COMPLEX
on
SEPTEMBER 12, 2017

Board Members Present:

CHESTER COUNTY

Azilee Hill
Davida Schultz

FAIRFIELD COUNTY

None

LANCASTER COUNTY

LaQuita Barnes
Tim Cureton
Karla Garris
Elaine McKinney

UNION COUNTY

Edith Foster
Sonya Glenn
Lewis Jeter
Pamela Sloss

YORK COUNTY

Fred Garrison
Denise Lowry
Melvin McCullough
Jamie Quinn
Marva Roseborough

Board Members Absent:

CHESTER COUNTY

Burley McDaniel
Angela Twitty

FAIRFIELD COUNTY

John Peoples

LANCASTER COUNTY

None

UNION COUNTY

None

YORK COUNTY

Daniel Ballou
David Boone
Isaiah Venning

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
CAROLINA COMMUNITY ACTIONS, INC. SEPTEMBER 12, 2017**

The Carolina Community Actions, Inc. Board of Directors held a regular meeting in Chester at 6:30 p.m. on September 12, 2017, with Mr. Lewis Jeter, First Vice Chair, presiding.

Following the invocation, Ms. Lowry, Membership Committee Chair, announced Ms. Jessica McWaters, the policy council representative on the board, has been replaced by Ms. Marva Roseborough.

The roll was called; quorum was present.

The minutes of the last meeting were approved as presented.

Under Continuing Board Education, Ms. Karen Kee, Finance Director, stated the CSBG Organizational Standards require that certain items receive periodic review and board approval. She then presented:

- the 2017-2018 Organization-wide budget, noting that board approval is an annual requirement,

A motion was made, seconded and carried that the board approve this budget

- the Fiscal Policies/Procedural Manual, noting that board approval is an every two year requirement,

A motion was made, seconded and carried that the board approve the Fiscal Policies/Procedural Manual

- the agency's Procurement Policy, noting that although it is a part of the Fiscal Policies/Procedural Manual, board approval is an every five year requirement

A motion was made, seconded and carried that the board approve the agency's Procurement Policy

Under Executive Committee Report, Mr. Jeter reported that the committee met prior to the board meeting to finalize the interview process for the Executive Director candidates. He explained that 54 individuals applied, and total of ten will be interviewed over a three week period.

Under Finance Committee Report, Mr. Cureton presented the report and, there being no questions, made a motion, which was carried, that the board accept last month's reports and receive the ones presented this month under advisement.

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Ms. Schultz, reported the Governance Committee did not meet but it wishes to express its thanks to Ms. Kee for presenting tonight's required CSBG Organizational Standards.

Under Membership Committee Report, Ms. Lowry:

- read a letter from Chairman David Boone stating that for health reasons he must resign as Board Chair effective September 30, 2017. It was pointed out that according to the agency's bylaws progression applies if an office is declared vacant through resignation – so First Vice Chair Lewis Jeter will become board Chair on October 1st,
- read a letter from David Boone stating that effective September 30, 2017 he will be resigning from the Board of Directors, and
- read a letter from St. Mary Catholic Church naming Ms. Regeana Phillips as the replacement for David Boone.

Mr. Jeter recognized Mr. Tim Cureton who moved adoption of the following two resolutions:

"Whereas, Joseph David Boone has provided excellent long-term leadership to this board in a selfless manner, and displayed vision which impacted not only this agency, but our state by exhibiting both a tough and gentle side, and has lived a lifetime of service to those less fortunate; therefore, be it *Resolved*, that the Board of Directors on this 12th day of September, 2017 bestow to Joseph David Boone the honorary title of **Board Chair Emeritus**."

"Whereas, Paul James Glenn Sr. generated an ongoing positive impact on this board's ability to safeguard its assets by serving initially as Board Chair and then as Treasurer; therefore, be it *Resolved*, that the Board of Directors on the 12th day of September, 2017 posthumously bestow to Paul James Glenn, Sr. the honorary title of **Treasurer Emeritus**."

These two resolutions were seconded and were adopted unanimously.

Under Personnel Committee Report, Vice Chair Fred Garrison stated that the Personnel Committee is recommending that the position of Benefits Administrator be retitled Human Resources Manager and upgraded from Grade 10 to Grade 11. A motion was made and carried, that the board approve the recommendation of the Personnel Committee.

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Under Planning and Programs Committee Report, Ms. Hill reported the committee is recommending approval of the following:

- 2018 LIHEAP proposal with an application budget of \$2,150,855

Ms. Hill made a motion, which was carried that the LIHEAP budget be approved

- 2018 CSBG proposal with an application budget of \$743,269

Ms. Hill made a motion, which was carried that the CSBG budget be approved

Ms. Hill stated the committee also wishes to thank all board members for its action outside of a meeting by signing the August consent forms.

Under Head Start Policy Council Report, Ms. Roseborough reported that since the last board meeting the Head Start Policy council held meetings in August and September, 2017 and conducted the following items of business:

- received the annual agency audit,
- named Ms. Roseborough as the body's representative on the board of directors replacing former member Ms. McWaters,
- were informed the agency has received a discrimination complaint from South Carolina Human Services Affairs Commission (SCHAC) from the staff person who was terminated; the agency's attorney has responded,
- approved the school readiness plan,
- were informed that a 2% COLA was approved,
- were informed pre-service for the 2017-2018 school year was held August 15th and 16th,
- heard a report on the occurrence of and the reasons for preschoolers expulsion,
- were informed that CSBG staff will attend parent meetings to explain the services they provide,
- were informed that staff is looking at the cost of placing cameras in all Head Start classrooms,
- were notified that the Union County School District is giving consideration to providing transportation to the Jonesville Head Start Center, and

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- approved six new hires and four promotions/transfers.

The Executive Director:

- commented that Ms. Regeana Phillips, the replacement for Brother Boone, is on the Red Cross Disaster Team and is currently in Texas assisting the victims of hurricane Harvey,
- responded to a question on the preschoolers expulsion study noting that this is a national study – not about CCA’s program - and stated that the report would be forwarded to the members,
- reported that the Child and Adult Care Food Program proposal is being finalized and explained that the new meal pattern will provide a greater variety of fruits and vegetables with less added sugar, resulting in overall better nutrition. He added that this information will be included in the parent handbook, orientated the board on the civil rights regulations, and noted that all board member dates of birth are required to be submitted,
- announced that he and the Head Start Director met with Dr. Roach, Union County School Superintendent, as arranged by Mr. Jeter. Dr. Roach is in favor of assisting with Head Start transportation and will email his senior leadership team and present it to his board, and
- pointed out an article in this month’s *Board and Administrator* publication on “board relationship”.

Under Old Business, the Executive Director stated that a report on Head Start vacancies would be forwarded to the board.

Under New Business:

- Ms. Glenn expressed her appreciation over Paul James Glenn, Sr. (her father) being named Treasurer Emeritus, and
- Mr. Cureton stated that he had visited Brother Boone and suggested that other members do so.

In closing, Mr. Jeter announced that the next board meeting will be in Chester on October 10, 2017.

The meeting adjourned at 7:40 p.m.


Lewis Jeter, Chair

Edith Foster, Secretary

Handouts

- September Agenda
- June Minutes
- July Financial Report
- August Head Start Financial Report
- July Monthly Credit Card Activity Report
- July Meal Reimbursement Report
- July Weatherization Homes in Progress Report
- 2017-2018 Agency Wide Budget
- Fiscal Policies/Procedural Manual
- Head Start Enrollment Progress
- Updated Child and Adult Care Food Program Meal Patterns
- *Board and Administrator* Publication Excerpt