

CAROLINA COMMUNITY ACTIONS, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
APRIL 11, 2023

Location: Teleconference(1-650-479-3208,,25560222536#69422734#United States Toll
Meeting number (access code): 2556 022 2536
Meeting password:6WhbaSdiM56 (69422734 from phones and video systems)

Board Members Present:
CHESTER COUNTY

Azzie Lee Hill
Burley McDaniel
Davida Schultz
Angela Twitty

FAIRFIELD COUNTY

Michael Fanning
Curtis Squirewell

LANCASTER COUNTY

Tim Cureton
Elaine McKinney

UNION COUNTY

Edith Foster
Sonya Glenn
Harold Thompson

YORK COUNTY

Kendra Cherry
Denise Lowry
Melvin McCullough
Regeana Phillips
John O. Sanders
Isaiah Venning

Staff Present:

Teri Benjamin
Karen Brackett Browning
Karen Kee
Linnie Miller
Mary Reid

Board Members Absent:
CHESTER COUNTY

None

FAIRFIELD COUNTY

None

LANCASTER COUNTY

Khaleek Chapman
Leocadia R. Francis

UNION COUNTY

Pamela Sloss

YORK COUNTY

Tammie Hemphill

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The Carolina Community Actions, Inc. Board of Directors convened for a regular meeting via audio/video conference at 6:30 p.m. on April 11, 2023 with Mrs. Azzie Lee Hill, Chair, presiding.

Mrs. Hill called the meeting to order by providing greetings and expressions of appreciation for the directors' attendance. After stating the purpose of the meeting, Mayor Harold Thompson furnished the invocation.

Secretary Regeana Phillips called the membership roll and confirmed that a quorum of members (17 of 21 seated directors – 81% overall attendees) was present. Chair Hill declared a regular meeting of the CCA Board of Directors.

Chair Hill requested action regarding adoption of the meeting agenda. Mr. Tim Cureton moved to adopt the April 11, 2023 agenda as presented. Mrs. Regeana Phillips seconded the motion, which the Board passed.

Senator Mike Fanning moved to approve and adopt the March 14, 2023 Board Meeting Minutes. Mrs. Regeana Phillips seconded the motion, which carried unanimously.

Continuing Board Education - Continuing Board Education – CAPLAW Advocacy for Board Members, "Engage the Community", Slides 16-18 - *Conducted by Executive Director Karen Brackett Browning*

The ED presented the information included in the slides by discussing community engagement efforts related to empowering the low-income community, effectively advocating for the agency and its mission, collecting and providing input on community needs and developing and sustaining strategic partnerships and collaborations. The ED highlighted the Organizational Standards regarding community engagement

Committee Reports

Executive Committee

- Executive Committee Chair Azzie Lee Hill referenced the March 23, 2023 Executive Committee Meeting Minutes. She reported that the meeting's purpose was to review revised mission statement suggestions to determine one for recommendation to the Board at the April meeting. She reported that the committee reviewed and discussed the current mission statement along with the eight suggestions that were submitted by board members and the Executive Director. During the analysis, the committee further developed three top contenders. They were as follows:
 - Carolina Community Actions' mission is to address poverty issues by empowering individuals, families and communities to achieve self-reliance.
 - Carolina Community Actions' mission is to reduce the effects of poverty by empowering individuals, families and communities to achieve self-reliance.
 - Carolina Community Actions' mission is to mitigate poverty issues by empowering individuals, families and communities to achieve self-reliance.

Committee Chair Hill stated that the Executive Committee recommends through a motion to adopt the statement, "Carolina Community Actions' mission is to

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mitigate poverty issues by empowering individuals, families and communities to achieve self-reliance." The motion passed unanimously.

Finance Committee

- Committee Chair/Board Treasurer Cureton referenced the financial documents and provided thorough explanations of each report/recommendation. The monthly finance and programmatic reports highlighted included: March 31, 2023 Statement of Activities; March 31, 2023 Statement of Financial Position; Programmatic & Financial Reports through February 2023; March 29, 2023 Head Start Financial Report; and the February 2023 Monthly Credit Card Activity Report. Also attached was the March 2023 Weatherization Assistance Program Report.

Following the analysis, Treasurer/Finance Committee Chair Cureton moved to adopt and accept the January and February 2023 Finance and Programmatic Reports and to take under advisement the February and March 2023 Finance and Programmatic Reports. The motion carried.

- Recommendation requested by the Finance Committee for approval of the LIHEAP Weatherization Assistance Program (LWAP) for PY 2023-2024 Budget in the amount of \$481,745 for April 1, 2023 - March 31, 2024. The budget includes \$61,745 for Administration, and \$420,000 for Operations, T&TA, and Health and Safety for WAP services to 35 units.

Treasurer/Finance Committee Chair Cureton moved to approve the LWAP as presented. The motion carried.

- Recommendation requested by the Finance Committee for approval of the DOE Weatherization Assistance Program for PY 2023-2024 Budget in the amount of \$189,492 for April 1, 2023 - March 31, 2024. The budget includes \$23,687 for Administration, and \$165,805 for Operations, T&TA, and Health and Safety for WAP services to 14 units.

Treasurer/Finance Committee Chair Cureton moved to approve the LWAP as presented. The motion carried.

- Recommendation requested by the Finance Committee for approval of the Head Start Cost of Living Adjustment Funds in the amount of \$356,329 for a 5.6% increase to staff salaries and fringe benefits along with offsetting higher operating costs. The committee also recommended approval Head Start Quality Improvement funds budget in the amount of \$175,756 to provide salary incentives to recruit applicants and retain staff who possess educational degrees that exceed the minimum requirements in a Head Start qualifying area and to provide a small incentive to retain other staff while also offering tuition reimbursement.

Treasurer/Finance Committee Chair Cureton moved to approve the Head Start COLA Adjustment Funds and Quality Improvement Funds for the Head Start Staff as presented. The motion carried.

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- Recommendation requested by the Finance Committee for approval of the Early Head Start Cost of Living Adjustment in the amount of \$71,133 for a 5.6% increase to staff salaries and fringe benefits along with offsetting higher operating costs. The committee also recommended approval of the Early Head Start Quality Improvement funds budget in the amount of \$33,733 to provide salary incentives to recruit applicants and retain staff who possess educational degrees that exceed the minimum requirements in an Early Head Start qualifying area and to provide a small incentive to retain other staff while also offering tuition reimbursement.

Treasurer/Finance Committee Chair Cureton moved to approve the Early Head Start COLA Adjustment Funds and Quality Improvement Funds for the Early Head Start Staff as presented. The motion carried.

- The COLA funds will be applied retroactively beginning October 1, 2022 to wages for Head Start/Early Head Start employees who are current employees on the effective date of the Office of Head Start's approval of CCA's COLA Supplemental Application and who were not the recipients of the 5.6% COLA attributable to the revised (April 11, 2023) salary chart.

Governance Committee

- Committee Chair Davida Schultz provided the Governance Committee Report.
 - The CSBG/LIHEAP Customer Satisfaction Survey Results for March 2023 was reviewed. Detailed were the survey responses with the majority rated as excellent, a few as good and a smaller number rated as fair. CCA received satisfaction surveys from approximately 522 applicants during the month for CSBG and LIHEAP. The results reveal that the agency is continuing to provide good services. The report was received as information.
 - ED Brackett Browning reported that in an effort to serve the overwhelming number of applicants and maintain order at CCA's County Offices with limited staff capacity, we have implemented a service by appointment process. Applicants are directed to call the office for the county in which they live to schedule an appointment. Once they call, applicants are provided appointments based on their needs. Those with notices of disconnection or eviction occurring within five days are given priority appointments. Applicants are provided the list of documents they should present to avoid duplicate trips. Applicants are also informed that they may also apply on-line at the portal, from where applications are retrieved each day. Once the on-line applications are retrieved, applicants are contacted to schedule an appointment for eligibility determination and services. A notice of this process is posted in each county office.
 - Due to the limited number of Board Self-Evaluations received, the results will be calculated and presented during the May 2023 meeting to allow opportunity for more submissions.

Membership Committee

- Committee Chair Denise Lowry reported that CCA's Board is at full occupancy. She also reminded members of the attendance requirements.

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Personnel Committee - Committee Chair Curtis Squirewell provided the report by recommending the following:

- Revisions to CCA's Personnel Policy XXIII regarding Employee Benefits as presented in writing. The purpose of the revisions is to (1) correct the title/description of the insurance from hospital to comprehensive medical coverage; (2) provide clarification regarding optional coverages; and (3) reflect the current practice where CCA pays 100% of short-term disability for employees while employees may select to pay 100% of the long-term disability coverage.

Committee Chair Squirewell moved to approve the recommended revisions to CCA's Personnel Policy XXIII Employee Benefits as presented in writing. The motion carried.

- Revisions to CCA's current Position and Classification Chart to reflect a 5.6% adjustment to each grade's minimum, mid and maximum salaries.

Personnel Committee Chair Squirewell moved to approve the recommended revision to CCA's current Position and Classification Chart as presented in writing. The motion carried.

- Recommendation to approve a 5.6% Cost of Living Adjustment in salaries for Head Start and Early Head Start Staff based on the information provided in writing. Salary increases will be applied retroactively to the start of the FY 2022 budget period (October 1, 2022) and will be distributed to Head Start and Early Head Start employees who are current employees on the effective date of the Office of Head Start's approval of CCA's COLA Supplemental Application and who were not the recipients of the 5.6% COLA attributable to the revised (April 11, 2023) salary chart.

Personnel Committee Chair Squirewell moved to approve the recommendation to provide a 5.6% salary increase to Head Start and Early Head Start staff who are current employees on the effective date of the Office of Head Start's approval of CCA's COLA Supplemental Application with the stipulation that the employee is not the recipient of the 5.6% COLA attributable to the revised (April 11, 2023) salary chart. The motion carried.

- Recommendation to approve Quality Improvement Funds Plan that includes the following:
 - Three (3) percent salary increase for current CCA teachers, teacher assistants and Family Services Case Managers (FSCW) and new hires in the same positions who possess the specified credentials (Bachelor's Degree for teachers and FSCW, and Associate's Degree for teacher assistants) in the designated educational areas that exceed the minimum educational qualifications for the position.
 - Three (3) percent salary increase for current CCA Caregivers (Toddler Teacher) and new hires in the same position who possess an Associate's Degree in the designated educational areas that exceed the minimum educational qualifications for the position.

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- One and one-half (1½) percent increase for all other Head Start and Early Head Start staff who are current employees on the effective date of the Office of Head Start's approval of CCA's COLA and Quality Improvement Supplemental Application.
- Paid tuition/reimbursement of qualified educational expenses with successful completion of undergraduate courses in accredited colleges and universities to encourage professional and personal development of Head Start and Early Head Start staff along with the written procedures for eligibility and expected outcomes.
- Applicable fringe benefits and indirect cost on salaries and fringes.

Personnel Committee Chair Squirewell moved to approve the Quality Improvement Plan recommendations as presented and the written outlined procedures regarding paid/reimbursement of tuition. The motion carried.

Planning and Programs Committee – No Report

Head Start Policy Council Report

Ms. Kendra Cherry presented the Policy Council Report as distributed in writing. The written report included the following:

- ERSEA statistics showed actual enrollment for Head Start at 258 (42%) of the 621 funded enrollment as of March 31, 2023. Early Head Start's enrollment was 39 (48%) of the 80 funded enrollment for the same period.
- Other information in the report included the following:
 - Information on a virtual meeting with the Office of Head Start regarding CCA's Under-Enrollment Plan that was submitted by the due date of March 30, 2023. The plan will be used as a guide to track CCA's progress on achieving full enrollment as we must become fully enrolled by February 3, 2024 and maintain 97% enrollment for 6 consecutive months thereafter or funding will be decreased.
 - As indicated herein, CCA has been notified of a 5.6% Cost of Living Adjustment (COLA) for Head Start salaries and an increase in funds for quality improvement at approximately \$280 for each Head Start funded enrollment slot and \$420 for each Early Head Start enrollment slot.
 - OHS is allowing, under certain circumstances, grant recipients to extend the final budget period of previously approved projects for a period of up to 12 months beyond the original expiration date shown on the Notice of Award.
 - Disability statistics and centers activities were highlighted.

The Head Start Policy Council Report was received as information.

Executive Director's Report

Executive Director Karen Brackett Browning provided a comprehensive written report that included specific staffing and programmatic updates since the March 2023 report. Detailed were activities/projects, numbers per activity/project along with program outcomes for February and March 2023 and/or plans for achieving the contractual goals. Also included were the ED's contacts, meetings/conferences attended and those scheduled along with highlights of changes in office intake procedures. The report continues to document updates and the agency's efforts to mitigate risk of exposure to COVID-19 and other

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viruses along with CCA's plans for future activities as a result of viruses and their variants. CCA's procedures regarding COVID-19/other communicable diseases mitigation strategies and protocols were updated on March 3, 2023. Information was provided regarding partnerships. Also included was Human Resources information detailing the number of employees and pending employees.

Mr. Tim Cureton moved to accept the report. The motion was seconded by Mr. Burley McDaniel and approved by the Board.

Old Business - None


New Business - None

Comments/Announcements

Following the announcements, Chair Hill reminded members of the May 9, 2023 meeting. Upon receipt and approval of a motion for adjournment, the meeting concluded at approximately 8:00 p.m.



Azzie Lee Hill, Chair



Regeana Phillips, Secretary

Documents Referenced

- CCA BOD Agenda 04-2023
- January 10, 2023 Board Meeting Minutes
- Advocacy for Boards (CCA Board Training, Slides 16-18)
- Executive Committee Meeting Minutes Re Recommended Mission Statement
- February and March 2023 Programmatic and Finance Reports
 - March 31, 2023 Statement of Activities
 - March 31, 2023 Statement of Financial Position
 - Programmatic/Financial Reports through February 2023
 - March 29, 2023 Head Start Financial Report
 - February 2023 Monthly Credit Card Activity Report
 - March 2023 Weatherization Assistance Program Report
- Financial Committee Report Re WAP, Head Start/Early Head Start COLA & QI Recommendations
- CSBG & LIHEAP Customer Satisfaction Survey Results - March 2023
- Revised Personnel Policy Re Employee Benefits - Requires Board Action
- Revised CCA Position Classification and Salary Chart Re 5.6% COLA Adjustment - Requires Board Action
- Head Start COLA & Quality Improvement Salary Plan Recommendation - Requires Board Action
- Head Start/Early Head Start Policy Council Report for April 2023
- Executive Director's Report for April 2023