

**CAROLINA COMMUNITY ACTIONS, INC.**  
**MEETING MINUTES OF THE BOARD OF DIRECTORS**  
**April 12, 2022**

**Location: WEBEX Video/Conference Call Teleconference (+1-415-655-0001,,25594101944#48827536# US Toll Meeting Number/Access Code 2559 410 1944**

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**Board Members Present:**

**CHESTER COUNTY**

Azzie Lee Hill  
Burley McDaniel  
Davida Schultz  
Angela Twitty

**FAIRFIELD COUNTY**

Curtis Squirewell

**LANCASTER COUNTY**

Tim Cureton  
Elaine McKinney

**UNION COUNTY**

Sonya Glenn  
Pamela Sloss  
Harold Thompson

**YORK COUNTY**

Denise Lowry  
Cheryl McClain  
Melvin McCullough  
Regeana Phillips  
Isaiah Venning

**Staff Present:**

Teri Benjamin  
Karen Brackett Browning  
Karen Kee

**Board Members Absent:**

**CHESTER COUNTY**

None

**FAIRFIELD COUNTY**

Michael Fanning

**LANCASTER COUNTY**

Leocadia R. Francis  
Bobbie Murchinson

**UNION COUNTY**

Edith Foster

**YORK COUNTY**

John O. Sanders

## MEETING MINUTES OF THE CCA BOARD OF DIRECTORS April 12, 2022

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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 12, 2022 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, Elder Curtis Squirewell furnished the invocation.

The membership roll was called by Secretary Regeana Phillips who confirmed a quorum of members (15 of 20 seated directors@71%) present during the meeting. The Chair declared a regular meeting of the CCA Board of Directors.

Chair Hill requested action regarding adoption of the meeting agenda. Mayor Harold Thompson moved to adopt the agenda as presented. Ms. Pamela Sloss seconded the motion, which the Board passed.

Ms. Pamela Sloss moved to approve the March 8, 2022 Board Meeting Minutes with the corrections as verbally stated. Elder Curtis Squirewell seconded the motion, which carried unanimously.

### **Continuing Board Education - Head Start Governance (How to Avoid Problems and Pitfalls from a Lawyer's Perspective/Nicole M Bacon) – Slides 34-48**

Executive Director Karen Brackett Browning conducted training by referencing and highlighting information received from Nicole M. Bacon's (Feldesman Tucker Leifer Fidell LLP) PowerPoint presentation at the Region IV Head Start Association Conference. The training detailed information regarding the governance structures relevant to the Board of Directors and Policy Council. Emphasized were the responsibilities and composition of each group. The Executive Director also addressed the parent committee's role and composition. The Executive Director also reminded the Board that CCA is scheduled for the Head Start Focus Area Two Monitoring, which will examine the board's knowledge and adherence to the governance structure, policies and procedures. Directors were again encouraged to review the PowerPoint in its entirety to become more aware of the requirements.

### **Committee Reports**

Executive Committee – No Report

#### Finance Committee

Board Treasurer/Finance Committee Chair Tim Cureton referenced the following written documents and provided thorough explanations of each report and recommendation.

- The monthly finance and programmatic reports were highlighted with review of the written March 31, 2022 Statement of Activities; March 31, 2022 Statement of Financial Position; Programmatic/Financial Reports through February 2022; March 2022 Head Start Financial Report; and February 2022 Monthly Credit Card Activity Report. Also attached was the Weatherization Assistance Program Report for March 2022.

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Following the analysis, Treasurer/Finance Committee Chair Cureton moved to adopt and accept the January and February 2022 Finance and Programmatic Reports and to take under advisement the February and March 2022 Finance and Programmatic Reports. The motion carried.

- Request to approve the PY 2022 CSBG new allocation of \$958,385.44 that includes carryover funds (\$88,528.44). The grant period is January 1, 2022 – December 31, 2022.

Finance Committee Chair Cureton moved to approve the PY 2022 CSBG new allocation of \$958,385.44. The motion was approved by the Board.

- Request to approve the PY 2022 LIHEAP new allocation of \$4,013,469.19 that includes carryover funds (\$871,284.19). The grant period is January 1, 2022 – December 31, 2022.

Finance Committee Chair Cureton moved to approve the PY 2022 LIHEAP new allocation of \$4,013,469.19. The motion was approved by the Board.

- Request to approve and accept the LIHEAP American Rescue Plan Act (ARPA) additional funds of \$158,516. The grant period is March 11, 2021 – September 30, 2022 with the new revised grant allocation of \$2,961,437.

Finance Committee Chair Cureton moved to approve and accept the LIHEAP American Rescue Plan Act (ARP) additional funds of \$158,516. The motion was approved by the Board.

- Request to approve the LIHEAP Weatherization Assistance Program (LWAP) Budget Allocation of \$475,000 (Administration - \$55,548; Operations, T&TA, Health & Safety - \$420,000) for the grant period April 1, 2022 – March 31, 2023. The agency's quota is 37. It was denoted that OEO has not received the allocation for Program Year 2022 from DOE regarding, and therefore, is unable to initiate the DOE grant.

Finance Committee Chair Cureton moved to approve LIHEAP Weatherization Assistance Program (LWAP) Budget Allocation of \$475,000. The motion was approved by the Board.

### Governance Committee

Governance Committee Chair Davida Schultz highlighted the CSBG/LIHEAP Customer Satisfaction Survey Results for March 2022. She denoted the number of responses to the survey were over 1,000 and that the majority of the ratings were good or excellent. The report was provided for information.

### Membership Committee

Committee Chair Denise Lowry yielded to the Executive Director to provide an update on the membership status. Mr. John Sanders completed his board orientation on April 11, 2022. CCA is awaiting a letter from Lancaster County

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Council Member Charlene McGriff regarding the reappointment of Ms. Leocadia Francis as a public sector representative. The agency is also awaiting a letter from the Lancaster County NAACP regarding the reappointment of Ms. Bobbie Murchinson as a community/private sector representative. The action to reseal Ms. Francis and Ms. Murchinson was tabled until receipt of their reappointment letters. The board attendance recording form was referenced for review.

### Personnel Committee

Committee Chair Curtis Squirewell reported on the actions of the Executive Director and Management staff to develop a salary compensation plan for submission to the COD Personnel Committee. The staff met on March 15, 2022 to review and discuss methods for developing a compensation plan. Ms. Becky Drozdz of Catapult was contacted regarding CCA's need to continue with a second phase of the salary and benefits survey by analyzing the remaining 38 active positions for a full compensation assessment. Upon Ms. Drozdz's completion of the second phase of the salary and benefits survey and analysis report, the designated staff will reconvene for further discussion and development of a plan for submission to the Personnel Committee. Upon the Personnel Committee's review and approval, the plan will be submitted to the CCA Board for adoption. The report was submitted for information only.

Planning and Programs Committee – No Report

### **Head Start Policy Council Report**

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

- ERSEA statistics showed actual enrollment for Head Start at 278 (45%) of the 621 funded enrollment as of March 31, 2022. Early Head Start's enrollment was 47 (59%) of the 80 funded enrollment for the same period.
- Other information in the report included:
  - Notice of Award – 03/21/2022 for the balance of funds for Head Start and Early Head Start operations
  - Union County School District consideration of a modified school schedule for the 2023-24 school year that proposes a 2-week intercession at the end of every 9 weeks with only a percentage of the students attending for a week of remediation (attendance not required) the second week.
  - Government transition from DUNS number to new Unique Entity Identifier (UEI) – The Data Universal Numbering System (DUNS) Number will be replaced in Head Start Enterprise System by the UEI.
  - The Office of Head Start (OHS) is immediately extending the prior approval waiver requirements for requests related to COVID-19.
  - Appropriations: The FY22 budget includes a significant increase in Head Start funding over FY21 - \$11.04 billion. The 3 funding priorities for FY22 are: Cost of Living Adjustment (COLA) with \$234 million appropriated, quality improvement funds to address childhood trauma with \$52 million appropriated, funds for longer hours of service with no funds appropriated.
  - Updates regarding promotions and new hires.

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 2022 report. Detailed were activities/projects, numbers per activity/project, and plans for achieving the contractual goals. Also included were the ED's contacts, attended and scheduled meetings/conferences. The report continues to document updates and the agency's efforts to mitigate risk of exposure to COVID-19 along with CCA's plans for future activities as a result of virus and its variants. Updates were provided regarding the community needs assessment procurement process and project timeline. Revised operational procedures regarding the employees' benefits contributions were detailed again along with an update regarding notification to the staff of the retention bonus.

Mr. Tim Cureton moved to accept the Executive Director's Report. The motion, seconded by Mr. Burley McDaniel and Mrs. Regeana Phillips, carried.

### **Old Business**

- CCA Chester and Lancaster Counties Offices  
Executive Director Brackett Browning reported on the agency's search for office space in Chester, SC. She also reported that the notice of sale by the owner of the building in which the Lancaster County Office is located has been rescinded. CCA will not have to vacate its suite as previously notified by the owner. Another occupant locate on the property will be leaving and the new owners plan to occupy that vacated space. A new lease with terms remaining the same will be forwarded to the agency. The report was received as information.
- Executive Director Brackett Browning reported that the agency's strategic planning committee (consisting of board members and staff) met on April 7, 2022 to implement the next phase of the strategic planning process. The facilitators shared the results of SWOT Analysis and mini community needs assessment from the February 8<sup>th</sup> session. The managers' reports regarding accomplishments of goals achieved relevant to the 2017 plan and the vision for the 2022-2027 plan were reviewed and analyzed. The managers will conduct a SWOT Analysis with their key managers and coordinators in an effort to further define each department's vision for the new plan. The facilitators will forward to CCA BOD another mini community assessment survey to ensure that they have captured all of the directors' input. The next meeting will be scheduled for May 2022. The report was provided as information.
- Executive Director Brackett Browning reported on the status of the owners' agreement received regarding the proposed private redevelopment project and cross easement agreement relevant to CCA's Administrative Office in Rock Hill. The agreement has been revised with the amended terms discussed during a meeting with the developers, their attorney and some of CCA's board members. CCA is awaiting further information from the City of Rock Hill regarding the agreement term. Therefore, no action was requested and a decision regarding the agreement was tabled until receipt of information from the City of Rock Hill.



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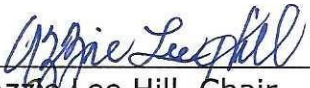
- Executive Director Brackett Browning reported on an easement agreement received from the City of Rock Hill that proposes to remove overhead power lines from the utility poles and install new power lines underground at and near CCA's Administrative Office in Rock Hill. The City is requesting an easement along the railroad side of CCA's property. A special provision was negotiated with the City to ensure that the existing sign, current landscape and lawn along with the concrete pad will not be disturbed and affected.

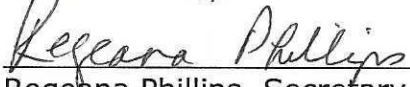
Mr. Tim Cureton moved to approve the agreement and allow the Executive Director to sign the agreement as CCA's representative. The motion was seconded by Mr. Burley McDaniel and approved by the CCA Board of Directors.

**New Business** - None

**Comments/Announcements**

Chair Hill announced the date of the next meeting and encouraged committees to meet. The Chair concluded the meeting at approximately 8:00 p.m.

  
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Azzie Lee Hill, Chair

  
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Regeana Phillips, Secretary

**Documents Referenced**

- CCA BOD Agenda for April 12, 2022
- March 8, 2022 Board Meeting Minutes
- Head Start Governance Slides (How to Avoid Problems and Pitfalls from a Lawyer's Perspective) for CCA Board Training
- February and March 2022 Financial and Program Reports
  - March 31, 2022 Statement of Activities; March 31, 2022 Statement of Financial Position; Programmatic/Financial Reports through February 2022; March 2022 Head Start Financial Report; February 2022 Monthly Credit Card Activity Report; March 2022 Weatherization Report
- Finance Committee Recommendations Regarding CSBG and LIHEAP New Allocations for PY 2022, ARPA Additional Funds and LWAP PY 22-23 Budget
- CSBG & LIHEAP Customer Satisfaction Survey Results – March 2022
- 2022 CCA BOD Attendance (January – March 2022)
- Personnel Committee Report
- Head Start Policy Council Report
- Executive Director's Report for April 2022
- City of Rock Hill Oakland Avenue Beautification Project Easement Agreement
- City of Rock Hill Special Provisions