

**CAROLINA COMMUNITY ACTIONS, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
FEBRUARY 7, 2023**

**Location: Teleconference (+1-650-479-3208,,25532242468
#73993896# United States Toll
Meeting Number/Access Code: 2553 224 2468
Meeting password: p3wYE8ymPr4 (73993896 from phones and video
systems)**

Board Members Present:

CHESTER COUNTY

Azzie Lee Hill
Burley McDaniel
Davida Schultz

FAIRFIELD COUNTY

Curtis Squirewell

LANCASTER COUNTY

Tim Cureton
Elaine McKinney

UNION COUNTY

Edith Foster
Sonya Glenn
Harold Thompson

YORK COUNTY

Kendra Cherry
Tammie Hemphill
Denise Lowry
Regeana Phillips
John O. Sanders
Isaiah Venning

Staff Present:

Karen Brackett Browning
Karen Kee
Linnie Miller
Mary Reid

Board Members Absent:

CHESTER COUNTY

Angela Twitty

FAIRFIELD COUNTY

Michael Fanning

LANCASTER COUNTY

Khaleek Chapman
Leocadia R. Francis

UNION COUNTY

Pamela Sloss

YORK COUNTY

Melvin McCullough

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS

February 7, 2023

The Carolina Community Actions, Inc. Board of Directors convened for a brief meeting and strategic planning session via audio/video conference at 6:30 p.m. on February 7, 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. Mrs. Hill stated that the purpose of the meeting is to transact some time sensitive business and discuss the agency's mission and strategic plan objectives. Afterwards, Mayor Harold Thompson furnished the invocation.

Secretary Regeana Phillips called the membership roll and confirmed a quorum of members (15 of 21 seated directors – 71% overall attendees) was present. Chair Hill declared a meeting of the CCA Board of Directors.

Committee Reports

Personnel Committee

Committee Chair Squirewell presented a proposal from management to provide a one-time retention bonus and employment sign-on incentive for the Head Start and Early Head Start staff only from FY 2021 Head Start/Early Head Start Carry-over Funds. This proposal does not apply to any other agency programs. Management recommends the suspension of the current Salary Administration Policy XX, which states that "No bonuses or incentives other than merit increases shall be awarded to an employee," for the purpose of this one-time retention bonus and employment sign-on incentive recommendation.

The retention bonus for Head Start and Early Head Start staff will apply as follows:

- \$1,500 to each employee (estimate of 90) who is employed with CCA on August 1, 2022 through May 1, 2023 (10 months).
- A pro-rated bonus amount to current employees who have been with the agency less than 10 months (August 1, 2022-May 1, 2023) contingent upon the number of months employed during the time period. The minimum bonus to be provided regardless of pro-rata employment time period is \$750.00

The employment sign-on incentive for Head Start and Early Head Start staff (estimate of 50) will apply as follows:

- \$750 to each new employee who becomes employed between May 1, 2023 and September 30, 2023.
- Payment will be issue after 90 days of satisfactory probationary period employment with the agency that is without incident or disciplinary action.

To be eligible for the retention bonus or employment sign-on incentive, the employee must be an active employee on the day the incentive check is issued and meet the time period qualifications and other requirements as outlined. The estimated total cost for the retention bonuses with fringes (33%) and IDC (20%) is \$208,315.80. The estimated total cost with fringes (33%) and IDC (20%) for the project is \$57,865.50. The total project amount is \$266,181.30.

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Following Committee Chair Squirewell's comprehensive review and discussion, Mrs. Regeana Phillips moved to suspend CCA's current Salary Administration Policy XX, which states that "No bonuses or incentives other than merit increases shall be awarded to an employee," for the purpose of approving this one-time retention bonus and employment sign-on incentive to Head Start and Early Head Start employees. The motion, seconded by Mayor Harold Thompson, was approved by the Board.

Finance Committee

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

- The monthly finance and programmatic reports were highlighted with review of the written January 31, 2023 Statement of Activities; January 31, 2023 Statement of Financial Position; Programmatic/Financial Reports through December 2022; January 25, 2023 Head Start Financial Report; and the December 2022 Monthly Credit Card Activity Report. Also attached was the Weatherization Assistance Program Report for January 2023.

Treasurer/Finance Committee Cureton moved to accept the November and December 2022 Finance and Programmatic Reports and take under advisement the December 2022 and January 2023 Finance and Programmatic Reports. The motion carried.

- Recommendation requested by the Finance Committee for approval of the LIHEAP Weatherization Program (LWAP) Amendment #1 for the Program Year 2022-23 (April 1, 2022 thru March 30, 2023). The previous allocated amount was \$475,548. The revised budget amount is \$512,247.34 which includes carryover funds of \$36,699.34 from PY2021-2022.

Treasurer/Finance Committee Chair Cureton moved to approve the LWAP Amendment #1 budget amount as presented. The motion carried.

- Recommendation requested by the Finance Committee for approval of the LIHEAP Infrastructure Investment and Jobs Act (LIHEAP IJJA) PY2023 (Jan. 01, 2023 - Sept. 30, 2023) Grant Award in the amount of \$84,214.

Treasurer/Finance Committee Chair Cureton moved to accept the CSBG award as presented. The motion carried.

- Recommendation requested by the Finance Committee for approval of the Head Start and Early Head Start Carryover Budget From FY2020-2021 Carryover funds in the amount of \$1,944,490.30. Treasurer/Finance Committee Chair Cureton referenced the detailed line item Head Start and Early Head Start Budget that was provided and stated that the Policy Council approved the budget with the retention bonuses and employment sign-on incentives on February 1, 2023.

Treasurer/Finance Committee Chair Cureton moved to approve the Head Start and Early Head Start Carryover Budget as presented. The motion carried.

Strategic Plan Review Session

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The board reviewed the agency's current mission statement. Discussion consisted of the elements that are necessary to revise the mission statement to address poverty, identify the key audience, and summarize CCA's goals and the method by which CCA will achieve the purpose. After discussion, the board charged each member with submitting recommendations regarding a revised mission statement for consideration at the March 14, 2023 meeting.

The board reviewed the goals and objectives in the plan document that relates to the Board of Directors. Each goal, objective, and strategy was highlighted with suggestions for achievement. After discussion, it was decided to re-engage the board's Strategic Planning Committee to further define the timelines applicable to each goal. Directors were advised to denote and submit their efforts to implement and achieve the strategies for each goal so that we may record the effort. A request will be forwarded to directors seeking suggestions regarding the mission statement revisions.

Other Business

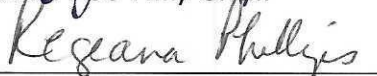
The Executive Director reported that the management staff met with Mutual of America representatives regarding CCA's retirement. Upon review of the information presented, it appears that Mutual of America's fee structure is less expensive than the Principle, CCA's current retirement vendor. Board members' assistance was requested to vet the review process. Mr. Isaiah Venning, Mr. Tim Cureton and Elder Curtis Squirewell will serve on a committee to review the information for a recommendation to the CCA Board.

Comments/Announcements

Upon the receipt of announcements, Chair Hill reminded members of the March 14th Board Meeting. The meeting concluded at 7:45 p.m.



Azzie Lee Hill, Chair



Regeana Phillips, Secretary

Documents Referenced

- CCA BOD Agenda for February 7, 2023
- CCA Personnel Committee Recommendation for Board Action for February 2023
- December 2022 and January 2023 Programmatic and Finance Reports
 - January 31, 2023 Statement of Activities
 - January 31, 2023 Statement of Financial Position
 - Programmatic/Financial Reports through December 2022
 - January 25, 2023 Head Start Financial Report
 - December 2022 Monthly Credit Card Activity Report
 - Weatherization Assistance Program Report for January 2023.
- CCA Finance Committee Recommendations for Board Action for February 2023
- PY2021 HS/EHS Carryover Budget and Narrative 02-2023
- Carolina Community Actions Strategic Plan
- CCA BOD Strategic Plan Review Session Worksheet