

CAROLINA COMMUNITY ACTIONS, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
February 8, 2022

Location: WEBEX Video/Conference Call (+1-415-655-0001, 25529292362#58347293#@webex.com)

Board Members Present:

CHESTER COUNTY

Azzie Lee Hill
Burley McDaniel
Davida Schultz
Angela Twitty

FAIRFIELD COUNTY

Curtis Squirewell
Michael Fanning

LANCASTER COUNTY

Tim Cureton
Elaine McKinney
Bobbie Murchinson

UNION COUNTY

Sonya Glenn
Pamela Sloss
Harold Thompson

YORK COUNTY

Denise Lowry
Cheryl McClain
Melvin McCullough
Isaiah Venning

Staff Present:

Teri Benjamin
Karen Brackett Browning
Karen Kee
Linnie Miller
Mary Reid

Guest Facilitators Present:

Jessica McMoore, South Carolina Association of Community Action Partnerships
Natasha Pauling, South Carolina Association of Community Action Partnerships

Board Members Absent:

CHESTER COUNTY

None

FAIRFIELD COUNTY

None

LANCASTER COUNTY

Leocadia R. Francis

UNION COUNTY

Edith Foster

YORK COUNTY

Regeana Phillips
Chakakhan Sarpong

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The Carolina Community Actions, Inc. Board of Directors convened for a special meeting via audio/video conference at 6:30 p.m. on February 8, 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. She welcomed and acknowledged the guest facilitators. Elder Curtis Squirewell furnished the invocation.

The membership roll was called by Executive Director Karen Brackett Browning who confirmed a quorum of members (16 of 20 seated directors@80%) present during the meeting. The Chair declared a special meeting of the CCA Board of Directors for the purpose of discussing and developing CCA's five-year strategic plan and to transact some necessary business of the board.

Finance Committee Report

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

- The monthly finance and programmatic reports were highlighted with review of the written January 31, 2022 Statement of Activities; January 31, 2022 Statement of Financial Position; Programmatic/Financial Reports through December 2021; January 2022 Head Start Financial Report; and December 2021 Monthly Credit Card Activity Report. Also attached was the Weatherization Report for January 2022.

Following the analysis, Treasurer/Finance Committee Chair Cureton moved to adopt and accept the November and December 2021 Finance and Programmatic Reports and to take under advisement the December 2021 and January 2022 Finance and Programmatic Reports. The motion carried.

- Request to approve the Department of Energy (DOE) Weatherization Assistance Program (WAP) Budget Amendment #1 for the PY 2021-2022 (April 1, 2021 – March 30, 2022). The following applies:
 - Updated Amended Budget Amount: \$329,152.73; Previous Allocated Amount: \$190,493
 - Difference: +\$138,659.73 that includes carryover funds from PY2020-2021

Finance Committee Chair Cureton moved to approve DOE WAP FY 2021-2022 Budget Amendment #1. The motion was approved by the Board.

- Request to approve the Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance Program (LWAP) Budget Amendment #1 for the PY (April 1, 2021 – March 30, 2022). The following applies:
 - Updated Amended Budget Amount: \$460,700; Previous Allocated Amount: \$460,700
 - Difference: +\$141,645.41 that includes carryover funds from PY2020-2021 which results in a reduction of \$141,645.41 to the PY2021-22 Application allocation since OEO does not allow actual carryover funds for

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LWAP. Any funds remaining at program year end will reduce the next year's actual award by the carryover funds amount.

Finance Committee Chair Cureton moved to approve LWAP FY 2021-2022 Budget Amendment #1. The motion was approved by the Board.

Strategic Planning Session

Ms. Jessica McMoore, Executive Director of the South Carolina Association of Community Action Partnerships (SCACAP) and Ms. Natasha Pauling, Resource Development/Public Information Officer for SCACAP, facilitated the strategic planning session for the CCA Board and management staff. Following the introduction and purpose of the session, Ms. Pauling provided a brief overview of strategic planning including the vital role of the information obtained to guide the agency. Both facilitators engaged the meeting participants in a community needs assessment since board members represent the public, private entities and the low-income in the community. Subsequently, CCA is in the process of conducting a comprehensive community needs assessments from which the results received will also be used in further strategic planning sessions to develop the final document. Upon the conclusion of the review of the community needs assessments results, attendees participated in a SWOT Analysis where participants engaged in discussions regarding the agency's strengths, weaknesses, opportunities and threats. The facilitators advised that the SWOT analysis would continuously evolve as the strategic planning process continues.

The facilitators will compile the information from the mini community needs assessment and SWOT analysis for the next sessions that will be scheduled. The projected schedule for completion of the process with a final document is August 2022.

Comments/Announcements

Chair Hill expressed appreciation to all for their participation and for their commitment to continue the process. After reminding the Personnel Committee members of a meeting scheduled for February 10, 2022 at 6:00 p.m., the meeting concluded at approximately 8:30 p.m.


Azzie Lee Hill, Chair


Regeana Phillips, Secretary

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Documents Referenced

- CCA BOD Agenda for February 8, 2022
- December 2021 and January 2022 Financial and Program Reports
 - January 31, 2022 Statement of Activities
 - January 31, 2022 Statement of Financial Position
 - Programmatic/Financial Reports through December 2021
 - January 26, 2022 Head Start Financial Report
 - December 2021 Monthly Credit Card Activity Report
 - January 2022 Weatherization Report
- CCA Finance Committee Recommendations Re DOE WAP and LWAP Budget Amendments #1 for PY 2021-2022
- CCA Strategic Plan 2017 – 2022
- CCA Strategic Plan Update
- 2019 CCA Needs Assessment Results Report

Other Documents in Package for Monthly Review

- CSBG & LIHEAP Customer Satisfaction Survey Results – January 2022
- Head Start Policy Council Report for February 2022
- Executive Director’s Report for February 2022