

**CAROLINA COMMUNITY ACTIONS, INC.  
MEETING MINUTES OF THE BOARD OF DIRECTORS  
JANUARY 10, 2023**

**Location: WEBEX Video/Conference Call Teleconference ±1-650-479-3208, 25558525473#73476223# United States Toll**

**Meeting number (access code): 2555 852 5473**

**Meeting password: S34rMC2fKna (73476223 from phones and video systems)**

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**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

**UNION COUNTY**

Edith Foster  
Sonya Glenn  
Pamela Sloss  
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**

None

**FAIRFIELD COUNTY**

None

**LANCASTER COUNTY**

Khaleek Chapman  
Leocadia R. Francis

**UNION COUNTY**

None

**YORK COUNTY**

Melvin McCullough

## MEETING MINUTES OF THE CCA BOARD OF DIRECTORS January 10, 2023

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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 January 10, 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, Rev. Angela Twitty furnished the invocation.

Secretary Regeana Phillips called the membership roll and confirmed that a quorum of members (18 of 21 seated directors – 86% 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 January 10, 2023 agenda as presented. Mrs. Regeana Phillips seconded the motion, which the Board passed.

Senator Mike Fanning moved to approve and adopt the December 13, 2022 Board Meeting Minutes. Ms. Pamela Sloss and Mr. Tim Cureton seconded the motion, which carried unanimously.

**Continuing Board Education - Fiscal Year 2023 Head Start Focus Area Two Monitoring Protocol** - Conducted by Executive Director Karen Brackett Browning  
Executive Director Karen Brackett Browning and Head Start Director Linnie Miller conducted board training on Head Start's Fiscal Year 2023 Focus Area Two Monitoring Protocol. Highlighted were the purpose of the review, federal regulations, expectations and review information. The training particularly focused on program governance relevant to the governing bodies (Board of Directors and Policy Council). Receipt and review of data/information for oversight was emphasized along with the agency's fiscal infrastructure including processes for budget development, financial management and reporting. Board directors were encouraged to familiarize themselves with the Head Start and Early Head Start information. Training related to Head Start and Early Head Start will continue to appear on the agenda at each of the board meetings.

### **Committee Reports**

*Executive Committee – No Report*

#### *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 December 31, 2022 Statement of Activities; December 31, 2022 Statement of Financial Position; Programmatic/Financial Reports through November 2022; December 30, 2022 Head Start Financial Report; and the November 2022 Monthly Credit Card Activity Report. Also attached was the Weatherization Assistance Program Report for December 2022.

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

#### *Governance Committee*

- Committee Chair Davida Schultz reviewed the CSBG/LIHEAP Customer Satisfaction Survey Results for December 2022. She highlighted the responses with the majority rated as good and excellent and a few rated as fair or poor. On average CCA is conducting intake for over 500 applications monthly for CSBG and LIHEAP. Overall, it appears that the agency is providing good service. It was decided to attempt to obtain the reasons for the fair or poor ratings by revising the survey. The report was received as information.

#### *Membership Committee*

- Committee Chair Denise Lowry reviewed the board directors' attendance for 2022 and reminded them of the attendance requirements.
- Membership updates included the possible resignation of Khaleek Chapman from the Board due to his change in employment. He was appointed by Hope of Lancaster as their private (community) sector representative on the CCA Board. Follow-up will be conducted with Hope of Lancaster. The report was received as information.

#### *Personnel Committee – No Report*

#### *Planning and Programs Committee – No Report*

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

Executive Director Karen Brackett Browning presented the Policy Council Report as distributed in writing. The written report included the following:

- ERSEA statistics showed actual enrollment for Head Start at 262 (43%) of the 621 funded enrollment as of December 30, 2022. Early Head Start's enrollment was 40 (50%) of the 80 funded enrollment for the same period.
- Other information in the report included the following:
  - The impact on CCA Head Start's operating schedule as a result of the modified 2023-2024 Clover and Union County School Districts' schedules which allow for earlier start and later year-end dates along with more holidays throughout the school year.
  - DHEC on-site visit at Edgemoor Head Start to determine source of child testing possible for lead.
  - Disability statistics as of December 31, 2022, Family Services and Community Partnerships activities for December 2022.

Also discussed was the number of teacher vacancies that impact the program's inability to serve more children, especially in Rock Hill. The Board also discussed the agency's need to identify newer buildings for Edgemoor, North Chester and Union County Head Start/Early Head Start Programs. The specification requirements will be forwarded to the CCA Board. The Head Start Policy Council Report was received as information.

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**Executive Director's Report**

Executive Director Karen Brackett Browning provided a comprehensive written report that included specific staffing and programmatic updates since the December 2022 report. Detailed were activities/projects, numbers per activity/project along with program outcomes for 2022 and/or plans for achieving the contractual goals. Also included were the ED's contacts, attended and scheduled meetings/conferences, and agency holidays. The report continues to document updates and the agency's efforts to mitigate risk of exposure to COVID-19 and other viruses along with CCA's plans for future activities as a result of viruses and their variants. Updates were provided regarding partnerships. Also included was Human Resources information that detailed the number of employees and pending employees.

The Executive Director's report was accepted by acclamation.

**Old Business** - None


**New Business**- None

**Comments/Announcements**

Upon the receipt of announcements, Chair Hill reminded members of the February Board Planning Session and March meeting. The board chair concluded the meeting at 7:30 p.m.

  
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Azzie Lee Hill, Chair

  
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Regeana Phillips, Secretary

**Documents Referenced**

- CCA BOD Agenda for January 10, 2023
- December 13, 2022 Board Meeting Minutes
- *Fiscal Year 2023 Head Start Focus Area Two Monitoring Protocol* - CCA Board Training
- November and December 2022 Programmatic and Finance Reports
  - December 31, 2022 Statement of Activities
  - December 31, 2022 Statement of Financial Position
  - Programmatic/Financial Reports through November 2022
  - December 30, 2022 Head Start Financial Report
  - November 2022 Monthly Credit Card Activity Report
  - December 2022 Weatherization Assistance Program Report
- CSBG & LIHEAP Customer Satisfaction Survey Results – December 2022
- 2022 CCA BOD Meetings Attendance
- 2022 CCA BOD Committee Meetings Attendance
- Head Start/Early Head Start Policy Council Report for December 2022
- Executive Director's Report for January 2023