

CAROLINA COMMUNITY ACTIONS, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
January 11, 2022

Location: WEBEX Video/Conference Call (1-415-655-0001,25555103193#67679777#/(25555103193@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

UNION COUNTY

Edith Foster
Sonya Glenn
Pamela Sloss
Harold Thompson

YORK COUNTY

Denise Lowry
Cheryl McClain
Melvin McCullough
Regeana Phillips
Chakakhan Sarpong
Isaiah Venning

Staff Present:

Teri Benjamin
Karen Brackett Browning
Karen Kee
Linnie Miller

Board Members Absent:

CHESTER COUNTY

None

FAIRFIELD COUNTY

LANCASTER COUNTY

Leocadia R. Francis
Elaine McKinney
Bobbie Murchinson

UNION COUNTY

None

YORK COUNTY

None

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS January 11, 2022

The Carolina Community Actions, Inc. Board of Directors convened for a regular meeting via audio/video conference at 6:30 p.m. on January 11, 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, Mr. Tim Cureton furnished the invocation.

The membership roll was called by Secretary Regeana Phillips who confirmed a quorum of members (17 of 20 seated directors@85%) 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. Mr. Tim Cureton moved to adopt the agenda as presented. Senator Mike Fanning seconded the motion, which the Board passed.

Senator Mike Fanning moved to approve the December 14, 2021 Board Meeting Minutes as presented in writing. Ms. Pamela Sloss seconded the motion, which carried unanimously.

Continuing Board Education - CCA Conflict of Interest

Board Chair Azzie Lee Hill conducted training by reviewing and highlighting information from CAPLAW Governance Case Studies Background Information and Resources for the CAPLAW Governance Case Studies 8 and CCA's Bylaws. She stated conflicts-of-interest policies should address who, what, notification, enforcement and penalties. She also addressed examples of possible conflicts relevant to duality, contracts, legislation, and required agencies forms such as the 990. Directors were encouraged to review CCA's policy regarding the disclosures of potential conflicts of interest and/or duality. Directors are requested to complete the required CCA Board of Directors Conflict-of-Interest Disclosure Statement each year.

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 December 31, 2021 Statement of Activities; December 31, 2021 Statement of Financial Position; Programmatic/Financial Reports through November 2021; December 2021 Head Start Financial Report; and November 2021 Monthly Credit Card Activity Report. Also attached was the Weatherization Report for December 2021.

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS January 11, 2022

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

Governance Committee

- Governance Committee Chair Davida Schultz highlighted the CSBG/LIHEAP Customer Satisfaction Survey Results for December 2021. She denoted that 635 individuals responded to the survey and that it continues to reflect that CCA is providing good customer service during the pandemic. The report was provided for information.

Membership Committee

- Committee Chair Denise Lowry reported that a letter regarding membership has been forwarded to an interest applicant. Ms. Lowry reviewed the content of the letter with the directors and requested assistance in identifying other potential candidates for board membership.
- The 2021 board attendance record was also reviewed and highlighted. The directors meeting attendance improved last year compared to the previous years.

The report was received as information.

Personnel Committee

It was denoted that the Personnel Committee will meet to review the recent salary survey results for a recommendation to the Board regarding a compensation plan

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 277 (45%) of the 621 funded enrollment as of December 20, 2021. Early Head Start's enrollment was 48 (60%) of the 80 funded enrollment for the same period.
- Updates were provided regarding vaccination and universal masking requirements. Information was provided regarding the Interim Final Rule and pending future litigation.
- In response to the recent developments regarding the COVID-19 pandemic, OHS will not resume evaluating which programs will enter into the Full Enrollment Initiative beginning January 2022, as previously communicated. OHS will continue to track enrollment, as OHS has done since September 2021.

The Head Start Policy Council Report was received as information.

Executive Director's Report

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS January 11, 2022

Executive Director Karen Brackett Browning provided a comprehensive written report that included specific staffing and programmatic updates since the December 2021 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. Attached again were updates to the focus/strategic plan that included past and recent efforts regarding the goals of accountability, transparency, marketability, improved programmatics, increased board support of agency, fundraising, and continued advocacy for the poor. This was in preparation for the February 8th Strategic Planning session.

Mr. Tim Cureton moved to accept the Executive Director's Report. The motion, seconded by Mayor Harold Thompson, carried.

Old Business

Board Chair Hill and Executive Director Brackett Browning highlighted the January 4, 2022 meeting with developers from Coldwell Bank Commercial and the architect for a proposed private redevelopment effort on a building located adjacent to CCA's Administrative Office. The purpose of the meeting was for board members to review with the developers and architect plans for the property for the CCA Board to consider action regarding the proposed private redevelopment project and cross easement agreement included in a Letter of Intent (LOI). The LOI would allow negotiations between 302 Dave Lyle, LLC (302 Dave Lyle), Carolina Community Actions, Inc. (CCA) and another entity's adjoining property for formal Access and Cross Easement Agreements. The agreements would allow 302 Dave Lyle to make certain improvements to portions of CCA's property and the adjoining entity's property, to come to terms for sharing trash services and parking along with abandoning adjoining unused alleyways. During the January 4th meeting, the representatives detailed to CCA Board members the project and the benefits of CCA's participation. Directors present during the on-site meeting expressed their support for the project.

Following discussion of the LOI and the proposed project, Mr. Tim Cureton moved to approve and sign the Letter of Intent. The motion, seconded by Ms. Regeana Phillips, carried unanimously.

New Business

Executive Director Brackett Browning provided information regarding the CCA strategic planning process. She referenced the 2017-2022 strategic plan and the ED Report for January 2022, which included updates regarding efforts to meet the goals of the current strategic plan. The process will occur over several months and will be facilitated by South Carolina Association of Community Action Partnerships Executive Director and ROMA Trainer Jessica McMoore. The email message describing the process sent by Ms. McMoore was highlighted. A Strategic Planning Committee consisting of board directors was appointed. The appointees are Tim Cureton, Mike Fanning, Davida Schultz, Harold Thompson and Isaiah Venning. The first session of the strategic planning process for all

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS
January 11, 2022

board members is scheduled for February 8, 2022 at 6:30 p.m. Directors were encouraged to review the 2017-2022 strategic plan and updates included in the ED report in preparation for the session.

Comments/Announcements

Chair Hill announced again the date of the strategic board planning session scheduled for February 8, 2022. Afterwards, Ms. Denise Lowry moved to adjourn the meeting. The motion, seconded by Ms. Pamela Sloss, carried. The meeting concluded at approximately 8:00 p.m.


Azzie Lee Hill, Chair


Regeana Phillips, Secretary

Documents Referenced

- CCA BOD Agenda for January 11, 2022
- December 14, 2021 Board Meeting Minutes
- CCA Conflict of Interest Training Document
- November and December 2021 Financial and Program Reports
 - December 31, 2021 Statement of Activities
 - December 31, 2021 Statement of Financial Position
 - Programmatic/Financial Reports through November 2021
 - December 17, 2021 Head Start Financial Report
 - November 2021 Monthly Credit Card Activity Report
 - December 2021 Weatherization Report
- CSBG & LIHEAP Customer Satisfaction Survey Results - December 2021
- 2021 CCA BOD Attendance Spreadsheet (Jan 1 – Dec. 31, 2021)
- Head Start Policy Council Report for January 2022
- Executive Director's Report for January 2022
- Letter of Intent – CCA and Coldwell Banker Commercial - 302 Dave Lyle LLC
- CCA Strategic Plan 2017 – 2022
- Email Message Dated January 11, 2022 from Jessica McMoore