

CAROLINA COMMUNITY ACTIONS, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
June 20, 2022

Location: WEBEX Video/Conference Call Teleconference (+1-415-655-0001,,25537198217#84727727# US Toll

Meeting Access code: 2553 719 8217 Meeting password: uGP2rRCPg64

Board Members Present:

CHESTER COUNTY

Azzie Lee Hill
Davida Schultz
Angela Twitty

FAIRFIELD COUNTY

Curtis Squirewell
Michael Fanning

LANCASTER COUNTY

Tim Cureton
Khaleek Chapman
Leocadia R. Francis

UNION COUNTY

Edith Foster

YORK COUNTY

Denise Lowry
Cheryl McClain
Melvin McCullough
Regeana Phillips
John O. Sanders
Isaiah Venning

Staff Present:

Teri Benjamin
Karen Brackett Browning
Karen Kee
Linnie Miller
Mary Reid

Board Members Absent:

CHESTER COUNTY

Burley McDaniel

FAIRFIELD COUNTY

None

LANCASTER COUNTY

Elaine McKinney

UNION COUNTY

Sonya Glenn
Pamela Sloss
Harold Thompson

YORK COUNTY

None

Visitor Present:

David Smith, Martin Smith &
Company CPAs

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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 June 20, 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. Timothy Cureton furnished the invocation.

The membership roll was called by Secretary Regeana Phillips who confirmed a quorum of members (14 of 20 seated directors - 70% at roll call; 15 of 20 - 75% overall attendees) 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 and adopt the May 10, 2022 Board Meeting Minutes. Mr. Tim Cureton seconded the motion, which carried unanimously.

Continuing Board Education - Dynamic Duo: A Guide to Enhancing the Board and ED Partnership, Flow of Information and Communications, pp. 23-24.

Board Chair Azzie Lee Hill conducted training by referencing and highlighting information from pages 23 and 24 of the Dynamic Duo: A Guide to Enhancing the Board and ED Partnership, Flow of Information and Communications. Mrs. Hill highlighted each section and reminded board directors of the flow of communication, especially when addressing any client or staff issues.

Committee Reports

Finance Committee

- PY 2021 Audit Report and Presentation
Board Treasurer/Finance Committee Chair Tim Cureton introduced Mr. David Smith from Martin Smith & Company CPAs, the firm that conducted the CCA audit. Mr. Smith stated that the audit was completed in time with the assistance of the CCA Finance Staff who cooperated and provided the documents. He stated that CCA received a "very good report as indicated to the Finance Committee". He stated that the purpose of the audit was to review the records to ensure they are free of material misstatements. Mr. Smith referenced pages in the audit report relevant to the 3 standards: (1) Generally Accepted Accounting Standards, (2) Government Auditing Standards; and (3) Uniformed Guidance Requirements/Single Audit because CCA receives more than \$750,000. Mr. Smith's presentation to the Board highlighted the following:
 - The audit firm has issued a clean, unqualified opinion.
 - CCA is in compliance with its internal controls and has a very good policy and procedures manual. Testing of the system reveals it is functioning as it should. No weaknesses in internal controls.

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- The Uniform Guidance involves a requirement to select some of programs for compliance testing. The auditors receive the compliance requirements from the government. CCA's major programs for testing were Head Start, Early Head Start, LIHEAP and the COVID-19 funds. The report presents that there were no incidences of non-compliance.
- CCA received an unmodified opinion with no deficiencies relevant to Governmental Auditing Standards and generally accepted accounting standards.
- There were no significant journal entries to report.
- The one finding that was reported in the previous audit was corrected and the agency is compliant with submission of the data form to the Clearinghouse.
- Highlights of the comparison of prior years' audits were provided. Cash position was better, mainly due to COVID-19. Activities increased.

Upon the conclusion of the audit presentation, Chair Cureton expressed appreciation to the auditors and the staff for the audit results. Treasurer/Finance Committee Chair Cureton moved to receive and approve the FY 2021 audit report and information presented to the CCA Board. The motion carried.

- Chair 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 May 31, 2022 Statement of Activities; May 31, 2022 Statement of Financial Position; Programmatic/Financial Reports through April 2022; May 2022 Head Start Financial Report; April 2022 Monthly Credit Card Activity Report. Also attached was the Weatherization Assistance Program Report for May 2022.

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

- Request to approve the PY 2022-2023 Department of Energy Weatherization Assistance Program Budget of \$183,103 for the period of April 1, 2022 – March 31, 2023. The categories for the budget are: Administration - \$21,326; Operations - \$134,741; T&TA - \$18,506; Health & Safety - \$8,530. The goal is to weatherize seventeen (17) homes.

Treasurer/Finance Committee Chair Cureton moved to approve the PY 2022-2023 Department of Energy Weatherization Assistance Program Budget of \$183,103 as presented. The motion was approved by the Board.

- Request to approve the PY 2022-2023 Head Start/Early Head Budget of \$7,721,107. The Head Start Budget amount is \$6,437,007 and includes Program Operations at \$6,363,009 and Training/Technical Assistance at \$73,998. The Early Head Start Budget amount is \$1,284,100 and includes

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Program Operations at \$1,270,234 and Training/Technical Assistance at \$13,866.

Treasurer/Finance Committee Chair Cureton moved to approve the PY 2022-2023 Head Start/Early Head Budget of \$7,721,107 as presented. The motion was approved by the Board.

Planning and Programs Committee

Due to the delay of Committee Chair and Vice-Chair of the Planning and Programs Committee, Executive Director Karen Brackett Browning provided the report as requested by the Committee Chair Sonya Glenn.

- Recommendation requested to approve CCA's application to seek funds from the US Department of Health and Human Services-Office of Head Start to serve 701 children and their families in Chester, Union, and York Counties in South Carolina for the period of 10/01/2022 – 09/30/2023. The agency will provide continuous, intensive, and comprehensive child development and family support services to low-income families with infant and toddlers, pregnant women, and 3 and 4 year olds. The federal fund enrollment is 621 for Head Start and 80 for Early Head Start with a total funding of \$7,721,107.

The Planning and Programs Committee recommended approval of the Head Start/Early Head Start 2022-2023 refunding application as presented. The Board ratified the request.

- Recommendation requested to submit a disability waiver for the 2021-2022 school year due to CCA's inability to enroll 10% of children with disabilities. The Board was also provided the reasons for the inability to meet the federal requirement.

The Planning and Programs Committee recommended approval to submit a Head Start/Early Head Start disability waiver for the 2021-2022 school year. The Board ratified the request.

- Recommendation requested to approve CCA's Head Start and Early Head Start Enrollment Plan to serve 621 in Head Start and 80 in Early Head Start with a total slot level of 701. The plan details the number of classrooms at each of the seven centers based on ages: 0-3, 3 year olds and 4 year olds.

The Planning and Programs Committee recommended approval of the Head Start/Early Head Start Enrollment Plan as presented. The Board ratified the request.

- Recommendation requested to approve CCA's 2022-2023 Head Start and Early Head Start Academic Calendar that details the dates for school activities, holidays, breaks, etc. The plan coincides with the school district's schedule in the area where each center is located.

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The Planning and Programs Committee recommended approval of the 2022-2023 Head Start and Early Head Start Academic Calendar as presented. The Board ratified the request.

- Recommendation requested to approve CCA's ERSEA plan and procedure update that includes Supplemental Nutrition Assistance Program (SNAP) recipients as categorically eligible for Head Start and Early Head Start Services to support enrollment.

The Planning and Programs Committee recommended approval of the ERSEA plan and procedure as presented regarding SNAP recipients as categorically eligible for Head Start and Early Head Start Services. The Board ratified the request.

Governance Committee

- Governance Committee Chair Davida Schultz highlighted the CSBG/LIHEAP Customer Satisfaction Survey Results for May 2022. She denoted the number of responses to the survey were not as many as the previous month, but still above average with the majority of the ratings as good or excellent. The report was provided for information.
- Governance Committee Chair Schultz referenced the Head Start/Early Head Start 2021-2022 Parent Survey Results. Board directors denoted that all of the response were positive with the majority of the ratings in the mid to upper 90% and one response at 85% of ranges. The report was provided for information.

Membership Committee

- Committee Chair Denise Lowry provided the membership updates by stating that a letter has been received from Hope of Lancaster County in which the organization's executive director seeks membership for Hope on the CCA Board of Directors and recommends Khaleek Chapman as their appointee.

Committee Chair Lowry moved to seat Mr. Khaleek Chapman to the CCA Board of Directors as a community/private sector representative with an effective date of June 20, 2022. The board ratified the motion.

- Committee Chair Lowry referenced and highlighted the proposed 2022 CCA BOD ROP Election Process.

After review and discussion of the process, Membership Chair Lowry moved to accept and adopt the process and plan. The motion carried.

Directors volunteered to assist with managing the election process at the various site.

Executive Committee – No Report

Personnel Committee

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Committee Chair Curtis Squirewell stated that the Committee and the CCA Board Chair met to conduct the performance evaluation of CCA Executive Director Karen Brackett Browning and will provide the results in executive session.

Mr. Tim Cureton moved for the CCA Board of Director to enter executive session. The motion was seconded by Senator Mike Fanning. The motion carried. All staff were excused and the Board of Directors entered the closed session at 7:50 p.m.

During the executive session, no action was taken.

Mr. Tim Cureton moved for the CCA Board of Director to exit executive session and return to the regular meeting. The motion was seconded by Mrs. Regeana Phillips. The motion carried. The Board of Directors exited the closed session at 8:21 p.m.

Personnel Committee Chair Curtis Squirewell moved to approve CCA's Executive Director Performance Evaluation for the period of July 2021 – June 2022 as presented. The motion carried.

Personnel Committee Chair Curtis Squirewell moved to defer additional compensation that was reviewed and discussed during the closed executive session associated with the evaluation for CCA's Executive Director until a meeting between the Finance and Personnel Committees occur for further discussion and recommendation to the board. The motion carried.

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 274 (45%) of the 621 funded enrollment as of May 31, 2022. Early Head Start's enrollment was 44 (58%) of the 80 funded enrollment for the same period.
- Other information in the report included Policy Council's approval of the following:
 - PY 2022-2023 Head Start/Early Head Budget of \$7,721,107 refunding application. The Head Start Budget amount is \$6,437,007 and includes Program Operations at \$6,363,009 and Training/Technical Assistance at \$73,998. The Early Head Start Budget amount is \$1,284,100 and includes: Program Operations at \$1,270,234 and Training/Technical Assistance at \$13,866.
 - Disability waiver for the 2021-2022 school year.
 - 2022-2023 Head Start and Early Head Start Enrollment Plan.
 - 2022-2023 Head Start and Early Head Start Academic Year Calendar.
 - ERSEA plan and procedure to include SNAP recipients as categorically eligible for Head Start and Early Head Start services.

The Head Start Policy Council Report was received as information.

Executive Director's Report

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Executive Director Karen Brackett Browning provided a comprehensive written report that included specific staffing and programmatic updates since the May 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. The preliminary draft report of the community needs assessment was referenced relevant to results obtained from the surveys, interviews and town hall meetings. Updates were also provided on obtaining additional information regarding the salaries analysis and development of the compensation plan. The ED also detailed a new partnership regarding a pilot program to address health disparities in communities of color.

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

Old Business - None

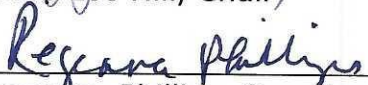
New Business - None

Comments/Announcements

Chair Hill announced the August 9, 2022 Executive Committee meeting and the September 13, 2022 Board of Directors meeting. Depending upon the business to be transacted for application submissions, there may be a call meeting of the full Board of Directors in August. The Chair concluded the meeting at approximately 8:45 p.m.



Azzie Lee Hill, Chair



Regeana Phillips, Secretary

Documents Referenced

- CCA BOD Agenda for May 10, 2022
- May 10, 2022 Board Meeting Minutes
- *Dynamic Duo: A Guide to Enhancing the Board and ED Partnership, Flow of Information and Communications, pp. 23-24 - CCA Board Training*
- Carolina Community Actions 2021 Audited Financial Statements
- CCA Financial Position 2021 Comparison
- CCA Activities 2021 Comparison
- April & May 2022 Programmatic and Finance Reports
 - May 31, 2022 Statement of Activities
 - May 31, 2022 Statement of Financial Position
 - Programmatic/Financial Reports through April 2022
 - May 2022 Head Start Financial Report
 - April 2022 Monthly Credit Card Activity Report

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- May 2022 Weatherization Assistance Program Report
- Finance Committee Recommendations Regarding DOE Weatherization Assistance Program and Head Start/Early Head Start PY2022-2023 Budget
- 2022-2023 Head Start/Early Head Start Summary Operating Budget
- 2022-2023 Head Start/Early Head Start Refunding Application
 - Disability Waiver
 - Head Start/Early Head Start Enrollment Plan
 - Head Start/Early Head Start Academic Calendar for SY 2022-2023
 - Head Start/Early Head Start ERSEA Policy and Procedures Update Regarding SNAP
- CSBG & LIHEAP Customer Satisfaction Survey Results – May 2022
- Head Start/Early Head Start SY 2021-2022 Parent Survey Results
- 2022 Election of the Representatives of the Poor Process
- Head Start Policy Council Report for June 2022
- Executive Director's Report for June 2022
- CCA 2022 Community Needs Assessment Report Draft