

**CAROLINA COMMUNITY ACTIONS, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
MARCH 14, 2023**

Location: Teleconference (1-650-479-3208, 25525145104#23537239# United States Toll
Meeting number (access code): 2555 514 5104
Meeting password: beKeRB3W8b3 (23537239 from phones and video systems)

Board Members Present:

CHESTER COUNTY

Azzie Lee Hill
Angela Twitty
Davida Schultz

FAIRFIELD COUNTY

Michael Fanning

LANCASTER COUNTY

Khaleek Chapman
Tim Cureton
Leocadia R. Francis
Elaine McKinney

UNION COUNTY

Edith Foster
Sonya Glenn
Pamela Sloss
Harold Thompson

YORK COUNTY

Kendra Cherry
Denise Lowry
Melvin McCullough
Regeana Phillips
John O. Sanders
Isaiah Venning

Staff Present:

Karen Brackett Browning
Karen Kee
Mary Reid

Board Members Absent:

CHESTER COUNTY

Burley McDaniel

FAIRFIELD COUNTY

Curtis Squirewell

LANCASTER COUNTY

None

UNION COUNTY

None

YORK COUNTY

Tammie Hemphill

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS March 14, 2023

The Carolina Community Actions, Inc. Board of Directors convened for a regular meeting via audio/video conference at 6:30 p.m. on March 14, 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, Senator Michael Fanning 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 March 14, 2023 agenda as presented. Mrs. Regeana Phillips seconded the motion, which the Board passed.

Mayor Harold Thompson moved to approve and adopt the January 10, 2023 Board Meeting Minutes. Mr. Isaiah Venning seconded the motion, which carried unanimously.

Mayor Harold Thompson moved to approve and adopt the February 7, 2023 Board Meeting Minutes. Mrs. Regeana Phillips seconded the motion, which carried unanimously.

Continuing Board Education - Continuing Board Education – CAPLAW Advocacy for Board Members, Slides 1-15 - Conducted by Executive Director Karen Brackett Browning

The ED presented the slides by highlighting that one of the roles of board members is to advocate, educate or raise awareness. Also reviewed were the key skills for board members in the areas of finance, law, fundraising, administration, research and advocacy/outreach. Discussion included the tripartite board's traditional roles of development, planning, implementation, evaluation, which are included in the ROMA cycle. Advocacy includes communicating the mission and goals and how such impacts the agency and the constituents served by the agency through the Board's voice. Also discussed was the differences between advocacy and lobbying along with strategies for advocating.

Committee Reports

Executive Committee – No Report

Finance Committee

- Committee Chair/Board Treasurer Cureton referenced the financial documents and provided thorough explanations of each report/recommendation. The monthly finance and programmatic reports highlighted included: February 28, 2023 Statement of Activities; February 28, 2023 Statement of Financial Position; Programmatic/Financial Reports through January 2023: February 22, 2023 Head Start Financial Report; and the January 2023 Monthly Credit Card Activity Report. Also attached was the February 2023 Weatherization Assistance Program Report.

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Following the analysis, Treasurer/Finance Committee Chair Cureton moved to adopt and accept the December 2022 and January 2023 Finance and Programmatic Reports and to take under advisement the January and February 2023 Finance and Programmatic Reports. The motion carried.

Governance Committee

- Committee Chair Davida Schultz deferred to Executive Director Brackett Browning to provide the Governance Committee Report.
 - The CSBG/LIHEAP Customer Satisfaction Survey Results for February 2023 was reviewed. Detailed were the survey responses with the majority rated as excellent, a few as good and a smaller number rated as fair. CCA conducted intake for over 573 applicants during the month for CSBG and LIHEAP. The results reveal that the agency is providing good services. The report was received as information.
 - Board members were reminded to complete and submit their CCA Board Self-Evaluation form along with the Conflict of Interest Disclosure Statement by March 24, 2023. The results of the Board's self-evaluation will be provided at the April meeting.
 - ED Brackett Browning reviewed and discussed the results from the OEO Final Report for monitoring conducted in September 2022 for CSBG, LIHEAP and Weatherization. Also highlighted were CCA's responses to the final monitoring report related to areas of concern and one area of non-compliance regarding Weatherization numbers, which has since been corrected with goals achieved. The report was received as information.

Membership Committee

- Committee Chair Denise Lowry reported that CCA's Board is at full occupancy. She also reminded members of the attendance requirements.

Personnel Committee – No Report

Planning and Programs Committee – No Report

Head Start Policy Council Report

Isaiah Venning and ED 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 259 (42%) of the 621 funded enrollment as of February 28, 2023. Early Head Start's enrollment was 38 (48%) of the 80 funded enrollment for the same period.
- Other information in the report included the following:
 - Information on a virtual meeting with the Office of Head Start regarding CCA's Under-Enrollment Plan that is due March 30, 2023. The plan will be used as a guide to track CCA's progress on achieving full enrollment as we must become fully enrolled by February 3, 2024 and maintain 97% enrollment for 6 consecutive months thereafter or funding will be decreased.
 - CCA has been notified of a 5.6% Cost of Living Adjustment (COLA) for Head Start salaries and an increase in funds for quality improvement at

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approximately \$280 for each Head Start funded enrollment slot and \$420 for each Early Head Start enrollment slot

The Head Start Policy Council Report was received as information.

Executive Director's Report

Executive Director Karen Brackett Browning provided a comprehensive written report that included specific staffing and programmatic updates since the February 2023 report. Detailed were activities/projects, numbers per activity/project along with program outcomes for January and February 2023 and/or 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 and other viruses along with CCA's plans for future activities as a result of viruses and their variants. CCA's procedures regarding COVID-19/other communicable diseases mitigation strategies and protocols were updated on March 3, 2023. Information was provided regarding partnerships. Also included was Human Resources information detailing the number of employees and pending employees.

Mr. Tim Cureton moved to adopt the report. The motion was seconded by Mayor Harold Thompson and approved by the Board.

Old Business

- CCA Mission Statement Suggested Revisions - The Board discussed the CCA Mission Statement suggested revisions received. There was consensus for the Executive Committee to meet to review the suggestions and recommend a mission statement by the April 2023 Board meeting.
- Mutual of America (MOA) Retirement Proposal - Mr. Isaiah Venning reported the efforts of the designated committee that met with Mutual of America representatives on March 2, 2023. He highlighted the MOA proposal as presented to the committee and forwarded to the Board thereafter. Mr. Venning moved to change from CCA's current retirement provider to pursue a retirement plan with Mutual of America based on the cost savings and the endorsement by the National Community Action Partnership. The motion carried.

New Business- None

Comments/Announcements

Upon the receipt of announcements, Chair Hill reminded members of the April 11, 2023 meeting. Ms. Denise Lowry moved to adjourn the meeting. Mrs. Regeana Phillips seconded the motion, which passed. The meeting was adjourned at approximately 8:00 p.m.



Azzie Lee Hill, Chair



Regeana Phillips, Secretary

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Documents Referenced

- CCA BOD Agenda for March 14, 2023 revised
- January 10, 2023 Board Meeting Minutes
- February 7, 2023 Board Meeting Minutes
- CAPLAW Advocacy for Board Members, Slides 1-15 - CCA Board Training
- January and February 2023 Programmatic and Finance Reports
 - February 28, 2023 Statement of Activities
 - February 28, 2023 Statement of Financial Position
 - Programmatic/Financial Reports through January 2023
 - February 22, 2023 Head Start Financial Report
 - January 2023 Monthly Credit Card Activity Report
 - February 2023 Weatherization Assistance Program Report
- CSBG & LIHEAP Customer Satisfaction Survey Results – February 2023
- 2023 CCA BOD Self-Evaluation Form
- CCA Bod Conflict of Interest Disclosure Statement
- OEO Final Monitoring Report
- CCA Response for CSBG, LIHEAP & WAP
- Head Start/Early Head Start Policy Council Report for March 2023
- Executive Director's Report for March 2023
- CCA Mission Statement Suggested Revisions
- Mutual of America Retirement Proposal Documents