

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

LANCASTER COUNTY
Tim Cureton
Elaine McKinney
Bobbie Murchinson

UNION COUNTY
Edith Foster
Sonya Glenn
Pamela Sloss
Harold Thompson

YORK COUNTY
Denise Lowry
Cheryl McClain
Melvin McCullough
Regeana Phillips
Isaiah Venning

Staff Present:
Teri Benjamin
Karen Brackett Browning
Karen Kee
Linnie Miller

Board Members Absent:
CHESTER COUNTY
None

FAIRFIELD COUNTY
Michael Fanning

LANCASTER COUNTY
Leocadia R. Francis

UNION COUNTY
None

YORK COUNTY
Chakakhan Sarpong

Visitors Present:
John O. Sanders
Becky Drozdz, Catapult HR
Advisor-Compensation Lead

MEETING MINUTES OF THE CCA BOARD OF DIRECTORS March 8, 2022

The Carolina Community Actions, Inc. Board of Directors convened for a regular meeting via audio/video conference at 6:30 p.m. on March 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. 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. Mayor Harold Thompson moved to adopt the agenda as presented. Ms. Pamela Sloss seconded the motion, which the Board passed.

Mayor Harold Thompson moved to approve the January 11, 2022 and February 8, 2022 Board Meeting Minutes as presented in writing. Mr. Burley McDaniel seconded the motion, which carried unanimously.

Continuing Board Education - Head Start Governance (How to Avoid Problems and Pitfalls from a Lawyer's Perspective/Nicole M Bacon) – Slides 19, 21-29, 34-45

Executive Director Karen Brackett Browning conducted training by referencing and highlighting information received from Nicole M. Bacon's (Feldesman Tucker Leifer Fidell LLP) PowerPoint presentation at the Region IV Head Start Association Conference. The training detailed information regarding the rules, the duties of the Board of Directors, the governance structure that includes the Board and Policy Council, purpose of the Policy Council, the Policy Council's roles and responsibilities. The Executive Director also referenced Head Start Focus Area Two Monitoring that will examine the board's knowledge and adherence to the governance structure, policies and procedures. Directors were encouraged to review the PowerPoint in its entirety to become more aware of the requirements.

Committee Reports

Personnel Committee

- Salary Survey - Committee Chair Curtis Squirewell reported that the Personnel Committee met on February 10, 2022 for the purpose of receiving the results of a salary survey. Executive Director Brackett Browning explained that the survey was conducted for some of Head Start/Early Head Start Center Based Staff and CSBG/LIHEAP County Office Staff positions since those positions have more turnover due to competitive salary packages at other entities in the community. Another survey will be conducted later for the remaining classified positions. Ms. Becky Drozd, Human Resources Advisor-Compensation Lead with Catapult who conducted the salary survey for CCA and analyzed the results, explained the process and the results. She also provided some recommendations.

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Upon the conclusion of the salary survey results presentation, the committee chair stated that the executive director and management staff will commence development of a compensation plan with updates provided to the Personnel Committee. The presentation and report were received as information.

- Committee Chair Squirewell presented a proposal to provide a one-time retention incentive bonus of up to \$1,000 to staff members based on the specifications for each program. For CSBG/LIHEAP, WAP and Indirect Cost staff, the bonus will apply to current employees who have remained with the agency during the period Jan. 1, 2021 thru Feb. 28, 2022. Unexpended (carryover) funds from the previous program year budget will be used for CSBG/LIHEAP and Weatherization to fund the initiative. Indirect Cost will use its current budget. The estimated cost for CSBG/LIHEAP with 19 eligible employees is \$22,876.12. The estimated cost for Weatherization with 3 eligible employees is \$4,387.20. The estimated cost for Indirect Cost with 6 employees is \$6,943.20. For Head Start and Early Head Start staff, the bonus will apply to current employees who have remained with the agency for the period April 1, 2021 thru February 28, 2022. The amount requested for the bonus is included in the amount approved in the initial American Rescue Plan (ARP) application, \$153,721. The estimated cost of the retention bonus is \$145,628.10

Further information regarding eligibility to receive the bonus was detailed on the referenced written retention bonus plan. Following the comprehensive review and discussion, Committee Chair Squirewell moved to suspend CCA's current Salary Administration Policy XX, which states that "No bonuses or incentives other than merit increases shall be awarded to an employee," for the purpose of approving this one-time retention bonus distribution. The motion to suspend the current policy and approve the one-time retention bonus was ratified by the Board of Directors.

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 February 28, 2022 Statement of Activities; February 28, 2022 Statement of Financial Position; Programmatic/Financial Reports through January 2022; February 2022 Head Start Financial Report; and January 2022 Monthly Credit Card Activity Report. Also attached was the Weatherization Report for February 2022.

Following the analysis, Treasurer/Finance Committee Chair Cureton recommended the adoption and acceptance of the December 2021 and January 2022 Finance and Programmatic Reports and to take under advisement the January and February 2022

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Finance and Programmatic Reports. Mayor Harold Thompson moved on the recommendation. The motion, seconded by Ms. Regeana Phillips, carried.

- Request to approve the CSBG Cares PY 2022 Carryover Budget Amount of \$276,974.16. The grant period is January 20, 2020 – September 30, 2022 with the OEO approved grant allocation of \$1,262,179.

Finance Committee Chair Cureton moved to approve CSBG Cares PY 2022 Carryover Working Budget Amount of \$276,974.16. The motion was approved by the Board.

- Request to approve the LIHEAP American Rescue Plan Act (ARP) PY 2022 Carryover Budget Amount of \$664,178.17. The grant period is March 11, 2021 – September 30, 2022 with the OEO approved grant allocation of \$2,802,921.

Finance Committee Chair Cureton moved to approve LIHEAP American Rescue Plan Act (ARP) PY 2022 Carryover Working Budget Amount of \$664,178.17. The motion was approved by the Board.

Governance Committee

- Governance Committee Chair Davida Schultz highlighted the CSBG/LIHEAP Customer Satisfaction Survey Results for February. She denoted the number of responses to the survey and that most of ratings were good or excellent. The report was provided for information.
- Committee Chair Davida Schultz reported the results of the 2022 Board Self-Evaluation. On a scale from one (low) to five (high), the average of the majority of responses were 4.5 or higher. Committee Chair Schultz and Executive Director Brackett Browning discussed the four areas that were less than the average and also highlighted the comments about the work and effectiveness of the CCA Board. Directors offered suggestions for improvements in few of the areas. The report was provided for information.

Membership Committee

- Committee Chair Denise Lowry provided an update on the membership status. Letters have been received for the reappointment of Mr. Burley McDaniel as a Chester County private sector representative for the Chester County Sherriff's Office, effective January 3, 2022 and the reappointment of Mr. Isaiah Venning as a York County public sector appointee for Rock Hill City Mayor John Gettys, effective January 3, 2022. CCA has also received a letter from Trinity Baptist Church in Rock Hill appointing Mr. John Sanders as a York County private sector representative.

Chair Lowry moved to resear Mr. McDaniel and Mr. Venning effective January 3, 2022 and to seat Mr. Sanders as a member of the CCA Board with an effective date of March 8, 2022. The motion was passed by the Board.

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- Committee Chair Lowry announced the resignation of Chakakhan Sarpong, a York County community sector representative, from the Board due to her relocation from the area. Verbal notice was received as we await a written letter. Since the Board will be conducting elections for community/low-income sector representatives in August/September 2022, Membership Chair Lowry moved to leave this slot vacant until that time to avoid conducting two elections within a few months of each other for the same slot. The motion carried.

Planning and Programs Committee – No Report

Head Start Policy Council Report

Presentation of this report was tabled until the April meeting.

Executive Director's Report

Executive Director Karen Brackett Browning provided a comprehensive written report that included specific staffing and programmatic updates since the February 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 community needs assessment procurement process and project timeline were highlighted. Revised operational procedures regarding the employees' benefits contributions were detailed in the report.

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

Old Business

- CCA Chester and Lancaster Counties Offices
Executive Director Brackett Browning reported on the agency's search for office space in Chester, SC. She also reported that CCA has received notice that the building in which the Lancaster County Office is located has been sold. The new owners plan to occupy the space that CCA currently occupies, and therefore, will not renew the lease when it terminates in June 2022. Ms. Brackett Browning provided updates on efforts implemented to identify office space in Lancaster.

The report was received as information.

- Executive Director Brackett Browning reported that the agency's strategic planning committee (consisting of board members and staff) will need to meet soon with the facilitators to transition to the next phase of the strategic planning process. Ms. Brackett Browning will forward dates for the meetings.

The report was received as information.

- Executive Director Brackett Browning reported that an owners' agreement has been received regarding the proposed private redevelopment project and cross

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easement agreement relevant to CCA Administrative Office in Rock Hill. The document detailing shared parking, closure of alleys and reciprocal easements was forwarded to the CCA Board for review. The Executive Director expressed her concerns regarding the terms contained therein and the time constraints for City Council hearings concerning the alley closures. Upon the conclusion of discussion by the Board, Mr. Isaiah Venning moved to authorize the Executive Committee to make the decision regarding signage of the agreement after the attorney's review and the Executive Director's recommendation relevant to a revised agreement. The motion, seconded by Ms. Pamela Sloss, was approved unanimously by the Board.

New Business

None

Comments/Announcements

Chair Hill announced the date of the next meeting and encouraged committees to meet. Afterwards, Ms. Denise Lowry moved to adjourn the meeting. The motion, seconded by Mr. Burley McDaniel and Ms. Pamela Sloss, carried. The meeting concluded at approximately 8:30 p.m.



Azzie Lee Hill, Chair



Regeana Phillips, Secretary

Documents Referenced

- CCA BOD Agenda for March 8, 2022
- January 11, 2022 and February 8, 2022 Board Meeting Minutes
- Head Start Governance Slides (How to Avoid Problems and Pitfalls from a Lawyer's Perspective) for CCA Board Training
- CCA 2021 Compensation Analysis Summary Report
- Compensation Market Pricing Analysis
- Personnel Committee Recommendations for Retention Incentive Bonuses
- January and February 2022 Financial and Program Reports
 - February 28, 2022 Statement of Activities
 - February 28, 2022 Statement of Financial Position
 - Programmatic/Financial Reports through January 2022
 - February 22, 2022 Head Start Financial Report
 - January 2022 Monthly Credit Card Activity Report
 - February 2022 Weatherization Report
- Finance Committee Recommendations Regarding CSBG Cares and LIHEAP ARP
- CSBG & LIHEAP Customer Satisfaction Survey Results – February 2022
- 2022 CCA BOD Self-Evaluation Score Sheet
- Executive Director's Report for March 2022
- Property Owners Agreement with Reciprocal Easements