

**CAROLINA COMMUNITY ACTIONS, INC.  
MEETING MINUTES OF THE BOARD OF DIRECTORS  
May 10, 2022**

**Location: WEBEX Video/Conference Call +1-415-655-0001,,  
25540934249#29646633# US Toll  
Meeting Number/Access Code 2554 093 4249**

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**Board Members Present:**

**CHESTER COUNTY**

Azzie Lee Hill  
Burley McDaniel  
Davida Schultz  
Angela Twitty

**FAIRFIELD COUNTY**

Michael Fanning

**LANCASTER COUNTY**

Tim Cureton

**UNION COUNTY**

Edith Foster  
Sonya Glenn  
Pamela Sloss  
Harold Thompson

**YORK COUNTY**

Denise Lowry  
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**

None

**FAIRFIELD COUNTY**

Curtis Squirewell

**LANCASTER COUNTY**

Leocadia R. Francis  
Elaine McKinney  
Bobbie Murchinson

**UNION COUNTY**

None

**YORK COUNTY**

Cheryl McClain

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

The membership roll was called by Secretary Regeana Phillips who confirmed a quorum of members (13 of 20 seated directors - 65% 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. Mayor Harold Thompson moved to adopt the agenda as presented. Mr. Burley McDaniel seconded the motion, which the Board passed.

Mr. Burley McDaniel moved to approve the April 12, 2022 Board Meeting Minutes. Ms. Pamela Sloss seconded the motion, which carried unanimously.

### **Continuing Board Education - Community Action and CCA History Information Sheet Training**

In celebration of Community Action Month, Executive Director Karen Brackett Browning conducted training by referencing and highlighting information compiled on the history, vision and values of the community action movement. Also referenced were the Community Actions Code of Ethics and Carolina Community Actions' history and mission relevant to the community action movement values and beliefs. Directors were encourage to review the document for a better awareness of the history and the purposes of community action.

### **Committee Reports**

Executive Committee – No Report

#### Finance Committee

Due to the delay of Board Treasurer/Finance Committee Chair Tim Cureton, the Vice-Chair of the Finance Committee, Sonya Glenn, yielded to CCA Finance Director Karen Kee to provide the report. Ms. Kee 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 April 30, 2022 Statement of Activities; April 30, 2022 Statement of Financial Position; Programmatic/Financial Reports through March 2022; April 2022 Head Start Financial Report; and February 2022 Monthly Credit Card Activity Report. Also attached was the Weatherization Assistance Program Report for April 2022.

Following the analysis, Finance Committee Vice-Chair Glenn moved to adopt and accept the February and March 2022 Finance and Programmatic Reports and to take

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under advisement the March and April 2022 Finance and Programmatic Reports. The motion carried.

- Request to approve the PY2021-2022 Head Start/Early Head Start Cost of Living Adjustment (COLA) of 2.28%. Total funding application is \$169,296 with \$141,122 allocated for Head Start and \$28,174 allocated for Early Head Start. Funds will be used to increase staff salaries and fringe benefits and offset higher operating costs with an effective date retroactive for the period of Oct. 1, 2021 – Sept. 30, 2022. The COLA funds will be applied retroactively beginning October 1, 2021 to wages for Head Start employees who are current employees on the effective date of Head Start's approval of CCA's COLA Supplemental Application.

Finance Committee Vice-Chair Glenn moved to approve the PY2021-2022 Head Start/Early Head Start Cost of Living Adjustment (COLA) of 2.28% as presented. The motion was approved by the Board.

- Request to approve the PY2021-2022 Head Start/Early Head Start Quality Improvement Funds application. The total funding request is \$38,680 with \$32,319 allocated to Head Start for the purchase of additional playground equipment, and \$13,866 allocated to Early Head Start to purchase free standing play activities. The effective dates for use of the funds are Oct. 1, 2021 – Sept. 30, 2022.

Finance Committee Vice-Chair Glenn moved to approve the PY2021-2022 Head Start/Early Head Start Quality Improvement Funds application of 38,680. The motion was approved by the Board.

- Request to approve a 2.28% Cost of Living Adjustment (COLA) with an effective date of June 1, 2022 across the agency for all other components, i.e. Indirect Cost/Admin, CSBG/LIHEAP and WAP.

Finance Committee Vice-Chair Glenn moved to approve a 2.28% Cost of Living Adjustment (COLA) with an effective date of June 1, 2022 for the other agency departments. The motion was approved by the Board.

### Governance Committee

- Governance Committee Chair Davida Schultz highlighted the CSBG/LIHEAP Customer Satisfaction Survey Results for April 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.
- Committee Chair Schultz also referenced the Weatherization Assistance Program Client Satisfaction Survey for PY 21-22. She stated that all of the responses were favorable with the majority as excellent and a few as good. There were no fair or unsatisfactory results.

### Membership Committee

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Committee Chair Denise Lowry provided the membership updates by stating that a letter has been received from Lancaster County Council Member Charlene McGriff reappointing Ms. Leocadia Francis as her public sector representative. The agency is still awaiting a letter from the Lancaster County NAACP regarding the reappointment of Ms. Bobbie Murchinson as a community/private sector representative. Discussion included seeking another entity for Lancaster County community sector membership to fill the slot.

Committee Chair Lowry moved to reseat Ms. Leocadia Francis to the CCA Board of Directors with an effective date of March 13, 2022. The board ratified the motion.

### Personnel Committee

In the absence of Committee Chair Curtis Squirewell, the Vice-Chair of the Personnel Committee, Davida Schultz, yielded to CCA Executive Director Karen Brackett Browning to provide the report. The agency's revised Position Classification and Salary Chart was presented as a recommendation for approval. The chart reflects a 2.28% increase to each of the grade's minimum, midpoint and maximum salaries. The chart also reflects the deletion of inactive positions that are not projected to be filled. It was denoted that the chart will be revised again upon the completion of the comprehensive salary analysis and development and adoption of a salary compensation plan.

Committee Vice-Chair Schultz moved to approve and adopt the revised Position Classification and Salary Chart with an effective date of June 1, 2022. The motion passed unanimously.

Planning and Programs Committee – No Report

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

In the absence of Ms. Cheryl McClain, 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 277 (45%) of the 621 funded enrollment as of April 30, 2022. Early Head Start's enrollment was 46 (58%) of the 80 funded enrollment for the same period.
- Other information in the report included:
  - Consolidated Appropriations Act, 2022 contains an increase for Head Start of approximately \$289 million over the FY2021 level. Therefore, the Policy Council approved a Head Start/Early Head Start Cost-of-Living Adjustment of 2.28% for staffs' salaries, fringes and to offset higher operating costs. They also approved the Head Start/Early Head Start Quality Improvement Funds for the purchase of playground equipment. The supplemental application is due June 1, 2022.

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 April 2022 report.

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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. Updates were provided regarding the community needs assessment process including collection of surveys and other information through interviews and town hall/focus group meetings. Updates were also provided on obtaining additional information regarding the salaries analysis and development of the compensation plan.

Mr. Burley McDaniel moved to accept the Executive Director's Report. The motion, seconded by Senator Mike Fanning, carried.

### **Old Business**


- Executive Director Brackett Browning reported that she sent the final draft of the owners' agreement regarding the proposed private redevelopment project and cross easement agreement to the CCA Board on April 21, 2022 for review. The agreement included all of CCA's requested terms. Upon receipt of additional feedback and continued approval by board members, the agreement was signed on April 27, 2022 as authorized by the Board on March 8, 2022. The report was provided as information.
- Executive Director Brackett Browning reported that the SCACAP facilitators have forwarded a link to a community needs assessment to be completed by the Board and staff by May 20, 2022. The information will assist in developing the agency's strategic plan. The report was provided as information.

### **New Business** - None

### **Comments/Announcements**

Chair Hill announced the June 14, 2022 date of the next meeting and encouraged committees to meet. The Chair concluded the meeting at approximately 7:45 p.m.

  
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Azzie Lee Hill, Chair

  
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Regeana Phillips, Secretary

### **Documents Referenced**

- CCA BOD Agenda for May 10, 2022
- April 12, 2022 Board Meeting Minutes
- Community Action and CCA History Information Sheet for CCA Board Training
- March and April 2022 Programmatic and Finance Reports
  - April 30, 2022 Statement of Activities
  - April 30, 2022 Statement of Financial Position
  - Programmatic/Financial Reports through March 2022

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- April 2022 Head Start Financial Report
- February 2022 Monthly Credit Card Activity Report
- April 2022 Weatherization Assistance Program Report
- Finance Committee Recommendations Regarding Head Start/Early Head Start COLA, Quality Improvement Funds, Admin, CSBG/LIHEAP & WAP COLA
- HS/EHS Narrative Regarding COLA and Quality Improvement Funds Requests
- CSBG & LIHEAP Customer Satisfaction Survey Results – April 2022
- WAP Client Survey Results for PY21-22
- CCA Position Classification and Salary Chart with proposed revisions, i.e. COLA to each grade structure
- Head Start Policy Council Report for May 2022
- Executive Director's Report for May 2022