

CAROLINA COMMUNITY ACTIONS, INC.
MEETING MINUTES OF THE BOARD OF DIRECTORS
September 13, 2022

Location: WEBEX Video/Conference Call Teleconference (+1-650-479-3208,,25545390856#88394967# United States Toll. Meeting number (access code): 2554 539 0856; Meeting password: vUdX4YmpX87 (88394967 from phones and video systems)

Board Members Present:

CHESTER COUNTY

Azzie Lee Hill
Davida Schultz
Angela Twitty

FAIRFIELD COUNTY

Curtis Squirewell
Michael Fanning

LANCASTER COUNTY

Tim Cureton
Khaleek Chapman
Elaine McKinney

UNION COUNTY

Edith Foster
Pamela Sloss
Harold Thompson

YORK COUNTY

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

Staff Present:

Karen Brackett Browning
Karen Kee
Linnie Miller
Mary Reid

Board Members Absent:

CHESTER COUNTY

Burley McDaniel

FAIRFIELD COUNTY

None

LANCASTER COUNTY

Leocadia R. Francis

UNION COUNTY

Sonya Glenn

YORK COUNTY

None

Visitor Present:

None

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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 September 13, 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; 17 of 20 - 85% 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 revised agenda as presented. Mr. Khaleek Chapman seconded the motion, which the Board passed.

Mr. Tim Cureton moved to approve and adopt the June 20, 2022 Board Meeting Minutes. Mrs. Regeana Phillips seconded the motion, which carried unanimously.

Elder Curtis Squirewell moved to adopt the July 21, 2022 Executive and Personnel Committees Meeting Minutes as presented. Mr. Tim Cureton seconded the motion, which carried unanimously.

Mr. Tim Cureton moved to approve and adopt the August 9, 2022 Executive Committee Meeting Minutes. Mr. Isaiah Venning seconded the motion, which carried unanimously.

Continuing Board Education - National CAP COE Developed CSBG Organizational Standards: Category 6 – Strategic Planning.

Executive Director Karen Brackett Browning conducted training on the strategic planning process and its relevance to agency operations and the organizational standards. Highlighted were responsibilities and designated tasks along with accountability for completion of the process and monitoring of the objectives and achievements once the plan has been developed and implemented. The Board was encouraged to thoroughly review the materials as they will continue to receive training on the referenced document in October 2022.

Committee Reports

Executive Committee

Chair Hill and ED Brackett Browning reminded attendees to review again the meeting minutes of July 21, 2022 and August 9, 2022 that summarizes the actions of the Executive Committee.

Finance Committee

- Chair Cureton referenced the following written documents and provided thorough explanations of each report/recommendation.

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The monthly finance and programmatic reports were highlighted with review of the written August 31, 2022 Statement of Activities; August 31, 2022 Statement of Financial Position; Programmatic/Financial Reports through July 2022; August 29, 2022 Head Start Financial Report; July 2022 Monthly Credit Card Activity Report. Also attached was the Weatherization Assistance Program Report for August 2022.

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

- Recommendation requested by the Finance Committee for approval of CCA's Projected Organizational Budget for Fiscal Year October 1, 2022- September 30, 2023 in the amount of \$15,462,766. Mr. Cureton referenced the spreadsheet provided that details each program and the categories that compose the projected agency-wide budget.

Treasurer/Finance Committee Chair Cureton moved to approve the agency's projected organizational budget for FY 2022-2023. The motion carried.

Governance Committee

- Governance Committee Chair Davida Schultz highlighted the CSBG/LIHEAP Customer Satisfaction Survey Results for August 2022. She denoted the number of responses rated as good and excellent were better than in the previous month's report. The report was received as information.

Membership Committee

- Committee Chair Denise Lowry provided the membership report by referencing the approved 2022 CCA BOD ROP Election Process. The election will occur on September 21, 2022 at the five county offices and two of the Head Start Centers. Additional assignments were made regarding board members as site managers.
- Committee Chair Lowry also denoted, as presented in writing, the board members attendance at regular and various committees meetings.

Personnel Committee

Committee Chair Curtis Squirewell stated that the Committee is looking forward to receipt of updates and a proposed plan for review from the CCA Staff Compensation Development Committee.

Planning and Programs Committee – No report

Head Start Policy Council Report

Mr. Isaiah Venning presented the Policy Council Report as distributed in writing. The written report included the following:

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- ERSEA statistics showed actual enrollment for Head Start at 255 (41%) of the 621 funded enrollment as of August 31, 2022. Early Head Start's enrollment was 40 (50%) of the 80 funded enrollment for the same period.
- Other information in the report included the following:
 - Seventy-three (73) Head Start staff vacancies with reasons cited for the unfilled positions due to low entry level wages.
 - York and Rock Hill Head Start Centers renewal of the NAEYC accreditation.
 - Updates regarding a sanitary survey of the water system (well) at Edgemoor Head Start with a "satisfactory" rating.

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 August 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 and other viruses along with CCA's plans for future activities as a result of virus and its variants. Updates were provided regarding the strategic plan development with notice that the BOD's Strategic Plan Committee will need to meet soon with the SCACAP facilitators. A status update was also furnished regarding the salary compensation plan that should be recommended to the CCA BOD at the October meeting. Also reported was the information regarding the CCA Bylaws review conducted by Attorney Dave Duff. The Governance Committee will need to meet to review the few suggested revisions for approval and recommendation to the CCA BOD.

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

Old Business - None

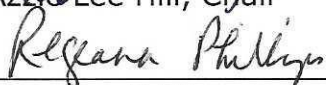
New Business - None

Comments/Announcements

Chair Hill reminded the directors of the September 21, 2022 elections and the October 11, 2022 Board of Directors meeting. Mrs. Regeana Phillips moved to conclude the meeting. The motion, seconded by Ms. Denise Lowry, passed and the meeting was adjourned at approximately 7:45 p.m.



Azzie Lee Hill, Chair



Regeana Phillips, Secretary

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Documents Referenced

- CCA BOD Revised Agenda for September 13, 2022
- June 20, 2022 Board Meeting Minutes
- July 21, 2022 Executive and Personnel Committees Meeting Minutes
- August 9, 2022 Executive Committee Meeting Minutes
- *CAP COE Developed CSBG Organizational Standards: Category 6 – Strategic Planning* - CCA Board Training
- July & August 2022 Programmatic and Finance Reports
- April & May 2022 Programmatic and Finance Reports
 - August 31, 2022 Statement of Activities
 - August 31, 2022 Statement of Financial Position
 - Programmatic/Financial Reports through July 2022
 - August 2022 Head Start Financial Report
 - July 2022 Monthly Credit Card Activity Report
 - August 2022 Weatherization Assistance Program Report
- Projected FY2022-2023 Organizational Budget
- CSBG & LIHEAP Customer Satisfaction Survey Results – August 2022
- 2022 Election of the Representatives of the Poor Process
- 2022 CCA BOD Meetings Attendance
- 2022 CCA BOD Committees Meeting Attendance
- Head Start/Early Head Start Policy Council Report
- Executive Director’s Report for September 2022