



EXECUTIVE BOARD MEETING
via Conference Call

Monday, January 25, 2021
10:00 a.m.

MEMBERS PRESENT:

ROSE BAILEY
LEONARD BURSE, JR.
SAM EDGAR
WILLIAM GEORGE
KELLEY HARMON
REKASA HART
GLORIA PAULK
CLARENCE WASHINGTON

CATHY BENTON
ETHELYN S. CREECH
MICHAEL GARVIN
WALTER GIBSON
MICHAEL-ANGELO JAMES
SYNITA D. MATHIS
ANTHONY SIMMONS

MEMBERS NOT PRESENT:

BOBBY KENNEDY

JAMES THOMAS, SR.

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES: KIM MORGAN

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT: TIFFANY LANNING

OTHERS PRESENT:

BRYAN SINGLETON
HAYLEY STEPHENS
AMANDA LANKFORD
CAROLYN BLACKSHEAR
SONJA EASON
ANNA WALL
JO ANNE BROOKS

SHELLI TYRE
ELENA RYALS
JOEY WILKES
JEFFREY MILLER
LINDA STEEDLEY
DIANE ROGERS

- I. **CALL TO ORDER:** Leonard Burse, Jr., Executive Board Chairman, called the **action pact** Executive Board meeting to order at 10:02 am via a telephone Conference Call.
- II. **INVOCATION:** Gloria Paulk, Executive Board Secretary, gave an invocation to start the meeting.
- III. **ROLL CALL:** Gloria Paulk took the roll call. A quorum was established with fifteen (15) total Executive Board members participating in the meeting. (See attached roll call copy.)
- IV. **APPROVAL OF AGENDA AND BOARD MINUTES:**
Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the agenda for today, January 25, 2021, and the minutes from the last Executive Board meeting of November 16, 2020. Ethelyn Creech made a motion. Michael-Angelo James seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried.

V. OLD BUSINESS - None

VI. NEW BUSINESS:

A. Report from Human Resources Committee – Synita Mathis, Human Resources Committee Chairperson

Mrs. Mathis reported that a quorum of the Human Resources Committee met via a telephone conference call on January 14th to discuss the **action pact** 2020 Personnel Policies and Procedures (PP&P) manual.

The following is a summary of the changes to the Personnel Policies and Procedures manual:

- Page 5 – Executive Director letter added
- Page 6 – Updated Organizational Chart added
- Page 9 – Updated how the PP&P is distributed
- Page 16 – Section 2-11 removed “probationary”, added “introductory”
- Page 27 – added work from home policy
- Page 31 – added “Good Friday” to holiday schedule
- Page 39 – deleted “2 days”, added “3 days and in-laws” to bereavement policy
- Page 46 - #6 deleted “Fiscal Director”, added “Supervisor, HR Director and Executive Director”
- Page 49 - #5 changed from “Safety Officer” to “ALL Employees”
- Page 50 – updated dress code to reflect casual dress/jeans/tennis shoes throughout the week
- Page 55 – added sentence #8 (opening unknown attachments)

Mrs. Mathis also requested that Joey Wilkes, Information Technology Director to provide training to **action pact** staff on phishing and hacking. Mr. Wilkes responded and said that emails are periodically sent out and also online training has been made available, in regards to phishing and hacking emails.

Mr. William George questioned if staff could only wear jeans, or were other clothes okay too? Mrs. Sonja Eason responded that professional dress was preferred for meetings, and casual dress for every day.

Mr. Leonard Burse, Jr. entertained for a motion to accept the report from the Human Resources Committee as given by Mrs. Synita Mathis. Walter Gibson made a motion. Ethelyn Creech seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried.

B. Head Start Program Report – Amanda Lankford, Head Start Director

Mrs. Amanda Lankford, Head Start Director, gave the Head Start program report which contained the November and December 2020 Policy Council documents, the monthly statistical and programmatic information, monthly financial reports, monthly personnel, and monthly credit card expenditures:

October 2020 WEX - \$1,206	November 2020 WEX - \$880.49
October 2020 VISA - \$11,700.61	November 2020 VISA - \$8,082.43

Mrs. Lankford also noted some information from the Office of Head Start since the last Executive Board meeting:

- The Head Start/Early Head Start Grantee – “Communities in the State of Georgia Application” was submitted on December 31st.

Additionally, Mrs. Lankford reported on the following program updates:

- **Action pact**’s Head Start children participated in the Holiday Express. The parents made their child a cardboard vehicle and the children watched a holiday movie in their classrooms.
- The children and staff enjoyed the 12 days of Christmas Fun by dressing in holiday attire.
- The agency received a \$4,000 monetary donation that was used to purchase over 150 children a new pair of shoes and a copy of the “Whose Shoes?” book. The children received their special gift before the Christmas holiday break.
- Walmart Distribution donated a semi-truck load of supplies. A big thanks to Ms. Angela Carr who contacted them and handled this in-kind donation.
- Atkinson, Clinch, and Ware counties followed the public school system and delayed the start date for students following the Christmas holidays to January 11th. Atkinson and Coffee have now closed until January 29th. Shelf stable meals are available for the Head Start children to eat at home. They also may participate in virtual Head Start activities at home.
- “Whose Shoes?” book sales are going great! The goal is to sell 1,000 books or more. Mr. Burse encouraged all Executive Board members to support **action pact** and buy this book.
- (See entire Head Start Report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for motion to approve the entire Head Start report, which contained the November and December 2020 Policy Council documents that include the monthly statistical and programmatic information, monthly financial reports, monthly personnel, and monthly credit card expenditures. Walter Gibson made a motion. Rose Bailey seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the entire Head Start report.

C. Human Resources Report – Sonja Eason, Human Resources Director

Mrs. Sonja Eason reported on the Health/Wellness Updates, which included Cigna Update, My Ideal Doctor Data, and the Year End Wellness Campaign. The annual review meeting with Cigna resulted in slight increases, but not to the employees. My Ideal Doctor Data showed there was a total of 46 consults by phone between November 16, 2020 – January 14, 2021. The Year End Wellness Campaign provided \$14,000 for staff incentives toward wellness.

The Retirement Plan Updates included a plan balance of 7.7 million dollars and has 297 participants. The participation rate was 72% of employees.

The Human Resources Metrics showed 24 new hires, 9 terminations, 320 full time staff, and 11 part time staff.

The **action pact** Personnel Policies and Procedures manual was updated with numerous revisions. (The summary of changes was listed and discussed during the Report from the Human Resources Committee by Synita Mathis.) (See the entire Human Resources report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Human Resources program report. Walter Gibson made a motion. Rose Bailey seconded the motion. Leonard Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried for the approval of the Human Resources report.

D. Fiscal Report – Hayley Stephens, Fiscal Director

Hayley Stephens reported she was continuing to hold budget meetings every month with each program director to closely monitor expenditures and ensure each grant is operating within the approved budget.

Ms. Stephens also reported that the Payroll Protection Program (PPP) funds have been utilized as needed. Expenses total \$98,060.

The agency fiscal department recently set up positive pay on the checking accounts that provide the service. This new internal control is intended to prevent fraudulent activity.

The agency's auditor, Pat Muse, is planning to start the audit this month. The fiscal team is making final adjustments and preparing the financial statements, notes, and supporting schedules.

Ms. Stephens explained the agency's balance sheet, statement of activities, statement of general and administrative expenses, and the profit & loss self-insurance fund. Ms. Stephens then reviewed the new **action pact** agency budget for 2020-2021. (See entire Fiscal report and financial pages in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Fiscal report as given by Hayley Stephens, Fiscal Director and attached financials. Cathy Benton made a motion. Ethelyn Creech seconded the motion. Leonard Burse, Jr. called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Fiscal report and financials.

Leonard Burse, Jr., Executive Board Chairman, then entertained for a motion to approve the new agency budget for 2020-2021. Walter Gibson made a motion. Rose Bailey seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the new agency budget for 2020-2021.

E. Information Technology Report – Joey Wilkes, IT Director

Joey Wilkes, Information Technology Director, reported on the following items from the Information Technology department:

- The Wayne County Service Center fiber survey is completed. ATC will now run fiber to that building.
- Fiber and Wi-Fi setup at the new central office location. The camera system is amazing with the capability to zoom in.
- New CSBG laptops have been deployed.
- The agency central office will move next week from 2100 Riverside to 510 Tebeau Street in Waycross.

(See the entire Information Technology Report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Information Technology report as given by Joey Wilkes. Walter Gibson made a motion. Rose Bailey seconded the motion. Leonard Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Information Technology report.

F. Development Report – Elena Ryals, Development Director

Elena Ryals, Development Director, reported on the Development of **action pact**. She elaborated on the grants/awards listed on her report:

- United Way Toombs – ready for board approval
- United Way Appling – ready for board approval
- Gro More Grassroots Garden Grant – still working on this grant
- Thanks Mom and Dad Social Isolation Grants (CVS) – still working on it
- Update on Transportation Initiative – still working on this project for Ware County. She is coming close to presenting it in March. This will be a pilot project and if successful, may be replicated in other counties.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Development report. Anthony Simmons made a motion. Rose Bailey seconded the motion. Leonard Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Development report.

G. Deputy Director – Dr. Shelli Tyre, Deputy Director

Strategic Plan

Several goals were discussed by Dr. Tyre and the progress made in accomplishing these goals.

- **GOAL** - Research and implement a single point of entry system that will better track clients, goals and data. **PROGRESS** – A SIT (Service Innovation Team), made up of members from each program area, has been identified and will be led by Joey Wilkes.
- **GOAL** – Develop and implement an organization-wide dashboard to track and report organizational and program outcomes. **PROGRESS** – The FY21 Dashboard has been completed. Annual goals and baseline data will be shared at this meeting.
- **GOAL** – Build organizational capacity by diversifying revenue streams and increasing unrestricted fund balances. **PROGRESS** – Responsible staff have completed training on writing the Development Plan, and the plan is under development.

Fundraising Update

The Children's Book fundraiser is underway. **Action pact** has authored a book featuring it's Head Start children and community partners – "Whose Shoes?" The goal is to sell 1,000 books. Each book is \$10. Board members are encouraged to make a purchase and to promote the books within their community.

action pact Annual Experience 2021

Plans for the 2021 Experience are currently on hold. Dr. Tyre hopes to be able to schedule the event as soon as it is safe to do so.

STAR Board Members

Congratulations to two Executive Board members who have completed the STAR requirements:

- Mr. William George – 3 STAR Board member
- Mr. Clarence Washington – 1 STAR Board member

ALL Board members are encouraged to attain STAR board status in 2021!
(See the entire Deputy Director's report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Deputy Director's report. Walter Gibson made a motion. Rose Bailey seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Deputy Director's report.

H. Program Reports – Program Directors

- **Southeast Georgia Court Appointed Special Advocates (CASA)**

Anna Wall, Director

Mrs. Anna Wall, CASA Director, reported that SE CASA has four new volunteers who will be sworn in by the end of January 2021. They also have three volunteers on the waiting list to start the next class in March 2021.

CASA had it's first annual "Turkey Flocking" in November, and it was a great success! Families in Ware and Pierce County donated \$20 to have a flock of turkeys placed in loved one's yards with notes as to why they are thankful for them. The CASA sign was also placed with the turkeys for recruitment efforts. CASA raised \$540 and flocked 27 yards!

CASA participated in the online event "Giving Tuesday" and raised \$550 on Facebook with the hopes of the funds being matched.

CASA received the Saint Mary's United Methodist Church Foundation Grant for the first time in the amount of \$10,000. The UMC Foundation asked CASA to apply again for another grant within 6 months.
(See the entire CASA report in the board packet.)

- **Community Care Services Program (CCSP) – Linda Steedley, Director**

Mrs. Linda Steedley, CCSP Director, reported the goal of the Community Care Services Program (CCSP) is to help seniors and the disabled remain in their homes and communities and avoid nursing home placement. The program year began on July 1st and since then they have served 751 unduplicated clients. CCSP is continuing to do all assessments, care plans, and monthly contacts by phone. Phone calls are made to either the client or their caregiver. (See the entire CCSP report in the board packet.)

- **Community Services Program – Diane Rogers, Director**

Ms. Diane Rogers, Community Services Program Director, reported Senior Centers remain closed for congregate activities. Sites are delivering daily hot meals for all clients if that is their preference. Some clients pick up a hot meal daily, while others have chosen to receive bulk delivery of shelf-stable or frozen meals. Given the persistently high numbers of COVID-19 cases, a date has not been set to begin congregate services on-site. All congregate clients are receiving activity packets with word games, crossword puzzles, etc. when meals are delivered or picked up. Clients who chose to continue bulk meal delivery receive a minimum of 3 wellness check calls per week. Seniors are now participating in group calls, allowing them to interact with each other as well as participate in group activities and informational sessions provided by community partners.

Sites in Appling, Candler, Evans, Jeff Davis, Tattnall, Toombs, and Wayne counties will begin using the “My Senior Center” program as soon as sites reopen for regular business. The “My Senior Center” program will provide much needed technology to the centers and will provide features that will appeal to more seniors from the “baby boom” generation.

The LIHEAP Heating Program began November 2, 2020. A funding delay prevented sites from beginning to complete applications for approximately 30 days. All appointment slots and waiting lists are full.

The CSBG CARES program will provide targeted case management services for a limited number of individuals in each county. Financial assistance is available for case management clients who are meeting their plan obligations. Assistance may be provided for housing, utilities, food transportation, and employment supports with a cap of \$3,000 from all funding sources for each household. Enrollment is limited and applicants are required to complete an application detailing the steps they have taken on their own toward self-sufficiency and why they are good candidates for the program. (See the entire Community Services report in the board packet.)

- **Educational Talent Search Program (ETS) - Carolyn Blackshear, Director**

Ms. Carolyn Blackshear, ETS Director, reported that since the beginning of the 2020/2021 school year, the ETS staff counselors have been fortunate to conduct all the ETS sessions in the high schools in person, except for Long County High School. However, Long Co. High School recently stated that ETS counselors could begin visiting again this semester. ETS counselors help seniors apply to various colleges and to complete the financial aid process. (See the entire ETS report in the board packet.)

- **Weatherization Program – Jeff Miller, Weatherization Director**

Mr. Jeff Miller, Weatherization Director, reported the remote technical monitoring went well with only a few minor issues which were mostly connectivity. GEFA thanked the agencies for being openminded, flexible and working to make remote monitoring a success. See the entire Weatherization program report in the board packet.)

- I. Grants/Awards – Bryan Singleton, Executive Director**

Bryan Singleton, Executive Director, read and briefly explained the Grants/Awards listings provided in the Executive Board meeting packets. The grant total for the January 25, 2021 meeting was \$628,229.00.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Grants/Awards. Walter Gibson made a motion. Ethelyn Creech

seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Grants/Awards. (See the Grants/Awards listings in the board packet.)

J. Executive Directors Report – Bryan Singleton

Mr. Singleton thanked everyone for their prayers during his recent bout with COVID. He was fortunate that his symptoms were not more than a case of the flu and was able to return to work after 10 days. The agency continues to be impacted by this pandemic, especially from a staffing standpoint, but the team continues to do whatever is necessary to serve those who need us.

Mr. Singleton also thanked Chairman Leonard Burse, Jr. for his insight and wisdom as plans are set to close on the new Administrative Office on February 1st. His construction experience has been invaluable in ensuring the work is done with the quality we expect. The movers are scheduled for February 2-4, then the Ware County Service Center will move the following week. A ribbon cutting is planned for late February or early March.

Thanks to Amanda Lankford and her team, along with Shelli Tyre and Elena Ryals for their exemplary work on the Head Start grant. Additionally, amazing letters of support have been received from local, state, and national leaders.

The 5-year Educational Talent grant is being written and expected to be secured as well, with many innovative approaches and continued stellar service.

The CDBG applications for Wayne County and Appling County are on track for April 1 submission. The Wayne County grant is to build a new Senior/Community Center, and the Appling County grant is to expand the existing center with two additional classrooms and a multi-purpose room. (See entire Executive Director's report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, encouraged all Executive Board members to financially support the **action pact** agency with any amount. He also thanked all employees for their dedication and commitment to the agency.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Executive Director's report. Rose Bailey made a motion. Walter Gibson seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Executive Director's report.

VII. ADJOURNMENT

With no further business to conduct, Leonard Burse, Jr., Executive Board Chairman, officially declared the meeting adjourned at 11:53 am.



Gloria Paulk, Corporate Secretary



Jo Anne Brooks, Executive Assistant