



**EXECUTIVE BOARD MEETING  
via Conference Call**

**Monday, November 16, 2020  
10:00 a.m.**

**MEMBERS PRESENT:**

**ROSE BAILEY  
LEONARD BURSE, JR.  
WILLIAM GEORGE  
SYNITA D. MATHIS  
GLORIA PAULK  
CLARENCE WASHINGTON**

**ETHELYN CREECH  
MICHAEL GARVIN  
BOBBY KENNEDY  
KIM MORGAN  
ANTHONY SIMMONS**

**MEMBERS NOT PRESENT:**

**SAM EDGAR, ESQ.  
REKASA HART  
MICHAEL-ANGELO JAMES**

**WALTER GIBSON  
JAMES A. THOMAS, SR.**

**MEMBERS NOT PRESENT WITH EXCUSED ABSENCES:**

**CATHY BENTON**

**KELLEY HARMON**

**HS POLICY COUNCIL CHAIRPERSON PRESENT:**

**TIFFANY LANNING**

**OTHERS PRESENT:**

**BRYAN SINGLETON  
ELENA RYALS  
JOEY WILKES  
JEFFREY MILLER  
LINDA STEEDLEY  
DIANE ROGERS**

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

- I. CALL TO ORDER:** Leonard Burse, Jr., Executive Board Chairman, called the **action pact** Executive Board meeting to order at 10:28 am via a telephone Conference Call.
- II. INVOCATION:** Rose Bailey gave an invocation to start the meeting.
- III. ROLL CALL:** Gloria Paulk, Executive Board Secretary, took the roll call. A quorum was established with eleven (11) 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, November 16, 2020, and the minutes from the last Executive Board meeting of September 21, 2020. Kim Morgan made a motion. William George 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 agenda for today, November 16, 2020, and the minutes from the last Executive Board meeting via conference call on September 21, 2020.

V. OLD BUSINESS - None

VI. NEW BUSINESS:

A. **Strategic Planning Committee Report – Bryan Singleton, Executive Director**

The Strategic Planning Committee of the **action pact** Executive Board met via conference call on Tuesday, November 10, 2020 due to social distancing protocol in response to COVID-19. Mr. Singleton reported that **action pact** is putting things in place with three main areas of concern, with goals and objectives for each one, and with a timeline of completion. The three main areas are: Internal Processes, Tracking Outcomes, and Organizational Capacity. Mr. Singleton explained that a single point of entry system for the action pact agency would better track clients, goals, and data. Mr. Clarence Washington, Strategic Planning Committee Chairman, reported the single point of entry is a great idea to serve clients in more areas within the agency. Mr. Leonard Burse, Jr., Board Chairman, commented that the area named “Organizational Capacity” builds by diversifying revenue streams and increasing unrestricted fund balances. Mr. Singleton shared that the recent “Live2Lead” event (John Maxwell program) generated additional revenue for action pact. The CASA program currently has a “Turkey Flocking” fund raiser going on and a good, used car was recently donated to the agency. Mr. Singleton also stated that 27 touchless hand sanitizers have been donated to the agency and that the Live2Lead event had nine corporate sponsors and some in-kind donations. He stated that the John Maxwell events will probably continue to grow to be the primary fundraiser each year for the agency. Mr. Burse encouraged all board members to be thinking of ideas, and to please share it to help **action pact** to grow.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Strategic Planning Committee report. Rose Bailey made a motion. Synita Mathis 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 Strategic Planning Committee report.

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

Mrs. Amanda Lankford, Head Start Director, reported a COVID-19 update of four children tested positive, all have fully recovered, and they are back in school. Ms. Lankford gave the Head Start program report which contained the September and October 2020 Policy Council documents that include the monthly statistical and programmatic information, monthly financial reports, monthly personnel, and monthly credit card expenditures:

August 2020 WEX - \$1,424.08	September 2020 WEX - \$1,907.83
August 2020 VISA - \$5,247.54	September 2020 VISA - \$10,910.28



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

- Notice of Award extending the budget period through 6/30/2021. Amount awarded - \$7,300,794.
- The Head Start funding opportunity was posted on 10/28/2020. Deadline to apply is 1/5/2021. The funding amount is \$10,879,156

Amanda Lankford gave an update on the Head Start Enrollment and Recruitment:

- ERSEA (Enrollment, Recruitment, Selection, Eligibility, Attendance) Committee meeting was held on October 28<sup>th</sup>
- Early Head Start classrooms that are currently open are fully enrolled
- The Head Start waitlist numbers are low, despite the fact they have been advertising enrollment opportunities on social media and during virtual community meetings.

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

- **Action pact** was selected as one of five agencies in South Georgia to participate in a call with the National Office of Head Start to share what is happening in Head Start, what challenges have emerged, and the success stories during the pandemic.
- **Action pact** was selected as one of six agencies in Georgia to participate in a Focus Group call with the American Academy of Pediatrics to hear about health challenges that Head Start is facing during the pandemic.
- Ware Pre-K presented virtually in the National CACFP Conference. The children and teachers made pumpkin dip.
- The children and staff dressed as their favorite storybook character and did a Storybook Parade at their center for Head Start's birthday.
- The children and staff celebrated Red Ribbon Week with Drug Free themed dress up days.
- Pearson Head Start hosted a Drive-In Movie event for their families, which was a great success.

(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 September and October 2020 Policy Council documents that include the monthly statistical and programmatic information, monthly financial reports, monthly personnel, and monthly credit card expenditures. Synita Mathis 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**

Bryan Singleton, Executive Director, reported the agency recently got a renewal of our Health Insurance. There was only a 3% increase because we had 2 large COVID-19 claims. This did not result in any increase in premiums for the staff. Mr. Burse commented that COVID-19 is uncharted territory for the insurance companies, and when claims go up, then premiums will go up too. Mr. Singleton stated that both staff members have recovered and are back to work.

Mrs. Eason also reported on the following:

- **Health/Wellness** - Telemedicine utilization from September 1- November 5 showed 26 consults, 21 returning callers and 5 new callers. The average call back time was 14 minutes. Detailed information is attached in the HR report. There are currently two wellness events in process – a flu shot campaign and an online health assessment. Employees will receive prizes for participation in these wellness events. Gift cards and other prizes were purchased to use the \$14,000 balance that remained in the wellness account.
- **Retirement Plan Updates Plan** – The agency Empower Retirement plan balance is \$7,118,691. The average participant balance is \$22,670.99.

**Hardship Withdrawals vs. Loan Option:**

- Hardships from September 10 – November 6: 0
- Loans since September 10 – November 6: 3 employees
- Total loans since implementation: 22 employees

**Pros/Cons of Hardships Withdrawals vs. Loan Option:**

**Hardships Withdrawals:**

- Tax penalty for withdrawing
- Suspension from participation in plan for 6 months
- Losing money by not participating

**Loan Option:**

- No penalties or taxes
- Continuous participation in the retirement plan
- Pay yourself back with interest through payroll deduction

- **Human Resources Metrics** –

New hires since September 10<sup>th</sup> is 16 staff.

Terminations since September 10<sup>th</sup> is 12 staff.

(12 staff – 1 other employment, 1 insubordination, 2 temporary assignments ended, 8 voluntary resignations)

The total number of employees of **action pact** is now 362 staff.

There are 319 full time, 10 part-time, 29 Limited Services, and 4 temporaries.

The demographic data shows 325 females and 37 males.

The ethnic data reports 164 black, 184 white, and 14 other.

(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. 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 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 the new Fiscal Support Specialist, Sarah, started in October. She is doing excellent in her role and is a great addition to the fiscal team.

The agency fiscal year ended October 31<sup>st</sup> and the next few months will be spent closing out the fiscal year and preparing for the audit. Our auditor, Pat Muse, is planning to start the audit mid-February.

PPP funds are being utilized, as needed. To date, **action pact** has incurred \$96,000 of PPP expenses. (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. Michael Garvin made a motion. Rose Bailey 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.

**E. Information Technology Report – Joey Wilkes, IT Director**

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

- Head Start Information Technology Specialist hired and being trained. However, this staff person decided after a few days of being trained for IT to step back to his old job in the **action pact** agency. This job opening is being re-advertised and another person will be hired soon.
- Bacon County ABC fiber update completed
- Received laptops for the CCSP department
- RFP completed for new Head Start camera system

(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. William George made a motion. Anthony Simmons 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:

- Upcoming grant submissions
- NCMM Transportation Project – **Action pact** was selected for this project as one of four agencies in the country. The purpose is to try to come up with a plan to correct transportation problems in our area. The long-term goal is to replicate these ideas in ALL our counties.
- Head Start Book – This is a fundraiser for the Head Start department and the entire **action pact** agency. All of the content of this Head Start book has been finished, and all of the pictures have been taken. The printer is now getting the books ready. It is expected that the books should be available by the beginning of December. These will make excellent Christmas gifts! There are 50 Head Start and Early Head Start children featured in the book. Mr. Burse encouraged all board members to support the agency by purchasing these Head Start books.  
(See entire Development Report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Development report. Kim Morgan made a motion. William George 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**

Bryan Singleton, Executive Director, reported for Dr. Tyre who is out on sick leave, recovering from a recent surgery.

***Strategic Plan***

The Strategic Planning Committee met to review the agency's Strategic Plan for 2020-2022. The plan is attached for Board review and approval. The capital campaign donations from the Executive Board members will increase unrestricted fund balances.

***Fundraising Update***

Live2Lead was a tremendous success, with over 170 in attendance and a net profit of over \$15,000. In addition to the event itself, there were some organizations contact action pact about follow-up activities that could generate additional revenue. Since this year's event outperformed our expectations, we plan to host the event again in 2021.

***action pact Annual Experience 2021***

Due to multiple factors, action pact has decided to postpone the 2021 Annual Experience until March, tentatively the 26<sup>th</sup>. We hope this will allow us to get through the flu season and possibly be in a situation where social distancing requirements are more relaxed, as well as to get moved into the new administrative building.

### ***STAR Board Members***

If any board member is interested in achieving this status for 2020, please plan to get your activities completed and turn in your documentation to Jo Anne by December 31, 2020.

### **ITEMS FOR BOARD APPROVAL:**

Strategic Plan 2020 – 2022

(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 as given by Bryan Singleton and the Strategic Plan 2020–2022. William George made a motion. Anthony Simmons 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 and the Strategic Plan for 2020-2022.

## **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 scheduled to start training on November 9, 2020. November has been the first "Annual Turkey Flocking Fundraiser." Families in Ware and Pierce Counties donate \$20 to have a flock of yard turkeys placed in loved one's yards with notes as to why they are thankful for them. These turkey flocking's will be available until November 30<sup>th</sup>. The CASA sign will also be placed with the turkeys for recruitment efforts.

CASA participated in "Trunk or Treat" at the Trembling Earth Recreation Department where over 300 bags of candy were passed out to children along with the CASA flyer for recruitment efforts.

The month of November CASA will be collecting new coats and gifts for the children we serve. On December 1<sup>st</sup> CASA will receive the Saint Mary's United Methodist Church Grant Foundation for the first time in the amount of \$10,000.

The CASA donate button on Facebook has generated \$205 for the month of October. (See the entire CASA report in the board packet.)

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

Mrs. Linda Steedley, CCSP Director, stated the goal of Community Care Services Program (CCSP) is to help seniors and the disabled remain in their homes and communities and avoid nursing home placement. The CCSP program year began on July 1<sup>st</sup> and since then they have served 706 unduplicated clients.

As the COVID-19 and the State of Emergency continues for the frail elderly and disabled, we continue to do things a little different. The Department of Community Health has instructed all case management agencies to not perform home visits but are doing them via the phone. This means that the nurses are completing the annual reassessments and initial assessments by phone. The care coordinators are completing the client's 90 care plan reviews via the phone as well. Phone calls are made to either the client or their caregiver. As with all care plan reviews and assessment, there is required paperwork that must be signed by the client/caregiver. Because they are completing the assessment/review via the phone, they are required to get the client/caregiver's verbal approval to proceed. Once the stay at home order is lifted for the frail and elderly, home visits will be made to get the necessary signatures. As of now, it looks like phone assessments/care plan reviews will continue to be made via the phone for awhile longer. The CCSP department has purchased personal protection equipment (gloves, masks, sanitizer, shoe covers, etc.) for the staff to use once they make home visits again.

Linda Steedley reported at the September board meeting that she had begun the process to expand their case management services into the Southern 18 county area. She originally thought they would only expand into Atkinson, Bacon, Brantley, Charlton, Clinch, Coffee, Pierce, and Ware Counties. However, after much consideration, they have decided to include expansion into Ben Hill, Berrien, Brooks, Cook, Echols, Irwin, Lanier, Lowndes, Tift and Turner Counties. The CCSP program has hired an additional care coordinator (Social Worker) that will serve these counties. She is currently in training. They plan to interview for a Lead RN and are hopeful that this position will be filled by the end of November. They are anticipating starting to receive referrals (clients) around the middle of December.

Mrs. Steedley encouraged everyone to spread the word about how the Community Care Services Program (Elderly and Disabled Waiver Program) helps people in the community. (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.

The Candler County Board of Commissioners voted in June to no longer provide a facility for the Senior Center and Service Center in Metter. The building was vacated on October 15<sup>th</sup> and all contents of the building are currently being stored at the Candler County Head Start facility. The food vendor, Middle Flint Council on Aging, is providing home delivered meals to all clients.

The regular LIHEAP Program began November 2<sup>nd</sup> with an initial allocation of \$1,278,000. Only elderly and homebound households are eligible to call for an appointment during Novembers. Beginning December 1<sup>st</sup>, all other households may request an appointment if funds are available. The benefit payments remain at \$400 and \$350, but clients are now allowed to decide if the payment will go to their primary or secondary heating source.

The CSBG CARES program will provide targeted case management services to approximately 200 individuals. Financial assistance will be 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 will be limited. The first group of participants have been selected and county coordinator have begun initial meetings.

Healthcare Georgia awarded action pact \$15,000 to provide housing assistance to residents of Brantley, Pierce, and Ware Counties. To date, 15 households have received assistance totaling \$8,828. (See the entire Community Services report in the board packet.)

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

Ms. Carolyn Blackshear, ETS Director, reported the Educational Talent Search Trio Program, which provides academic outreach counseling services, had another successful year in helping students to reach their fullest academic potential for post-secondary education. All program goals and objectives as set forth and approved by the U.S. Department of Education were met. (See the entire ETS report in the board packet.)

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

Mr. Jeff Miller, Weatherization Director, was doing remote technical monitoring, so Bryan Singleton gave the Weatherization report. He reported that due to the COVID-19 pandemic the training that the Weatherization Department normally receives during the GCAA Conference will be conducted November 10<sup>th</sup> and 17<sup>th</sup> via webinars. Georgia Environmental

Finance Authority (GEFA) has sent out to the agencies request for documents for the in-process desk-top administrative monitoring. The Weatherization Department is continuing to streamline operations to be able to function under the current funding to allow for maximum amounts of program funds to assist our clients. (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 November 16, 2020 meeting was \$19,009,251.75.

Several Executive Board members had to leave the Conference Call at this time for other appointments, which caused the meeting to lose its quorum. Mr. Singleton stated he would send out two items via email that require Board approval, so a quorum vote could be obtained.

1. Grants/Awards totaling \$19,009,251.75 (list attached)
2. Line of Credit with PrimeSouth of \$200,000.00 - to be kept for contingency for any emergencies.

Eleven (11) Executive Board members replied to Mr. Singleton's email with the Grants/Awards information and Line of Credit with PrimeSouth Bank. All eleven board members voted "aye" to both items. This was a quorum vote. (See the Grants/Awards listings in the board packet.)

#### **J. Executive Directors Report – Bryan Singleton**

Mr. Singleton reported **action pact** has just wrapped up it's Fiscal Year 2020 and with all of the uncertainty surrounding the future of COVID-19 and the political and social climate, two things he knows for sure...we are in His hands and we were made for this!

He offered his sincere appreciation and congratulations to Shelli Tyre and Elena Ryals for ensuring Live2Lead 2020 was a tremendous success. Their hard work set the agency up as the host for this event that will grow and succeed for the foreseeable future.

The new Administrative/Ware County Service Center building is coming along very well. Walls are up, the first coat of paint is nearing completion, and the ceiling grid is being installed. So far, the project is approximately \$80k under budget, which will reflect in the final sale. The project remains on target for December completion, early January possession, and move in by the end of January.

All of the programs and services remain within budget and are operating on full schedule, with the exception of the senior centers. We have yet to reopen the facilities to the seniors but will continue to provide meals and activities that keep them engaged, while maintaining the proper health and safety protocols.

Mr. Singleton had one item for board approval – FY 2021 Credit Line with PrimeSouth Bank - \$200,000.00 to be kept for contingency for any emergencies. (See entire Executive Director's report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, praised Mr. Singleton and William George for all their many efforts in trying to keep the senior citizens in their Senior Center in Candler County. Unfortunately, senior citizens are just not a priority in that county.

William George, Candler Co. Board Member, stated he wanted to express his great appreciation and a job well done to Mr. Singleton for all his hard work in making **action pact** the best it can possibly be!

## **VII. ADJOURNMENT**

With no further business to conduct, Leonard Burse, Jr., Executive Board Chairman, officially declared the meeting adjourned at 12:25 pm.



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**Gloria Paulk, Corporate Secretary**



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**Jo Anne Brooks, Executive Assistant**