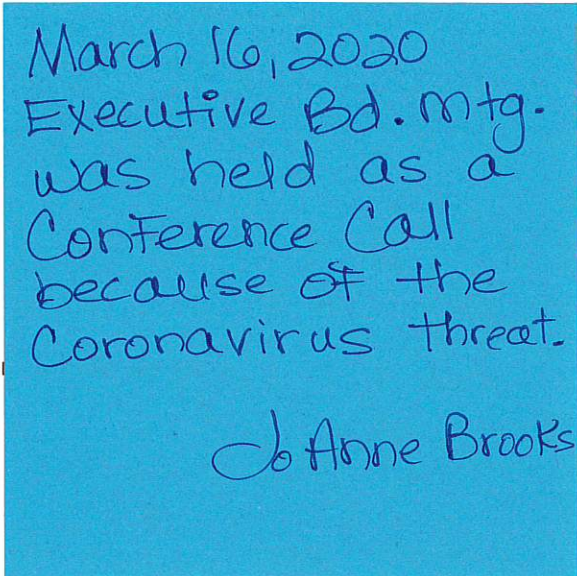


Jo Anne Brooks

Subject: action pact Executive Board Meeting - Monday, March 16, 2020
Location: <https://global.gotomeeting.com/join/366705549>
Start: Mon 3/16/2020 10:00 AM
End: Mon 3/16/2020 10:30 AM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Jo Anne Brooks
Required Attendees: Executive Board
Optional Attendees: Bryan Singleton; Shelli Tyre; Jack Parker
Importance: High



March 16, 2020
Executive Bd. mtg.
was held as a
Conference Call
because of the
Coronavirus threat.
Jo Anne Brooks

action pact Executive Board Meeting

Monday, March 16, 2020 – 10:00 am

Due to the threat of coronavirus, a decision has been made for the action pact Executive Board Meeting to be held as a Conference Call via telephone, rather than the usual meeting at Sarah's in the City restaurant in Baxley.

Just prior to 10 am please call the following telephone number: **United States: +1 (571) 317-3122**

Press in the **Access Code: 366-705-549**

Thank you!

If you have any questions, please contact Jo Anne Brooks at 912-285-6167 or email at jabrooks@myactionpact.org

Conference Call

**EXECUTIVE BOARD MEMBERS
ROLL CALL
March 16, 2020**



NAME	PRESENT	NOT PRESENT (Excused Absence or Not)
Rose Bailey	✓	
Cathy Benton	✓	
Leonard Burse, Jr.	✓	
Ethelyn S. Creech	✓	
Sam Edgar, Esq.		✓
Michael Garvin	✓	
William George	✓	
Walter C. Gibson	✓	
Kelley Harmon	✓	
ReKasa Hart		✓
Michael-Angelo James	✓	
Bobby Kennedy	✓	
Synita D. Mathis	✓	
Diane Moore		✓
Kim Morgan		✓
Gloria Paulk	✓	
Anthony D. Simmons	✓	
James A. Thomas, Sr.		✓
Clarence Washington, Jr.	✓	
TOTAL	14	5
	(Quorum is 11 or more)	
Ambi Bess, HS Policy Council Chairperson (Non-voting member)	✓	

EXECUTIVE BOARD MEETING
action pact, Inc.
Minutes

Monday, March 16, 2020
2100 Riverside Avenue
Waycross, GA 31501
via conference call

Members Present:	Rose Bailey	Kelley Harmon
	Cathy Benton	Michael-Angelo James
	Leonard Burse, Jr.	Bobby Kennedy
	Ethelyn Creech	Synita Mathis
	Michael Garvin	Gloria Paulk
	William George	Anthony Simmons
	Walter Gibson	Clarence Washington, Jr.

Members Not Present:	Sam Edgar	Rekasa Hart
	Diane Moore	James Thomas, Sr.

Members Not Present with Excused Absence:	Kim Morgan
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Others Present:	Bryan Singleton	Amanda Lankford
	Shelli Tyre	Jack Parker

HS Policy Council Chair Present:	Ambi Bess
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- I. **CALL TO ORDER:** The March Executive Board meeting of action pact was held via conference call due to concerns regarding the spread of COVID-19. Chairman Burse called the Executive Board meeting to order at 10:01 a.m.
- II. **INVOCATION:** Leonard Burse gave the invocation to start the meeting.
- III. **ROLL CALL:** Secretary Paulk called the roll and established that there was a quorum, with fourteen (14) total members participating.
- IV. **APPROVAL OF AGENDA AND BOARD MINUTES:** Chairman Burse called for approval of the January 27th minutes as well as today's agenda. Walter Gibson made the motion. Ethelyn Creech seconded the motion. There being no discussion, Mr. Burse called for a vote. All in favor said aye, and the motion was carried.
- V. **OLD BUSINESS:** None

VI. **NEW BUSINESS:**

A. Executive Committee Meeting Minutes – March 5, 2020 – Leonard Burse

Chairman Burse began by thanking the staff and employees for their work in dealing with the COVID-10 pandemic. He then asked Executive Director Bryan Singleton to share the minutes from the Executive Committee meeting that was held on March 5, 2020. Mr. Singleton shared that the Executive Committee met via conference call to discuss a potential property lease with buyout options and the Fiscal Director succession. Mr. Singleton explained that no action was taken on the property lease and that a couple of new options may be on the table in the near future, including a purchase option. He reported that the Committee approved the recommendation for a new Fiscal Director to succeed Jack Parker, who will be retiring. The agency is awaiting Regional Office approval on the recommendation, and therefore, the name has not been released publicly. Mr. Singleton hopes to be able to make the announcement soon. He extended gratitude to Mr. Parker for his guidance, professionalism, and expertise. Mr. Parker expressed that he has over 40 years in the business, and his work at action pact has been by far the most enjoyable and impactful work he has done. He expressed thanks to the agency administration and Board for the opportunity. Chairman Burse also extended his appreciation to Mr. Parker for everything he has done for the agency, especially in providing stability during trying times. Mr. Burse then asked for a motion to approve the Committee minutes. Anthony Simmons made the motion, and Walter Gibson seconded it. There being no further discussion, Mr. Burse called for a vote. All in favor said aye, and the motion was carried.

B. Updated Executive Board Committees – Bryan Singleton

Mr. Singleton explained that the committee assignments do not require Board approval, so these will be emailed out to members.

C. State of Georgia Mileage Rate for 2020 – Bryan Singleton

Mr. Singleton discussed that the state of Georgia has adjusted the state allowance for mileage from .58 to .575 per mile. The agency follows the state allowance and will do likewise.

D. Head Start Program Report – Amanda Lankford

Amanda Lankford, Head Start Director, shared the Head Start report. The report included the December and January Policy Council documents, including monthly statistical and programmatic information, monthly financial reports, monthly personnel reports, and monthly credit card expenditures. The credit card expenditures are as follows:

December 2019:	WEX \$1,175.06	VISA \$9,683.29
January 2020:	WEX \$1,677.82	VISA \$9,603.09

Mrs. Lankford shared information from the Office of Head Start since the last meeting, including the Notice of Competitive Status that was received, indicating that the program will recompile for their grant due to supervision issues. The current grant will close out 6/30/2021. She also shared information regarding FY2020 Quality Funding and a 2% COLA being offered by the Office of Head Start, both of which the program will be applying for, with Board approval.

Both Head Start and Early Head Start are fully enrolled, and applications are being accepted for the 2020-2021 program year. CLASS scores have been received, and Mrs. Lankford reported that scores have increased in all areas.

Vice Chair Synita Mathis asked some questions regarding the steps the program is taking in response to COVID-19. Mrs. Lankford explained that all but one of the centers is closed to children, reflective of each of the school systems that we serve. She shared information on the materials and procedures that are present in each of the centers to protect staff and students should illness occur.

Chairperson Burse asked a question about how the ELEARNS pilot is going. Mrs. Lankford stated that it is going well, and staff are excited about the new things they are learning and implementing in their classrooms. He also asked the status of the program purchasing new vehicles. Mrs. Lankford reported that we are still awaiting approval from Head Start's central office. Mr. Burse also asked for more information on the Quality Funding that is being offered. Mrs. Lankford explained that the funding is for programs to provide specialized care for children and families experiencing trauma and that our program will benefit from the funding.

Chairman Burse called for a motion to accept the Head Start report. Walter Gibson made the motion, and it was seconded by Bishop Michael-Angelo James. Mr. Burse asked if there was any more discussion. There being none, he called for a vote. All Board members voted in favor of the report, and the motion was carried.

E. Human Resources Report – Bryan Singleton

In addition to the information provided in Mrs. Eason's written report, Mr. Singleton shared that 403b balances are experiencing volatility due to the impact of the COVID-19. Following the report, Mr. Burse called for a motion to approve. Anthony Simmons made the motion, and Michael Garvin seconded it. There being no further discussion, Mr. Burse called for a vote. All members voted to approve the report, and the motion was carried.

F. Fiscal Report – Jack Parker

Jack Parker, Fiscal Director, reported that all programs are currently operating within their respective budgets. He stated that the audit is essentially done but is awaiting the final opinion by the auditor. Mr. Burse asked if the auditor will present the audit to the full Board once it is complete. Mr. Parker responded that it will first be presented to the Audit Committee and will then be presented to the Board for acceptance. Mr. Burse asked if arrangements can be made for the Board members to receive copies of the financials prior to the Board meeting in the future. Both Mr. Parker and Mr. Singleton said that this is possible and will be implemented with the new Fiscal Director. Mr. Burse then called for a motion to accept the Fiscal Report. Bishop Michael-Angelo James made the motion, and it was seconded by Walter Gibson. There being no further discussion, Mr. Burse called for a vote, and all Board members voted in favor of approving the report.

G. Development Report – Shelli Tyre

Deputy Director Shelli Tyre gave the Development Report. She shared an update on the CIRD project. Shelli explained that she and Elena Ryals, Development Director, are working on a data gathering plan to address the issue of rural transportation in our service area. Surveys are being developed to gather data from clients, employers, and service providers in the area. In addition, some face-to-face data gathering events are being planned, although they may be postponed due to COVID-19. Once the initial data gathering is complete, we will assemble a team of stakeholders from each of the groups surveyed to begin working on the possible solutions to the issue. Mr. Burse called for a motion to accept the Development Report. The motion was made by Anthony Simmons and seconded by Walter Gibson. With no further discussion, Mr. Burse called for a vote, and all members voted in favor of accepting the report.

H. Information Technology Report – Bryan Singleton

Mr. Singleton shared the Technology Report with Board members. He expressed thanks to Walter Gibson and Anthony Simmons, both County Commissioners in Bulloch County, for their work in helping to get the new Senior Center up and running. The Open House was held recently, and what a much-needed and beautiful project it turned out to be. Both Mr. Simmons and Mr. Gibson thanked action pact staff for their help and support on the project. Mr. Burse called for a vote to approve the report. The motion was made by Bishop Michael-Angelo James, with a second by Walter Gibson. There being no more discussion, Mr. Burse called for a vote. The motion was carried unanimously.

I. Deputy Director Report – Shelli Tyre

Shelli Tyre provided an update on the 2020 Experience and reported that the four winning counties have all made their prize selections. Appling County has asked action pact to assist them with a drive to benefit their seniors that are currently on the waiting list. The drive is planned for May, which is Older Americans Month, and will provide needed products for those seniors. Pierce County has elected to have action pact come and give a repeat performance of “Let’s Make It for a Month” for their community members. That is planned for late April in Patterson, but adjustments may be made due to the impacts of COVID-19. Both Tattnall and Ware County have elected for action pact to provide a leadership training in their communities. Tattnall’s is scheduled for late April, and Ware’s is scheduled for May, but both are subject to change as well.

Mrs. Tyre also updated Board members about the leadership workshops that have been provided since the last meeting. Three workshops have been provided for staff. In addition, a workshop was provided for 200 high school students. The first contract work with Unison Behavioral Health has been held and action pact was paid for these services.

Following the report, Mr. Burse called for a vote to accept it as presented. Cathy Benton provided the motion, followed with a second by Michael-Angelo James. With no further discussion, Mr. Burse called for a vote, and the report was unanimously accepted.

J. Program Reports – Bryan Singleton

Due to the meeting being held via conference call, Mr. Singleton asked the Board members to read through the program reports that were provided by Directors, and he opened the floor for questions. Vice Chair Synita Mathis asked about the continuation of the Ready2CONNECT program. Mr. Singleton explained that a discretionary application for continued funding was submitted in November, and to date, the funding source (DHS) has not given approval of the application. Mrs. Mathis had several other questions regarding the program and its funding, and Mr. Singleton answered each of those. Mrs. Mathis also asked about where the CASA program currently stands. Mr. Singleton explained that the program is running strong, with a new Director, almost fully staffed, and some new volunteers for Coffee County. Mr. Burse commended Community Services staff for their assistance provided to a client in need last week. In addition, he commended Board member Clarence Washington for being selected to speak to a group of ETS students.

K. Grants/Awards – Bryan Singleton

Mr. Singleton presented for approval three Grants/Awards totaling \$530,288, including:

- Social & Emotional Learning in Action, funded by Education First-Rockefeller Philanthropy, for \$7000
- Court-Appointed Special Advocates (CASA), funded by Promoting Safe and Stable Families (PSSF), for \$49,875 (and could increase up to \$75,000)
- Head Start COLA and Quality Improvement Funds, funded by ACF, for \$473,413

Mr. Burse called for a motion to accept the grants/awards. Walter Gibson offered a motion, and Michael-Angelo James seconded the motion. There being no further discussion, Mr. Burse called for a vote. All Board members voted in favor of accepting the grants/awards as presented.

L. Executive Director's Report – Bryan Singleton

Mr. Singleton expressed his pride in the staff of action pact in the midst of this potentially life-altering national crisis. Instead of asking when we are shutting down, they are asking how can we still serve our clients and communities during this time?

Due to COVID-19, all Senior Centers will be closed through March 31st. Staff remain in place to prepare meals and deliver meals to home-delivered clients. The seniors who typically come to the center will receive 10 shelf-stable meals. We will continue to evaluate should we need to remain closed after March 31st.

Head Start centers are following regular protocol of taking the lead from the county school system, with all systems and centers now being closed. We are currently reviewing the logistics of providing food boxes for families during the shutdown. Staff are performing cleaning and disinfecting of each center.

As this is a fluid situation, other programs are making operational changes as necessary or mandated.

Mr. Singleton took the opportunity to recognize a few Board members. Cathy Benton was recently named Employee of the Year at her place of employment. Leonard Burse has been appointed Interim Ware County Commissioner.

Mr. Burse called for approval of the Executive Director Report. Anthony Simmons made the motion, and Cathy Benton seconded the motion. There being no further discussion, Mr. Burse called for a vote. All Board members voted in favor of approving the report.

VII. ADJOURNMENT: Before adjourning the meeting, Mr. Burse called upon Bishop James to provide a closing prayer. The meeting was adjourned at 11:42 a.m.



Gloria Paulk, Corporate Secretary



Shelli Tyre, Deputy Director