



**EXECUTIVE BOARD MEETING  
via Conference Call**

**Monday, May 18, 2020  
10:00 a.m.**

**MEMBERS PRESENT:**

**ROSE BAILEY  
CATHY BENTON  
LEONARD BURSE, JR.  
ETHELYN CREECH  
SAM EDGAR, ESQ.  
WILLIAM GEORGE  
WALTER GIBSON**

**REKASA HART  
BOBBY KENNEDY  
SYNITA D. MATHIS  
KIM MORGAN  
GLORIA PAULK  
ANTHONY SIMMONS  
JAMES THOMAS, SR.**

**MEMBERS NOT PRESENT:**

**DIANE MOORE  
MICHAEL-ANGELO JAMES**

**MICHAEL GARVIN**

**MEMBERS NOT PRESENT WITH EXCUSED ABSENCES:**

**KELLEY HARMON**

**CLARENCE WASHINGTON**

**OTHERS PRESENT:**

**BRYAN SINGLETON  
HAYLEY STEPHENS  
AMANDA LANKFORD  
JEFFREY MILLER  
DIANE ROGERS  
JO ANNE BROOKS**

**SHELLI TYRE  
ELENA RYALS  
JOEY WILKES  
SONJA EASON  
ANNA WALL**

**HS POLICY COUNCIL CHAIRPERSON PRESENT: AMBI BESS**

- I. CALL TO ORDER:** Leonard Burse, Jr., Executive Board Chairman, called the **action pact** Executive Board meeting to order at 10:08 am via a Conference Call.
- II. INVOCATION:** Anthony Simmons, Board Member from Bulloch County, gave the invocation to start the meeting.
- III. ROLL CALL:** Gloria Paulk, Executive Board Secretary, took the roll call. A quorum was established with fourteen (14) 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, May 18, 2020, the minutes from the last Executive Board meeting of March 16, 2020, and the minutes from a called Executive Board meeting via conference call on May 4, 2020.

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 agenda for today, May 18, 2020, the minutes from the Executive Board meeting on March 16, 2020 and the minutes from the called Executive Board meeting via conference call on May 4, 2020.

**V. OLD BUSINESS - None**

**VI. NEW BUSINESS:**

**A. Removal of Diane Moore, Atkinson County, Target, Exec. Board Member**

Mr. Bryan Singleton, Executive Director, shared that Mrs. Diane Moore suffered some health problems a year ago. Numerous letters, packets and phone calls to her have been unanswered. She has not responded back to anything or participated in any Executive Board meetings in over a year.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to remove Diane Moore from the Executive Board member listing of **action pact**. Ethelyn Creech made a motion. Walter Gibson seconded the motion. Mr. Burse called for discussion. Hearing none, he asked for a vote. All in favor said aye, and the motion was carried to remove Diane Moore from the Executive Board.

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

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

March 2020 VISA - \$15,212.64	April 2020 VISA - \$2,421.89
March 2020 WEX - \$1,760.33	April 2020 WEX - \$1,627.11

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

- Notice of Award - \$90,000 for 3 new vehicles (Currently seeking quotes)
- FY 20 Supplemental Summer Program & CARES Act One Time Funding grant will be submitted by the May 15, 2020 deadline.

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

- Family Advocates are taking applications for the upcoming school year via phone. Clients will be scheduled to drop documents off at the centers beginning May 14<sup>th</sup>. Plexiglass partitions have been ordered to protect the Family Advocates.
- Family Advocates have the option to telework through May 13, 2020. All Family Advocate offices will reopen on May 14, 2020.

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

- Head Start Administrative staff had the option to telework through May 13<sup>th</sup>. Offices reopened on May 14, 2020.
- Head Start custodial staff are completing end of the year work within the centers, such as cleaning and waxing the floors.
- Head Start teaching staff are rotating in and out of the centers to complete assessments, return supplies to families, and close down classrooms.
- Meals, diapers, and wipes are continuing to be served to our children on a weekly basis in all counties through May 15, 2020 for Head Start and May 29, 2020 for Early Head Start. Hugh thanks to Mr. Leonard Burse, Jr. for assisting with distribution of meals.
- Teaching staff have been connecting with families through Microsoft Teams, phone calls, Facebook, and email on a weekly basis.
- Many teachers have sent their students gifts, letters, and paraded by their homes to visit them.
- The Summer Head Start program begins June 15, 2020. Amanda is the process of finding masks, face shields, gowns, and shoe covers for the staff, if she can find them.

(See entire Head Start Report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for motion to approve today's Head Start report with Policy Council documents, credit card expenditures, information from the Office of Head Start, enrollment and recruitment update, and program updates. Walter Gibson made a motion. Ethelyn Crecch 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.

**A. Human Resources Report – Sonja Eason, Human Resources Director**

Mrs. Sonja Eason, Human Resources Director, reported on the following:

- **Health/Wellness** - Telemedicine utilization from March 1, 2020 – May 5, 2020 had 40 consultations. There were 29 females and 11 males. The average call back time was 27 minutes. The top two diagnoses were sinusitis, and allergic rhinitis. Mrs. Eason stated she was pleased to announce, that none of the calls were COVID-19 related.
- **Retirement Plan Updates Plan** – The agency Empower Retirement plan balance is \$7,021,488.72. Mrs. Eason reported that a couple of weeks ago, with the assistance of our TPA, at Future Plan, formerly Retirement Strategies, Inc., we implemented a Loan feature to the plan where employees can take out a low interest rate loan from their retirement account up to 50% of their vested balance and pay themselves back over the course of time. This additional feature will be very beneficial when compared to the other option of taking a hardship withdrawal. With the loan, the employees are paying themselves back and still can contribute to the Retirement plan. With a hardship withdrawal, the employees are not paying themselves back and not allowed to participate in the plan for 6 months due to the 6-month suspension.

- **Human Resources Metrics** – Since 3/1/2020 there has been 1 new hire and 4 terminations – 3 were voluntary resignations and 1 loss of funding to operate program. There are a total of 399 employees, with 322 being full time, 15 part time, 60 Limited Service and 2 temporaries. The Demographic data shows 354 females and 45 males. The Ethnic Data shows 191 Black, 193 White, and 15 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.

**B. Fiscal Report – Hayley Stephens, Fiscal Director**

Hayley Stephens reported that agency auditors, McNair, McLemore, Middlebrooks and Company have completed the audit of the October 31, 2019 financials. The Audit Committee meeting was held in April via a conference call. The auditors issued an unmodified opinion and no material weakness or significant deficiencies were identified. An unmodified opinion is issued when the auditor believes the financial statements are presented, in all material respects, in accordance with the applicable financial reporting framework. The audit report has been submitted to the Federal Audit Clearinghouse and to each funding source.

Ms. Stephens reported that the fiscal department is in the process of working with each program to gather all information required to submit the 990 informational tax form. This form is due by July 15<sup>th</sup>.

The Grant Accountant position has been advertised and interviews will soon be conducted to fill this position.

A few members of the fiscal staff participated in a conference call with a team from our accounting system and have identified a few small projects, that we plan to complete over the next few months. The accounting system provides quarterly updates, which gives us the option to routinely review how we use the system and see if any changes should be made to simplify tasks or use the system more efficiently. (See entire Fiscal Report and Financial Statements 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. Anthony Simmons made a motion. Walter Gibson 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.



**C. 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 of South Georgia -  
Wayne County and Pierce County Senior Center  
Head Start Literacy Program  
Bacon County, Coffee County and Ware County Food Pantries  
Southeast Georgia CASA Program
- RIF update – RIF Sponsorship form is included in the Development Report for all board members to participate. This will allow books to be put in school libraries. All Early Head Start children and Pre-K kids will also be given books to take home.

(See entire Development Report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Development 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 to approve the Development report.

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

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

- Smart Phones purchased and setup for CSBG Managers – so they could work from home during COVID-19 quarantine. The Nextiva system allowed them to receive work phone calls at home.
- Head Start laptops assigned to Family Advocates working from home
- Inventory ongoing

(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. Walter Gibson 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.

**E. Deputy Director – Dr. Shelli Tyre, Deputy Director**

Dr. Tyre reported that the **action pact** agency has been so pleased and thankful about the outpouring of support for our mission and our clients throughout this pandemic. She stated it has been a blessing to have had so many organizations and businesses come to us and ask how they can support our mission of making our communities better, and the support has come without us even having to ask. That's what community action is all about, and we are thankful to have such wonderful partners to do this work!

The list below is a glimpse of those who have entrusted **action pact** in partnership thus far:

- Southeastern Credit Union donated \$5,000 to partner with us in providing boxes of fresh vegetables to our healthcare workers at Memorial Satilla Hospital. The vegetables were sourced from Georgia farmers who have also struggled with schools and restaurants being closed. The vegetables were beautiful, and it was such a blessing for us to hand them out drive-thru fashion to some 250 healthcare heroes.
- Chicken of the Sea donated over 11,000 cans of their finest Genova tuna. This tremendous donation went a long way in serving our Seniors and our Head Start children. The availability of shelf-stable and home-delivered meals has been limited and at times non-existent during this time, so the donation of the tuna ensured that all our clients had meals to eat.
- The Community Foundation of South Georgia has pledged a generous donation of \$4,000 to re-stock our food pantries, many of which have been depleted with all the needs within our communities. This will go a long way in helping us continue to serve those still in need.
- Southern Company had made a generous pledge of \$5,000 to support Senior Nutrition. These funds will be a great help to allow us to continue to provide home-delivered meals to all our seniors, including those who normally come to the centers daily.
- Mortenson Construction Company, headquartered in Minneapolis, contacted us, and offered a partnership in Jeff Davis County. They are currently working on a solar project there and believe in community involvement. We are in the planning stages of developing a project that will benefit our Seniors, as well as our Head Start families, in Hazlehurst.

As a community action agency, **action pact** is charged with serving the most vulnerable in our communities. What a wonderful testimony and privilege to have so many people step-up and partner with us in living out our mission! (See 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 Dr. Shelli Tyre. Cathy Benson 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 Deputy Director's report.

## **F. Program Reports – Program Directors**

- **Southeast Georgia CASA – Anna Wall, Director**

Mrs. Anna Wall, CASA Director, reported that Southeast Georgia CASA was able to print and insert 250 flyers into the programs for a local play called “Sister Act” for outreach and recruitment with the help of Mrs. Ambi Bess, Head Start Policy Council Chairwoman. Recruitment and outreach were also accomplished by sending our information through the Nextdoor app.

CASA held their first annual CASA Poopalooza (Cow Patty Bingo) on April 25, 2020 and received great feedback from the community and those who participated. CASA raised approximately \$5,360 and sold 263 tickets. The event was live streamed through the CASA Facebook page. Joe Tillman won the \$1,000.00 prize and volunteer April Milton won \$100.00 for selling the most tickets. Ms. Wall stated that she is hoping for this to become an annual event. (See entire CASA report in the board packet.)

- **Community Care Services Program – Linda Steedley, Community Care 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. Our program year began July 1<sup>st</sup> and for the past 10 months the program has served a total of 842 unduplicated clients.

COVID-19 and the State of Emergency that has been declared for Georgia, has required the CCSP staff to do things a little different. The Department of Community Health instructed all case management agencies to not perform home visits for assessments and care plan reviews. All staff are continuing to do their required work but are doing them all 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 we are performing the assessment/review via the phone, we are required to get the client/caregivers’ verbal approval to proceed. Once the stay at home order is lifted for the frail elderly clients, we will make home visits to get the necessary signatures. As of now, it looks like phone assessments/care plan reviews will continue to be made via the phone through June 12<sup>th</sup>.

Personal protection equipment (gloves, masks, sanitizer, shoe covers, etc.) has been purchased for the staff to use once they can make home visits again. Mrs. Steedley stated they had been blessed, that as of today, none of the CCSP clients have tested positive for the virus. They hope this continues in the coming days and months. (See entire CCSP report in the board packet.)

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

Ms. Rogers, Community Services Program Director, reported the following:

***Nutrition Program for the Elderly:***

- ❖ Senior centers were closed beginning March 18, 2020 due to the COVID-19 pandemic. The plans are to reopen the centers for congregate clients Monday, June 15, 2020, the day after the current shelter-in-place order ends. We are prepared to revise or adjust the plans, as circumstances change.
- ❖ All congregate and home-delivered meal clients received shelf stable meals, delivered in bulk every other week through April 30. Shelf, stable meals were not available from the regular supplier. Under Mr. Singleton's leadership, the CCSP program received a donation of 11,000 cans of tuna from Chicken of the Sea in Toombs County. We supplemented that donation with items we were able to purchase from Williams Institutional Foods as well as retail stores to provide a two-week supply of shelf stable meals for all 683 nutrition clients of our 10 Senior Centers. All clients received wellness check calls from our staff 3-5 times a week while meals were being delivered in bulk.
- ❖ Daily hot meal delivery resumed on May 1<sup>st</sup>. Clients have the choice of receiving daily hot meals delivered to their home, picking up their meals daily, receiving shelf stable or frozen meals in bulk every week or every other week, picking up shelf stable or frozen meals in bulk. Meal delivery drivers and all staff who prepare and/or package food are required to wear masks and gloves while handling food. 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.

***LIHEAP:***

- ❖ LIHEAP applications may be taken through September 30, 2020.
- ❖ The Cooling Assistance Program began April 1<sup>st</sup> with an allocation of \$1,426,376.00. We expect to serve approximately 3,300 households. Only elderly and homebound households were eligible to call for an appointment between April 1<sup>st</sup> and April 30<sup>th</sup>. In most counties, all appointment slots were reserved by elderly and homebound households. All other low-income households were eligible to call beginning May 1<sup>st</sup>. In counties where the appointment list was full, a waiting list is being kept.

***Community Services:***

- ❖ Service centers were closed beginning Monday, April 6<sup>th</sup>. All staff worked from their homes through April 30<sup>th</sup>. County Coordinators received agency mobile phones and were able to take calls from their sites, enabling them to help callers with referrals. All staff



were assigned various administrative tasks to complete and they did so successfully.

- ❖ Staff returned to their facilities in all 18 counties on May 4<sup>th</sup>, but the sites are not open to the public. LIHEAP Cooling Program applications are being completed by phone for clients on the appointment list who also received heating assistance, because all signature requirements have been waived. We have been approved to use income and identity documentation acquired during the heating application process for those clients. Clients on the list who did not receive heating assistance will still be served, but later, when it is safe to accept paper documentation.

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

The Educational Talent Search Trio Program has experienced major changes in the operational status of the program due to COVID-19. Since the schools have been shut down, the ETS staff implemented “Telephone Advisement/Wellness”. This was to check on their students through emails, Facebook, FaceTime, home telephones, cell phones, and Zoom meetings. Over one thousand Trio letters will be mailed out to each ETS student in the upcoming weeks. ETS staff counselors are working very hard to ensure that all senior complete their FAFSA Application on an individual basis. So far, 78% have completed their 2020/2021 FAFSA Application, 14% have started it, and 9% have not completed it. ETS has served 1,031 eligible program participants (required is 1,021).

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

In response to the COVID-19 outbreak across the state, the Georgia Environmental Finance Authority (GEFA) encouraged grantees to suspend all weatherization services. Southface, Community Housing Partner (CHP) and the Department of Energy (DOE) have provided training opportunities for the weatherization network staff during COVID-19. Each Weatherization grantee is required to have and submit to GEFA a comprehensive Personnel Protection Program in place to deal with infectious diseases to perform weatherization work in homes. **Action pact** has received the 2020-2021 Department of Energy (DOE) grant totaling in the amount of \$416,404.86. Mr. Miller stated that 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 their clients.

(See entire program reports in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to accept all program reports. Walter Gibson made a motion. Anthony Simmons 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 all program reports.

**G. 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 May 18, 2020 meeting was \$3,995,268.01. (See the Grants/Awards listings in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve all grants/awards. Rose Bailey made a motion. Ethelyn Creech 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 all the grants/awards.

**H. Executive Directors Report – Bryan Singleton**

Mr. Singleton reported that **action pact** is slowly resuming direct client services as the Federal, State and program guidelines allow. The amazing staff of **action pact** has gone above and beyond to ensure we have not lost touch with our clients for the past several weeks and will continue to do so in the safest manner possible. We understand that we are at a pivotal point in the crisis. We have so many folks in our communities that have been impacted emotionally, physically, and financially by COVID-19, and the need for our services is greater than ever. Our efforts to meet these needs must be done so with the safety of the entire community as the forefront.

Mr. Singleton has signed the final Letter of Intent for the purchase of the old Harvey's building in Waycross. He is excited about the possibilities and exposure the building will bring, and about the opportunity to kick off a vibrant capital campaign, which will further the agency's mission and support in our communities.

Mr. Singleton also reported that he is finalizing the approval for the Paycheck Protection Program with a lender, in the hopes that we will never have to need it. (See entire Executive Director's report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to accept the Executive Director's report. Cathy Benton made a motion. James Thomas 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 accept 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 11:35 am.

  
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**Gloria Paulk, Corporate Secretary**

  
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**Jo Anne Brooks, Executive Assistant**