



EXECUTIVE BOARD MEETING

**Sarah's in the City Restaurant
1686 Golden Isles West
Baxley, GA 31513**

**Monday, January 27, 2020
10:00 a.m.**

MEMBERS PRESENT: **ROSE BAILEY** **WALTER C. GIBSON**
 CATHY BENTON **BOBBY KENNEDY**
 LEONARD BURSE, JR. **SYNITA D. MATHIS**
 ETHELYN CREECH **GLORIA PAULK**
 MICHAEL GARVIN **CLARENCE WASHINGTON**
 WILLIAM GEORGE

MEMBERS NOT PRESENT: **DIANE MOORE** **ANTHONY SIMMONS**

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES:

SAM EDGAR, ESQ. **KIM MORGAN**
REKASA HART **JAMES THOMAS, SR.**
KELLEY HARMON **MICHAEL-ANGELO JAMES**

OTHERS PRESENT: **BRYAN SINGLETON** **SHELLI TYRE**
 JACK PARKER **ELENA RYALS**
 AMANDA LANKFORD **JOEY WILKES**
 CAROLYN BLACKSHEAR **JEFFREY MILLER**
 DESTINY BRADSHAW **RANDY COX**
 JO ANNE BROOKS **HAYLEY STEPHENS**
 DIANE ROGERS **SONJA EASON**

HS POLICY COUNCIL CHAIRPERSON PRESENT: AMBI BESS

- I. CALL TO ORDER:** Leonard Burse, Jr., Executive Board Vice-Chairman, called the **action pact** Executive Board meeting to order at 10:10 am at Sarah's in the City restaurant in Baxley, Georgia.
- II. INVOCATION:** Walter Gibson, 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 eleven (11) total Executive Board members participating in the meeting. (See attached roll call copy & Board Members sign in sheet.)

IV. APPROVAL OF AGENDA AND BOARD MINUTES:

Leonard Burse, Jr., Executive Board Vice-Chairman, entertained for a motion to approve the agenda for today, January 27, 2020, the minutes from the last Executive Board meeting of November 18, 2019, and the minutes from a called Executive & Human Resources Committee meeting via conference call on December 6, 2019. Walter Gibson made a motion. Cathy Benton 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, January 27, 2020, the minutes from Nov. 18, 2019 and the minutes from the called Executive & Human Resources Committee meeting via conference call on December 6, 2019.

V. OLD BUSINESS - None

VI. NEW BUSINESS:

A. Nominations for Election of Executive Board Chairman - Bryan Singleton

Mr. Singleton, Executive Director, commented that unfortunately, due to the recent death of Dr. Esco Hall, Jr., the agency needs to elect another Executive Board Chairman. Mr. Singleton asked for nominations. Mr. Leonard Burse, Jr. was nominated for Executive Board Chairman. Mrs. Gloria Paulk, Executive Board Secretary, asked for a motion. William George made a motion. Rose Bailey seconded the motion. Mrs. Paulk asked for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried for Leonard Burse, Jr. to serve as the Executive Board Chairman.

Leonard Burse, Jr., Executive Board Chairman, then entertained for a motion to accept nominations for the now empty position of Executive Board Vice-Chairman. William George 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 fill the empty position of Executive Board Vice-Chairman.

Leonard Burse, Jr., Executive Board Chairman, opened the floor for nominations. The following people were nominated for Executive Board Vice-Chairperson: Cathy Benton, Synita Mathis and Bobby Kennedy. Cathy Benton declined the nomination. William George made a motion to close nominations. Synita Mathis and Bobby Kennedy were asked to leave the room, while a vote was taken. A show of hands was requested for each person and Synita Mathis won the vote, 7-2. All in favor said aye to accept Synita Mathis as the Executive Board Vice-Chairman.

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 November and December 2019 Policy Council documents which include the monthly statistical and programmatic information, monthly financial reports, monthly personnel and monthly credit card expenditures:

October 2019 VISA - \$4,257.44	November 2019 VISA - \$17,685.67
October 2019 WEX - \$1,750.07	November 2019 WEX - \$1,987.53

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

- Accounting and Reporting Capital Leases
- Administrative Simplification for Consolidating Head Start Grants
- Regional Office approved the One-Time Supplement to purchase new vehicles and the application has been submitted to the Central Office for consideration

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

- Head Start and Early Head Start are fully enrolled.

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

- Spring pictures are scheduled for February
- Families enjoyed the Holiday Express in December with visits from Santa, Holiday movies, and parents made cardboard box cars for their children.
- Home Visits were conducted January 2-7th.
- We are the first Head Start in the nation to participate in the Learners pilot program which provides professional development for our staff.
- Head Start Teachers, Coaches, and Center Coordinators attended Learners training on January 6th, 2020. Head Start gained \$41,080 in training in-kind from the trainers.
- New appraisals were conducted on our Head Start facilities and our real estate in-kind increased.

(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. Rose Bailey made a motion. Cathy Benton 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, Human Resources Director, reported on the following:

- **Health/Wellness** - Telemedicine utilization from November 1, 2019 – January 21, 2020 had 64 consultations. There were 54 females and 10 males. The average call back time was 18 minutes. The top three diagnoses were sinusitis, pharyngitis and upper respiratory infection.
- **Benefits Enrollment/Updates** – Insurance premiums decreased for staff for the 2020 plan year.
- **Retirement Plan Updates Plan** – The agency Empower Retirement plan balance is \$7,659,403.30 with 194 employees participating. There is still an increase in participation and plan balance. In November 2019, the balance was a little over 7.1 million with 190 participants. The average contribution rate overall is 5.5%.
- **Human Resources Metrics** – Since 11/18/19 there have been 21 new hires and 17 terminations. (Terminations were – 7 Subs no longer used, 5 voluntary

resignations, 1 personal resignation, 1 quit – no notice, 1 other employment, and 2 policy violations.) There is a total of 395 employees, with 324 being full time, 14 part time, 55 Limited Service and 2 temporaries. The Demographic data shows 351 females and 44 males. The Ethnic Data shows 187 Black, 194 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. 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 – Jack Parker, Fiscal Director

Jack Parker reported that the Fiscal department continues to move forward with recurring projects, particularly the monthly meetings with Program Directors to review grant activity and spending vis-a-vie the approved program budgets. They are also working on updating the Fiscal Policies and Procedures Manual to reflect recent changes in the government's procurement policies and expect to ask for Board approval of the changes at the March board meeting.

All programs have closed during the year without any over-runs or financial issues, except for the Head Start program. Because the agency's employee health care plan, which is self-funded, was generating excess cash, we were able to waive charging the Program's insurance premiums in August and September. In Head Start's case, this resulted in an extra \$300,000 for the program, which had to be spent, or encumbered, by the end of October 2019. We submitted a revised budget to Head Start to move these dollars from Health Insurance to other line items – computers, repairs and maintenance, playground equipment, etc. The revised budget was approved, and we have until the end of January to spend the monies in accordance with the new budget. As of this writing, we have still an approximate \$170,000 to spend.

Additionally, as mentioned in the November report, Head Start was concerned that they may not be able to generate enough in-kind, or non-cash, support (such as volunteer time, donated classrooms from the local municipalities, etc.) to meet their grant requirements, and accordingly asked for and received a waiver from Head Start. However, we had all the classroom space re-appraised (required every three years) and with the new values for the classrooms, the value of donated rent increased, and we will now meet the required in-kind contribution level.

Finally, the annual audit has begun, and our auditors were here in early January to do the "field work" portion of the audit. They have completed the work, and so far, have not raised any issues which will require adjustments, or changes in our financial statements. Our expectations are for the audit to be completed by early February, and we should be able to meet with the Finance and Audit Committee,

along with the audit partner in charge of our engagement, before the March Board Meeting.

Mr. Parker explained there is \$500,000 reserve to handle any large insurance claim. It is prudent to prepare in advance for these possible insurance claims. He wants to allocate an additional \$100,000 in reserve for bad claims and self-insurance. (See entire Fiscal Report and Financial Statements in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the additional \$100,000 to reserve for bad claims and self-insurance. Cathy Benton made a motion. Rose Bailey seconded the motion. Leonard Burse, Jr. called for a discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the allocation.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the FY 2020 budget for **action pact**. Walter Gibson 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 FY 2020 budget for **action pact**.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Fiscal report as given by Jack Parker, Fiscal Director. Michael Garvin 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.

E. 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 County – Senior Nutrition Services
- United Way Bulloch County – Senior Nutrition Services
- Big Lots Foundation – Senior Nutrition as a whole
- Farm to ECE (Early Childhood Education) – this mini grant will provide fresh produce to the Head Start children.
- Thanks Mom & Dad Foundation

(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.

F. Information Technology Report – Joey Wilkes, IT Director

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

- Statesboro Office Fiber and Network completed
- Physical Two Factor Authentication deployed for all Directors and Key Staff – agency wide safety measures implemented to provide more security
- Claxton Network and Phone System Updated
- IT Inventory Tag process started

(See 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. Michael Garvin made a motion. Cathy Benton 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.

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

Dr. Tyre congratulated the 2019 STAR Executive Board Members:

- Clarence Washington – One STAR award
- William George – Two STAR award
- Dr. Esco Hall, Jr. – Lifetime STAR!

These board members showed evidence of Supporting the agency through giving, Participating in Training, getting in the spirit of Community Action through volunteering, and Representing the agency at a community event. Documentation will now be collected for the 2020 awards.

The 2020 Experience was a huge success, and we appreciate the efforts made by our Board members to attend and to make sure the leaders from their respective communities were in attendance. Sign-in records indicated that we had 105 guests and that all 18 counties were represented. Counties with the most representation included: Ware, Tattnall, Appling, and Pierce. These counties will have an opportunity to collect one of the prizes shared at the event. Attendee Survey results were shared with the Executive Board. Overwhelmingly positive!

Our John Maxwell leadership training opportunities are continuing to grow. We have offered four sessions within the agency thus far. We also have a session scheduled with our STEM students at Metter Middle School in February. In addition, Unison has contracted with us to provide a series of paid sessions for their leadership staff. The first session is scheduled for next month.

(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. Walter Gibson 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 Deputy Director’s report.

H. Program Reports – Program Directors

(See all program reports in the board packets.)

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 27, 2020 meeting was \$97,731.12. (See the Grants/Awards listings in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve all grants/awards. Michael Garvin made a motion. Cathy Benton 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 grants/awards.

J. Executive Directors Report

Mr. Singleton reported the action pact Experience was a tremendous success!! He commended Shelli Tyre and Elena Ryals for their innovative concept and, along with Jo Anne Brooks and Randy Cox, their creative flair, resulting in a program that still has our communities buzzing.

He stated that negotiations are being made with an individual in Waycross who wishes to provide us with a lease-purchase option on a building for the corporate office. The building has the space, accessibility and visibility to more than meet our needs, without having to front the cash for renovation.

We will begin the Strategic Planning process at the next meeting by selecting the planning committee. This process will be setting the direction of for our efforts for the next three years.

Below are some updates for ongoing projects and upcoming opportunities:

- Appling Co. Senior/Head Start Center – He will be meeting with the outgoing County Manager, Lee Lewis, and the Interim County Manager, to ensure the process for completing the CDBG grant for expanding the center is smooth and seamless.
- Wayne Co. Senior Center – The seniors will relocate to the new center within the next three weeks.
- Bulloch Co. Senior Center – Move in scheduled for mid-February
- **2020 Community Action Association Conference Events:**
(Please let Jo Anne know at least two months prior to the event if you are interested in attending)
CAPLAW Conference – June 30-July 2 – Chicago, Illinois
GCAA Training Conference – July 13-17 – Savannah, GA
National CAP Conference – August 24-28 – Seattle, WA
SEACAA Conference – Date to be Announced – Biloxi, MS

(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. 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 accept the Executive Director's report.

Leonard Burse, Jr. entertained for a motion to go into an Executive Session. Cathy Benton made a motion. Ethelyn Creech seconded the motion. All in favor said aye, staff exited the meeting and the Executive Session began.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to come out of the Executive Session. Cathy Benton made a motion. Michael Garvin seconded the motion. All in favor said aye, and they came out of the Executive Session.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Executive Director's appraisal and salary increase. Walter Gibson made a motion. Ethelyn Creech seconded the motion. All in favor said aye, and the motion was carried to approve the Executive Director's appraisal and salary increase.

VII. ADJOURNMENT

Leonard Burse, Jr., Executive Board Chairman, declared the meeting adjourned at 11:50 am. He requested for Jeff Miller to give a blessing on the food. After the prayer, Mr. Burse invited everyone to stay and enjoy the food on the buffet line.

The January 27, 2020 Executive Board meeting was adjourned at 11:50 am.



Gloria Paulk, Corporate Secretary



Jo Anne Brooks, Executive Assistant