



EXECUTIVE BOARD MEETING

**Monday, January 24, 2022
10:00 a.m.**

MEMBERS PRESENT:	ROSE BAILEY	CATHY BENTON
	MEMIE BONEY	LEONARD BURSE, JR.
	MICHAEL GARVIN	WILLIAM GEORGE
	WALTER GIBSON	MICHAEL-ANGELO JAMES
	BOBBY KENNEDY	LEE LEWIS
	SYNITA D. MATHIS	GLORIA PAULK
	ANTHONY SIMMONS	TINA SMITH
	CLARENCE WASHINGTON	

MEMBERS <u>NOT PRESENT</u>:	LINDA MCDUFFIE	JAMES THOMAS, SR.
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MEMBERS <u>NOT PRESENT WITH EXCUSED ABSENCES</u>:	ETHELYN S. CREECH	SAM EDGAR
	KIM MORGAN	

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT: TIFFANY LANNING

OTHERS PRESENT:	BRYAN SINGLETON	SHELLI TYRE
	HAYLEY STEPHENS	ELENA RYALS
	AMANDA LANKFORD	JOEY WILKES
	JEFFREY MILLER	LINDA STEEDLEY
	DIANE ROGERS	JO ANNE BROOKS
	RANDY COX	SONJA EASON
	ANNA WALL	ADRIENNE COHEN
	JENNIFER ZOROTOVICH	

- I. CALL TO ORDER:** Leonard Burse, Jr., Executive Board Chairman, called the action pact Executive Board meeting to order at 10:05 am at the Appling County Head Start & Senior Center (22 Jr. High Drive, Baxley, GA) and via a Conference Call.
- II. INVOCATION:** Randy Cox, action pact employee, gave an invocation prayer to start the meeting.
- III. ROLL CALL:** Jo Anne Brooks took the roll call. A quorum was established with a combined total of fifteen (15) Executive Board members. (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 24, 2022, and the minutes from the last Executive Board meeting of November 15, 2021.

Mr. Burse amended the agenda by moving the Needs Assessment presentation up to follow the Introduction and Approval of New Board Members and to add an Executive Session to the end of the agenda.

Michael Garvin questioned if the 2 Sick Leave days were added back in the agency Covid Vaccine Policy? Sonja Eason responded yes. Mr. Garvin asked if it was across the board? Sonja Eason responded yes. Bryan Singleton stated that any action pact staff that had already been vaccinated or recently got vaccinated, each staff member gets 2 PTO/SL days per vaccine. Mr. Singleton questioned Sonja Eason if this had been done? Sonja Eason replied, "No, it has not been done. The 2 days PTO/SL was in the policy but had not been entered into the ADP system yet."

Michael Garvin made a motion to approve the agenda with the noted changes for today, January 24, 2022 Executive Board meeting, and the minutes from the last Executive Board meeting of November 15, 2021. 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.

V. OLD BUSINESS – Board members received a printed copy of the agency By-Laws upon sign-in.

VI. NEW BUSINESS:

A. Introduction & Approval of New Executive Board Members – B. Singleton

Mr. Bryan Singleton, Executive Director, introduced Mr. Lee Lewis, a Market Executive from Pineland Bank in Baxley, as a potential Executive Board member for the Public Sector of Appling County. Mr. Singleton also introduced Mrs. Tina Smith, Clinch County Family Connection Coordinator, as a potential Executive Board member for the Target Sector of Clinch County. (See handout attachment with more information about Mr. Lewis and Mrs. Smith.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve both Mr. Lewis and Mrs. Smith as new Executive Board members. 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 accept both Mr. Lewis and Mrs. Smith as new Executive Board members of the action pact agency.

Executive Board Members Birthdays – Bryan Singleton

Mr. Singleton stated he wanted to start recognizing the birthdays of Executive Board members. He congratulated the following Board members, with birthdays since the last board meeting.

November: Tina Smith – November 2nd
Walter Gibson – November 18th
Michael-Angelo James – November 25th

December: Clarence Washington – December 24th

January: Lee Lewis, January 24th
James Thomas, Sr. – January 27th

(The Needs Assessment report was moved up for presentation, from the original agenda, for the convenience of Dr. Adrienne Cohen and Dr. Jennifer Zorotovich.)

B. Needs Assessment - Dr. Cohen & Dr. Zorotovich, GA Southern University

Dr. Adrienne Cohen reported on the action pact Community Needs Assessment – Qualitative Interviews and Focus Groups for 2021. Results gathered from interviews with clients, staff, community leaders, and action pact board members through both interviews and focus groups, were analyzed and divided into three major categories: challenges, positives, and lessons learned. Learning from the voices of community members and staff can enhance the understanding of complex issues and help illuminate the lived experience and observations of those who experienced this global pandemic in this corner of Georgia.

Dr. Zorotovich stated the Quantitative data was collected on 331 individuals as part of the 2021 Needs Assessment conducted by action pact. Participants of the survey ranged in ages from 19 to 95 years old, and the majority were black women. Approximately half of the participants indicated that they currently consume multiple services from action pact, and the most common combination of services utilized together were Emergency Assistance/Food Bank, Senior Citizen Center/Home-Delivered Meals, and Energy Assistance. From the detailed breakdown, it is concluded that of those who responded, 98% reported that their overall experience with action pact was positive. Despite COVID, action pact was given a high rating!

Bryan Singleton, Executive Director, asked if the data showed the clients felt like action pact understood them? Dr. Jennifer Zorotovich replied that the overwhelming majority DID feel understood by the action pact agency. The majority of the people heard of action pact through “word of mouth.” Information about the agency is being shared in communities.

Dr. Adrienne Cohen stated the food delivery of action pact was wonderful during the COVID pandemic. She also commented it was an honor to talk to these clients and staff of action pact.

Leonard Burse, Jr. said he was proud of the action pact staff for their work during the pandemic and that they did a great job understanding the situations of the clients. (See entire Needs Assessment report in the board packet.)

C. Executive Board Service Terms – Leonard Burse, Jr., Exec. Board Chairman

A listing of the 13 Executive Board members with expired board terms was included in the board packet. Mr. Burse entertained for a motion to add 3 more years to each person's Executive Board Service Term. Anthony Simmons made a motion. Michael Garvin seconded the motion. All in favor said aye, and the motion was carried to extend by 3 years each board member's Executive Board Service Term. (See Executive Board Service Terms listing in the board packet.)

D. Finance & Audit Committee Report – Cathy Benton, Finance Comm. Chair

The Finance & Audit Committee met on January 18, 2022, to discuss the different investment options for the forgiven PPP loan funds. Cathy Benton asked Fiscal Director Hayley Stephens to discuss the options the committee would be looking at. Miss Stephens pointed out that Waycross Bank and Trust has the highest CD rates and also presented the only option for annuities, which have even higher rates than the CDs. Hayley explained to the Committee members that the agency's Financial Procedures may also need to be updated to include annuities as an investment option. Mr. Singleton explained that annuities were not commonplace investments at the time the Financial Procedures were originally developed.

Mrs. Benton suggested the Committee discuss the investment options with the agency auditor Pat Muse, to get his opinion. All Committee members agreed. A motion was made by Leonard Burse, Jr. to invest a total of \$250,000, with \$50,000 in each of the following: 1 year CD, 2 year CD, 4 year CD, 3 year Annuity and a 5 year Annuity, contingent upon the approval of the agency's auditor. The motion was seconded by Walter Gibson. With all Fiscal & Audit Committee members voting in favor, the motion passed.

Hayley Stephens stated she would reach out to the agency auditor, Mr. Pat Muse and then provide an update to the Finance & Audit Committee.

Mr. Burse also made a motion to update the investment language in the Financial Procedures to specify "\$100,000 per investment," "\$100,000 plus interest," and "any financial institution," and to add annuities to the list of investment options. The motion was seconded by Mrs. Ethelyn Creech, and unanimously approved by all members and carried. (See entire Finance & Audit Committee report in the board packet.)

Cathy Benton participated in this Executive Board meeting via the phone on the Conference Call. Mr. Burse asked for a motion for the agency not do anything concerning the PPP loan and forgiveness, or CD's & annuities until after the audit is completed. Synita Mathis made the 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.

E. Head Start Report – Amanda Lankford, Head Start Director

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

WEX – Aug. - \$1,219.65 Sept. - \$1,877.00 Oct. - \$2,153.15 Nov. - \$2,013.53
VISA – Aug.- \$11,907.00 Sept. - \$7,786.06 Oct. - \$15,641.18 Nov, - \$8,912.77

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

- Interim Final Rule posted by the Administration of Children and Families on November 30, 2021 – Vaccine and Mask Requirement to Mitigate the Spread of COVID-19 in Head Start Programs. A comment period was offered from November 30, 2021 – December 30, 2021. This ended up being blocked.

Enrollment Update: Head Start – 549 Early Head Start - 218

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

- Head Start staff that have been fully vaccinated received a \$100 incentive before Christmas. All staff that get fully vaccinated will also receive a \$100 incentive.
- Children and staff celebrated the holidays by dressing up for the “12 Days of Christmas” and enjoyed the Holiday Express. For the Holiday Express, parents made cardboard vehicles for their child to watch a holiday movie in at Head Start.
- Santa visited many centers during the month of December and every child received a gift.
- Head Start staff were on a holiday break from December 20 – 31st. The children were on a holiday break from December 20 – January 5th. All children returned on January 13th.
- Mr. Singleton met with all staff on December 14th to share information on the mask and vaccine mandate. A Called Policy Council meeting was held on December 20th to share the same information. This was blocked.
- Head Start currently has 72 staff vacancies.
- (See entire Head Start Report in the board packet.)

Mrs. Lankford requested Executive Board approval on the following two items:

1. The Head Start program needs approval for a Non-Federal Share waiver in the amount of \$346,813.00 for the budget period of July 1, 2021 – October 31, 2021.
2. The Head Start program needs approval to request a Carry Over of funds between \$250,000 - \$275,000.

Clarence Washington asked how many vacancies are in Head Start now?
Amanda Lankford replied there are currently 72 vacancies. Mr. Washington also

asked if job fairs are being done? Mrs. Lankford said yes. Mr. Singleton also added that additionally a plan is being developed to conduct on-site, open interviews in various locations and finger printing is also a possibility now too.

Mrs. Lankford stated the Head Start program lost 22 people from November to now, probably because of the vaccine mandates. Mr. Singleton stated we went back to those who left, and asked if they would like to come back, but their answers were no. However, because of the vaccine mandate now, they may come back.

Mr. Burse stated, "So much uncertainty, we just need to wait to see if they come back. What about their wages?" Mrs. Lankford responded saying most staff that leave, never say pay was the issue. Most of them leave to go to public schools. Mrs. Sonja Eason commented that wages are not a factor in leaving. Mrs. Lankford responded saying so many Head Start staff have a heavier workload because of so many staff vacancies. Clarence Washington asked if any certificates are needed for Teacher Assistants? Mrs. Lankford said a GED or High School diploma to get hired, and then they can complete the TCC (Technical Certificate of Credit) while working. Mr. Washington questioned what was the teacher's requirement? Mrs. Lankford responded Head Start teachers need at least an associate degree in Early Childhood Education.

Leonard Burse, Executive Board Chairman, entertained for a motion to approve the Head Start report, the Non-Federal Share waiver in the amount of \$346,813.00 for the budget period of July 1, 2021 – October 31, 2021, and the request to Carry Over of funds between \$250,000 - \$275,000. 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.

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

Sonja Eason reported the following:

Health/Wellness Updates

1. RelyMD Updates
2. COVID Incentives
3. Wellness Reimbursement
4. 2022 Benefits Enrollment

Retirement Plan Updates

1. Participation Data
2. Education Data

HR Metrics: New hires – 23 Terminations – 18

Total Employees – 355

1. Full time – 323
2. Part time – 9
3. Limited Services – 12

4. Temporary – 11

Demographic Data – Females 320 & Males 35
Ethnic Data – Black 160, White 183, and Other 12

Mr. Leonard Burse entertained for a motion to accept the Human Resources report. Rose Bailey made a motion. Clarence Washington 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. (See entire Human Resources report in the board packet.)

G. Fiscal Report – Hayley Stephens, Fiscal Director

Hayley Stephens reported the fiscal department is continuing to hold monthly budget meetings with each program director. Each grant is currently operating within the approved budget.

A Finance and Audit Committee meeting was held on January 18, 2022. The purpose of that meeting was to discuss different investment options for the forgiven PPP loan funds. The committee reviewed CD and annuity rates ranging from 3 months to 5 years from two different financial institutions. The Committee discussed the different options and decided to invest a total of \$250,000 with \$50,000 each in a 1 year CD, 2 year CD, 4 year CD, 3 year annuity, and 5 year annuity, contingent on the approval of the agency lead auditor, Mr. Pat Muse.

The Committee also discussed updating the investment portion of the Financial Policies and Procedures Manual. The changes include rewording the guideline for CD investments for clarity and adding annuities as an allowable investment.

After the meeting, Hayley Stephens discussed the investment options with Mr. Pat Muse. His recommendation is to postpone investing any funds until after the audit is complete. The audit will be finalized around late April. After the audit is complete, the agency can proceed with the investment of the unrestricted funds.

Mr. Leonard Burse, Jr. entertained for a motion to accept the Fiscal report. William George 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. (See entire Fiscal Report, Financials Balance Sheet and minutes from the Finance and Audit Committee Report in the board packet.)

H. Information Technology Report – Joey Wilkes, IT Director

Joey Wilkes, IT Director, reported the Candler County Service Center, in Metter, had a door communication camera installed. In Vidalia, at the Toombs County Service Center, re-wiring is being done and the new phone system install has started.

Mr. Wilkes stated a surprise data attack will begin soon to highlight the weak points in the agency system.

Mr. Wilkes also reported the Service Innovation Team (Single Point of Entry) is moving forward. However, the challenges are:

- Head Start - staff shortages
- CSBG - new computer software rolled out soon
- Talent Search - computer programs will not allow 2-way communication
- CCSP - is working with the Department of Aging for information sharing

Mr. Leonard Burse, Jr. entertained for a motion to accept the Information Technology report. Bobby Kennedy 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. (See entire Information Technology Report in the board packet.)

I. Development Report – Elena Ryals, Development Director

Elena Ryals, Development Director, reported on the following:

- Upcoming grant submissions – United Way of Bulloch County, Reading is Fundamental, and Senior Hunger Innovation grants.
- Transportation project update – Planning and support grant – action pact has done one year so far on this grant and moving through the steps of planning the transportation project. The goal was to be completed in December 2021, but that was extended to May 2022.
- DCA Homelessness Program – COVID related funding
- Development Plan – Sources of Revenue – see attached handout

Mr. Leonard Burse, Jr. entertained for a motion to accept the Development report as given and approve the attached Development Plan – Sources of Revenue for 2022 handout. Walter Gibson made a motion. Bobby Kennedy 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. (See entire Development Report in the board packet.)

J. Deputy Director Report – Shelli Tyre, Deputy Director

Shelli Tyre, Deputy Director, reported on the Strategic Plan of action pact.

The three goals and progress are:

1. GOAL: Research and implement a single point of entry system that will better track clients, goals, and data.
PROGRESS: Joey Wilkes, Information Technology Director is working on coordinating each program's computer system for information sharing.
2. GOAL: Develop and implement an organization-wide dashboard to track and report organizational and program outcomes.
PROGRESS: The FY22 Dashboard is under development and will be presented at the March Executive Board meeting.
3. GOAL: Build organizational capacity by diversifying revenue streams

and increasing unrestricted fund balances.

PROGRESS: The Development Plan will be presented for final approval at today's meeting. (See Development Plan – Sources of Revenue handout.)

K. 2021 STAR Board Members – Shelli Tyre, Deputy Director

Dr. Tyre gave congratulations and awards to the following Executive Board members for attaining STAR Board status during the year 2021:

- Leonard Burse, Jr. – 1 year STAR Board member
- Clarence Washington, Jr. – 3 year STAR Board member
- William George – 4 year STAR Board member

Orientation Board Training is being planned for the agency's new Executive Board members. Details will be shared once finalized. (See Deputy Director's report in the board packet.)

Mr. Leonard Burse, Jr. entertained for a motion to accept the Deputy Director's report as given by Shelli Tyre, Deputy Director. Anthony Simmons 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 accept the Deputy Director's report.

L. Program Reports – Program Directors

(Due to time constraints, individual program reports were not given at this Executive Board meeting. Program report information is included in the Executive Board packet.)

Linda Steedley, Community Care Director, did share some exciting information that the CCSP program will be receiving extra money! The Department of Community Health (DCH) notified her in December that all EDWP providers will get a 10% increase that will be retroactive to July 1, 2021. CCSP receives their funding by billing Medicaid monthly per client. The old rate was \$175.00 per client per month. The new billing amount will go up to \$192.50 per client per month. From July – December, the CCSP program should receive approximately \$74,242 in additional funds.

Mrs. Steedley also shared that the CCSP department is going to join the Weatherization Program in the coming months to help their clients that are needing ramps, to enable them to leave their homes safely. CCSP will use surplus dollars to pay for the supplies and the Weatherization staff's time to build the ramps. The two programs joined forces several years ago and the project was a huge success. She anticipates 8-10 ramps will be built.

(See all program reports in the board packets.)

M. 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 grants total for the January 24, 2022 meeting was \$291,614.89. (See Grants/Awards listings in the board packet.)

Leonard Bursc, Jr., Executive Board Chairman, entertained for a motion to approve the Grants/Awards. Bobby Kennedy made a motion. Rose Bailey seconded the motion. Mr. Bursc 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.

J. Executive Directors Report – Bryan Singleton

Bryan Singleton, Executive Director, thanked Angie Patel, Appling County Senior Center Supervisor, and her team for hosting this Executive Board meeting.

Mr. Singleton also requested the board members remember in prayer Mrs. Carolyn Blackshear, because her sister recently passed away.

Mr. Singleton reviewed some of the many accomplishments from 2021:

- Increased involvement in our communities
 - Christmas Festival
 - Rubber Duck Race
 - ChowDownTown and Waygreen
- Recognized all staff with a Loyalty Reward
- Hosted ESOL event for more than 70 families
- Decreased staff health insurance premiums by up to 40% for 2021 and maintained for 2022
- Increased benefit offerings for 2022
 - Flexible Spending Account
 - Medical and Dependent care
 - Reinstated Spousal Care
- Increased agency assets by 46%
- Increased agency revenue by 10%
 - Decreased Federal dependence by 25%
- Increased unrestricted funds by 72%
- Secured a COLA for all staff during record inflation
- Successfully secured and moved into the new administration office with no disruption of services to our clients
- Became a certified GAPS fingerprinting location (only location within 60 miles). Action pact only receives \$3 per fingerprinting session. However, the first month of fingerprinting gained the agency over \$500!

Opportunities for 2022:

- Decrease turnover
 - Employee Referral Program
 - Showcase agency benefits
- Maintain high expectations for personal responsibility, sense of urgency and most importantly, integrity
- Expand partnerships
 - Georgia Southern University
- Continue to expand revenue stream
- Increase accessibility for our clients
 - Flexible office hours
 - More electronic access
- Optimization of resources
 - Return on investment of time, money, and effort

Mr. Singleton reported the Covid Vaccine Mask Mandate approved at the last Executive Board meeting has now been blocked. The Executive Board will need to decide if the policy will be suspended, and not cancelled.

Mr. Singleton said stealing a practice that the Make-A-Wish Foundation uses, we will implement the “Mission Moment” at each our Executive Board meetings. This is moment in which everyone in the room focuses on WHY we are all here. We may have a story, a letter from a client, or even a client guest that will be shared at each meeting, beginning today, to keep us focused on our mission and why we exist.

Shelli Tyre shared a story of a client she encountered in the lobby of the Waycross office recently. Shelli was leaving for lunch, greeted the client, and asked if someone was already helping her. The client stated that she was being helped and added that she needed to tell Shelli something. She told Shelli that she was here at action pact because she needed some help, something she doesn't usually need. She said she was struck by how nice everyone that she had encountered had been to her. Shelli told her that our job is to help people, and we are expected to be nice in doing so. The client went on to say that she had been to several other places for help, and that was not the case in any of the other places. She said that people were rude to her and definitely did not want to help. Shelli thanked the client for sharing her story. The client then asked Shelli if she was the boss. The client said she knows that positive service starts from the top, and she was sure that the boss set the tone for the way all of the action pact staff acted. Shelli told her that she is not “the boss”, but that she would relay the information to the boss, and he would be proud to hear it.

Today's Mission Moment reminds us of why we are here and that we should always treat those we have the privilege of serving, with kindness and respect.

Mr. Leonard Burse, Jr. stated he was glad to hear the Mission Moment and so proud to hear that action pact employees have a great attitude.

Mr. William George commented that the Mission Moment was a great story, and he appreciated it being shared with the board members.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to accept the Executive Director's report. 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 accept the Executive Director's report. (See Executive Director's report in board packet.)

VII. Adjournment

At this time, Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to adjourn the January 24, 2022 Executive Board meeting and also to begin an Executive Session meeting for Executive Board members only. Bobby Kennedy 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 end the Jan. 24, 2022 Executive Board meeting and enter into an Executive Session meeting for board members only.

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The Executive Session, for Executive Board members only, began at 12:36 pm. All others in the room departed, for the meeting to begin.

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The Executive Session ended at 1:32 pm, when Mr. Burse entertained for a motion to adjourn the Executive Session and return to the regular Executive Board meeting. Michael Garvin made the 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 end the current Executive Session and return to the regular Executive Board meeting.

Mr. Burse then entertained for a motion to adjourn the regular Executive Board meeting. Michael Garvin made the 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 adjourn the regular Executive Board meeting on January 24, 2022 at 1:32 pm.



Gloria Paulk, Corporate Secretary



Jo Anne Brooks, Executive Assistant