



EXECUTIVE BOARD MEETING

**Monday, July 18, 2022
10:00 a.m.**

MEMBERS PRESENT:	ROSE BAILEY WILLIAM GEORGE BOBBY KENNEDY SYNITA D. MATHIS GLORIA PAULK TINA SMITH	MICHAEL GARVIN WALTER GIBSON MICHAEL-ANGELO JAMES LINDA MCDUFFIE ANTHONY SIMMONS CLARENCE WASHINGTON
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MEMBERS NOT PRESENT: JAMES THOMAS, SR.

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES:

CATHY BENTON LEONARD BURSE, JR. SAM EDGAR	MEMIE BONEY ETHELYN CREECH KIM MORGAN
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HS POLICY COUNCIL CHAIRPERSON EXCUSED ABSENCE: TIFFANY LANNING

OTHERS PRESENT:	SHELLI TYRE ELENA RYALS JEFFREY MILLER JO ANNE BROOKS HUEY SPEARMAN AMY HEWETT LINDA STEEDLEY	HAYLEY STEPHENS AMANDA LANKFORD DIANE ROGERS SONJA EASON CAROLYN BLACKSHEAR LYNN PLATT
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- I. CALL TO ORDER:** Synita Mathis, Executive Board Vice-Chairman, called the action pact Executive Board meeting to order at 10:06 am at the action pact corporate office, located at 510 Tebeau Street in Waycross, Georgia and via a Conference Call link.
- II. INVOCATION:** Mr. Michael-Angelo James, Executive Board member representing Ware County, gave an invocation prayer to start the meeting.
- III. ROLL CALL:** Gloria Paulk took the roll call. A quorum was established with a combined total of twelve (12) Executive Board members. (See attached roll call copy.)

Synita Mathis entertained for a motion for an addition to today’s agenda, to add item “M. Salary Increase for Interim Executive Director”. Michael Garvin made a motion. Michael-Angelo James seconded the motion. All in favor for the addition to today’s agenda say aye, and there were none opposing. The motion was carried.

Synita Mathis entertained for a motion to approve a 5% salary increase or baseline for an Executive Director – whichever is higher for the Interim Executive Director. Anthony Simmons made a motion. Walter Gibson seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye and the motion was carried for the Interim Executive Director (Shelli Tyre) to receive a salary increase.

Synita Mathis entertained for a motion to retro-active back this pay increase to July 1, 2022. Michael-Angelo James made a motion. Rose Bailey seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried for the Interim Executive Director to receive the salary increase retro-active back to July 1, 2022.

IV. APPROVAL OF AGENDA AND BOARD MINUTES:

Synita Mathis, Vice-Chairman, entertained for a motion to approve the agenda for today, July 18, 2022, and the minutes from the last several Executive Board meetings of May 16, 2022, May 26, 2022, and June 23, 2022.

Michael Garvin made a motion to approve the agenda for today, July 18, 2022 Executive Board meeting, and the minutes from the last several Executive Board meetings of May 16, 2022, May 26, 2022, and June 23, 2022. Rose Bailey seconded the motion. All in favor said aye, and the motion was carried.

V. OLD BUSINESS:

Synita Mathis entertained for a motion to approve the addendum to be included as additional information to the October 6, 2021 Called Executive Board meeting minutes. Michael-Angelo James made a motion. Michael Garvin seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried for the addendum to be included as additional information, to the October 6, 2021 Called Executive Board meeting minutes.

VI. NEW BUSINESS:

A. Resignation of Lee Lewis, Appling County, Public Sector Board Member

Shelli Tyre, Interim Executive Director, reported on a resignation letter received from Mr. Lee Lewis. He wrote that due to scheduling conflicts with his employer, he felt like it was in the best interest of action pact that he allows someone else to represent the Public Sector of Appling County.

Synita Mathis entertained for a motion to accept the resignation letter from Lee Lewis. Michael-Angelo James made a motion. Walter Gibson seconded the motion. Mrs. Mathis called for a vote. All in favor said aye, and the motion was carried to accept the resignation letter from Lee Lewis.

B. Mission Moment – Shelli Tyre, Interim Executive Director

Dr. Tyre stated the **Mission Moment** today focuses on an action pact employee who is very mission oriented.

This person has all the following qualities:

- Committed to her mission
- Sets high standards
- Puts the mission of her work ahead of her own personal needs
- Completes the tasks needed to complete the mission, despite any obstacles that may arise
- She does not quit or accept defeat
- Being disciplined and following rules
- Works together as a team
- Respects the team
- Leads a team effectively and motivates team members

Today's Mission Moment is about Lynn Platt, Pierce County Senior Center Manager. Ms. Platt was asked to host a Farmer's Market, and not only did she agree, but she also added so much to it that it became a full-fledged Carnival with popcorn and ice cream!

Ms. Platt always gets feedback from her seniors after each activity, to see what they liked or didn't like. This allows her to focus on what works and drop that which doesn't. Ms. Platt is constantly recruiting volunteers too.

Ms. Platt received a AAA grant of \$2,000 for fresh fruits & vegetables for the seniors in the Pierce County Senior Center and other seniors in need in Pierce County. Ms. Platt didn't have to, but she showed up at Walmart with multiple buggies full of fresh fruits and vegetables, giving them away to people in need.

Ms. Lynn Platt was also recognized for the Pierce County Bright Spot Award of 2021 because she emulates grace, enthusiasm, and love of community. Additionally, Ms. Platt was also awarded the Rosalyn Carter Institute Family Caregiver of the Year Award for 2021, for the state of Georgia. Ms. Platt cares for her disabled uncle, ever since she was 18 years old!

Ms. Platt spoke about her love of laughter and had everyone in the room participate in a small ice breaker activity and to laugh! She explained that she took a Master Yoga class and learned about the wonderful side effects of laughter on a person. Ms. Platt also shared a funny memory with her Pierce County Seniors when they took a trip to the movies in Jesup, to see "Dr. Strange." At the time, no one knew that they should have seen the previous movies in this saga, to understand what was happening in this movie. So, they all sat for two hours, eating popcorn and not knowing what in the world the movie was about! There was much laughter after the movie, when everyone gave their opinion of what the movie was about.

Ms. Platt also explained an activity the Pierce Co. Seniors enjoy – that is called "Bingo-Cise". It is a combination of Bingo and exercise. They recently had a graduation of that class, complete with caps and gowns too. One older gentleman commented that he had never graduated from high school, so this was his first

graduation...and he was so proud and happy. Moments like these fill the heart of Lynn Platt and encourage her to continue to serve others with such talent, wisdom, and genuine love of life and for others.

C. Transition Committee Report

The Transition Committee is composed of Leonard Burse, Jr., Clarence Washington, Kim Morgan and Bobby Kennedy. Mr. Washington stated the purpose of this committee is to look at current documents and to do a fair and good job at hiring a new Executive Director for the action pact agency.

D. Head Start Program Report – Amanda Lankford, Head Start Director

Mrs. Lankford reported on the April, May & June Policy Council documents, credit card expenditures, the Information from the Office of Head Start, and Enrollment/Recruitment Updates.
(See information in the Board packet.)

Mrs. Lankford specifically noted a Monitoring Report – received June 2, 2022, that had One Area of Deficiency. This was because of a situation when a child bit a teacher, and the teacher had a reflex response and hit the child. The Head Start teacher was immediately terminated because of that situation. However, the Head Start department is appealing this area of deficiency, due to a reflex response. Ms. Lankford is also finding more training for all teachers – Positive Approaches to Dealing with Child Behaviors.

Mrs. Lankford commented she needs approval for the Community Assessment, Short & Long-Term Goals, and Self-Assessment, which were sent to Board members prior to the meeting to allow time to review them carefully. Synita Mathis entertained for a vote to approve these items. Michael-Angelo James made a motion. Tina Smith seconded the motion. Ms. Mathis asked if there was any discussion. Hearing none, she asked for a vote. All in favor said aye and the motion was carried to approve the Community Assessment, Short & Long-Term Goals, and Self-Assessment.

Synita Mathis entertained for a motion to approve the Head Start report as given by Amanda Lankford, Head Start Director. Michael-Angelo James made a motion. Rose Bailey seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the Head Start report. (See the entire Head Start report in the board packet.)

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

Mrs. Eason reported on the Health and Wellness of action pact. There was a total of 38 consults to RelyMD from April 22, 2022 – July 5, 2022. There were 30 returning members and 8 first time members. The June Wellness Initiative was on emotional well-being, to bounce back when going through rough times. Human Resources Metrics since 4/26/2022: New hires – 16; Terminations – 13 A Retention Incentive Policy was also included in the HR report but will be reworded and presented for Board approval at a later date.

Synita Mathis entertained for a motion to accept the Human Resources report as given by Sonja Eason. Walter Gibson made a motion to accept the report. Anthony Simmons seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye and the motion was carried to approve the Human Resources report. (See entire HR report in the board packet.)

F. Fiscal Report – Hayley Stephens

Ms. 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.

The fiscal department is working on closing out a few grants that end June 30th. The remaining grants will close late summer and fall. It is anticipated for a smooth year end close for all grants.

The remaining PPP funds of \$1.7 million were returned to the SBA in May. The financials reflect this transaction with a decrease in both cash and the liability account.

Synita Mathis entertained for a motion to accept the Fiscal report. Michael-Angelo James made a motion. Rose Bailey seconded the motion. Ms. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried. (See entire Fiscal Report in the board packet.)

G. Information Technology Report – Joey Wilkes, IT Director

Joey Wilkes, IT Director, gave the Information Technology report.

- Long County Service Center Senior Computer Lab set up. The Seniors are enjoying using them and some are very tech-savvy.
- Right Signature & Citrix Share File set up for Head Start Family Advocates. This makes things more HIPPA compliant.
- KnowB4 Cyber Penetration Testing ongoing. Overall, the agency staff are doing an excellent job determining safe and unsafe emails. Only 6% are phishing prone, and they are receiving extra training on this issue.
- Service Innovation Team (Single Point of Entry) DAS ongoing

Synita Mathis entertained for a motion to accept the Information Technology report. Rose Bailey made a motion. Michael-Angelo James seconded the motion. Ms. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried.

H. Development Report – Elena Ryals, Development Director

Elena Ryals, Development Director, reported on the following:

- Transportation Project Update -- Action pact will complete the NCMM grant Learning Launch period in September, with all spending closed out in July. As part of the close-out, interviews have been conducted with riders, partners, and drivers. This feedback will be used for grant reporting and to incorporate into a presentation to be given at the upcoming GCAA conference in Savannah.
- Community Care Corps Local Models Program (DHHS) -- funding opportunity to develop a replicable model of a volunteer-based senior service project.
- Drawdown Georgia Climate Solutions & Equity Grant -- potential grant opportunity for a 2-year grant that would focus on one of 10 climate solutions. The most likely fit for action pact would fall under Energy Efficiency Improvements and could potentially compliment the work done in the Weatherization department.

Synita Mathis entertained for a motion to accept the Development report. Michael-Angelo James made a motion. Rose Bailey seconded the motion. Ms. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried.

I. Program Reports

CASA – Court Appointed Special Advocates – Anna Wall, CASA program director, was in court and unable to attend this Executive Board meeting. The CASA program report is in the board packet.

Community Care Services Program – Linda Steedley, Director

- The goal of the Community Care Services Program is to help seniors and the disabled remain in their homes and communities and avoid nursing home placement. Their program year began July 1st and since then they have served a total of 1,283 unduplicated clients. (1048 in the Heart of GA and Coastal area and 203 in the Southern area.)
- The Federal Public Emergency Health Order has not been lifted for the frail elderly, so the CCSP program is not required to make home visits. Once the order is lifted, the program will have six months to be fully compliant in making home visits to all clients. CCSP staff is now preparing for that order by going to see some clients in person now, about 5-10 clients per month.
- The CCSP department is going to join with the Weatherization Program to help clients that are needing a ramp to enable them to leave their home safely. CCSP will use \$20,000 in surplus dollars to pay for the supplies and the Weatherization staff's time to build the ramps for the CCSP clients. Both programs joined forces several years ago and the project was a huge success. It is anticipated to build approximately 8–10 ramps.

However, the number of ramps that can be built will depend on the cost, as lumber and material costs have skyrocketed. (See the entire CCSP report in the board packet.)

Educational Talent Search – Carolyn Blackshear, ETS Director

- Mrs. Blackshear reported the ETS program has a total number of enrolled eligible program participants of 1,063.
- ETS Summer Camp Sessions – An eight week “Summer Nucleus Robotics Course Camp” is being held in the conference room at the Reidsville area office. Miniature robots were given to each of the students to work with in coding and trouble shooting. This camp will be held every Thursday beginning July 7th – August 24th, 2022. (See entire ETS program report in the Board Packet.)

Community Services – Diane Rogers, Director

- Nutrition Program for the Elderly – all sites have been monitored and there were no major findings. Additional training is being provided for sites that had minor infractions. “Older American’s Month” was celebrated at all sites. Videos of participants sharing stories and what their center means to them were shared on the agency’s social media page.
- Community Services – CSBG CARES funds have been used to assist 417 households at risk of eviction since October 1, 2021. Fiscal year 2022 CARES payments to landlords total \$407,133.
- 486 direct benefit payments totaling \$428,102.49 have been made since the fiscal year 2022 began on October 1, 2021. (CSBG CARES, Okefenokee Rural EMC, Project Share, etc.). This total represents crisis intervention payments to prevent loss of housing and/or basic services, employment support, education support, childcare, and transportation assistance. (See entire Community Services program report in the Board packet.)

Weatherization – Jeff Miller, Weatherization Director

- This year’s National Community Action Partnership (NCAP) convention will be held in New York.
- GEFA is planning to use both hot and moderate regions. Unsure of exact timeline for implementation. It depends in part on how quickly DOE reviews and approves the plan. (See the entire Weatherization program report in the Board Packet.)

Synita Mathis, Executive Board Vice Chair entertained for a motion to approve the program reports. Michael-Angelo James made a motion. Walter Gibson seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the program reports.

J. Grants/Awards – Shelli Tyre, Executive Director (Interim)

Shelli Tyre, Executive Director (Interim), read and briefly explained the Grants/Awards listings provided in the Executive Board meeting packets. The grants total for the July 18, 2022 meeting was \$11,903,686.57. (See Grants/Awards listings in the board packet.)

Synita Mathis, Executive Board Vice Chair, entertained for a motion to approve the Grants/Awards. Walter Gibson made a motion. Rose Bailey seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the Grants/Awards.

K. Executive Directors Report – Dr. Shelli Tyre, Executive Director (Interim)

Shelli Tyre, Executive Director (Interim), provided a Transition Update, stating that she has met with each program director to determine what is working well and what needs some improvement. Feedback concluded that communication and consistency are two areas to concentrate on.

Two goals of the Strategic Plan have been accomplished:

- Develop & implement an organization-wide dashboard to track and report organizational and program outcomes.
- Build organizational capacity by diversifying revenue streams and increasing unrestricted fund balances.

Upcoming Activities:

- Business After Hours, Tattnall Co. Senior Center, October 11, 2022 at 6 pm
- Annual Meeting -- November

(See the entire Executive Director's report & Dashboard in the board packet.)

Synita Mathis, Executive Board Vice Chair, entertained for a motion to approve the Executive Director's report. Tina Smith made a motion. Michael-Angelo James seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the Executive Director's report.

Synita Mathis, Executive Board Vice Chair, entertained for a motion for the Executive Board to go into an Executive Session to discuss personnel. Clarence Washington made a motion. Michael-Angelo James seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the called Executive Session.

All action pact staff exited the room, and the Executive Board began the Called Executive Session at 11:33 am. The Executive Session ended at 12:23 pm and action pact staff re-entered the room.

VII. Adjournment

Synita Mathis, Executive Board Vice Chair, declared adjournment of the Executive Board meeting at 12:24 pm. Everyone was invited to stay and eat the boxed lunches prepared by Firehouse Subs.



Gloria Paulk, Corporate Secretary



Jo Anne Brooks, Executive Assistant