



EXECUTIVE BOARD MEETING

**Monday, September 19, 2022
10:00 a.m.**

MEMBERS PRESENT:	ROSE BAILEY WILLIAM GEORGE BOBBY KENNEDY SYNITA D. MATHIS GLORIA PAULK TINA SMITH ETHELYN CREECH KIM MORGAN	MICHAEL GARVIN WALTER GIBSON MICHAEL-ANGELO JAMES CATHY BENTON ANTHONY SIMMONS CLARENCE WASHINGTON JAMES THOMAS, SR.
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MEMBERS <u>NOT PRESENT</u>:	LINDA MCDUFFIE	SAM EDGAR
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MEMBERS NOT PRESENT WITH EXCUSED ABSENCES: LEONARD BURSE, JR.

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT: TIFFANY LANNING

OTHERS PRESENT:	SHELLI TYRE ELENA RYALS JEFFREY MILLER JO ANNE BROOKS HUEY SPEARMAN TINA HENDLEY ANNA WALL MIKE MAHLUM	HAYLEY STEPHENS AMANDA LANKFORD DIANE ROGERS SONJA EASON CAROLYN BLACKSHEAR JOEY WILKES TINA HENDLEY
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- I. CALL TO ORDER:** Synita Mathis, Executive Board Vice-Chairman, called the action pact Executive Board meeting to order at 10:03 am in the meeting room at “Sarah’s in the City” restaurant, located at 1686 Golden Isle West, in Baxley, Georgia and via a Microsoft Teams Meeting 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 15 Executive Board members. (See attached roll call copy.)
- IV. APPROVAL OF AGENDA AND BOARD MINUTES:**
Synita Mathis entertained for a motion for approval of today’s agenda and also the minutes from the July 18, 2022 Executive Board meeting. Michael-Angelo James made a motion. Walter Gibson seconded the motion. All in favor said aye, and there were none opposing. The motion was carried to approve today’s agenda and the minutes from the July 18, 2022 Executive Board meeting.

V. OLD BUSINESS: None

VI. NEW BUSINESS:

- A. Resignation of Memie Boney, Evans County, Private Sector Board Member**
Shelli Tyre, Interim Executive Director, reported on a resignation letter received from Ms. Memie Boney. She wrote that even though she enjoyed her brief association with action pact, her schedule does not allow her to serve on the action pact Board any longer.

Synita Mathis entertained for a motion to accept the resignation letter from Memie Boney. Walter Gibson made a motion. Cathy Benton 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 Memie Boney.

- B. Staff Retention Incentive Policy – Sonja Eason, Human Resources Director**
The Staff Retention Incentive Policy was previously approved via email voting. It was requested that the policy be revisited to ensure that Board members had no lingering questions.

Mrs. Sonja Eason stated the action pact retention incentive policy will operate on a periodic basis, but not necessarily on an annual basis. Budget meetings will be held to determine if funds will allow for retention incentives. If funds allow, staff will receive their incentives on or before the fiscal year ending date. Any excess of funds in the personnel budget line item can be used toward staff retention incentives.

Employees eligible for incentives are those who are full-time and complete at least one year of service with the agency. Part-time employees with one year of service who regularly work 20 hours or more hours per week are also eligible to participate under this policy. Temporary and non-regularly scheduled on-call employees, regardless of the number of hours worked, are not eligible to participate.

There were no additional questions about the policy.

- C. Mission Moment – Shelli Tyre, Interim Executive Director**
Dr. Tyre stated the Mission Moment today focuses on a senior's need being met in Clinch County. When Rebecca Scott, action pact Clinch County Coordinator in Homerville, sees a need, the wheels start turning – literally in Dorothy Trim's case! After Ms. Trim walked to action pact's Clinch County Service Center two times with grocery bags in hand, Rebecca Scott and Temp worker Denise Sinqufield started brainstorming solutions to the senior's transportation challenges. If 67-year-old Trim was unable to get a ride, she walked – even to the grocery store and back. That's when the Center Coordinator realized an adult tricycle would be perfect for the spry senior! She enlisted the aid of Angela Jones at the Senior Citizens Center, who agreed to contact Scott Courson, Director of the Southern Georgia Regional Commission's Area Agency on Aging (AAA) in

Waycross. At Mr. Courson's request, Rebecca called him and shared Ms. Trim's story. He immediately started searching online for an adult tricycle and found one that he felt would be a perfect fit. The tricycle was purchased, assembled, and presented to Ms. Trim. The moment she saw it, she wanted to take it for a spin. Rebecca and Denise said she took just a few practice laps around the parking lot before pedaling off proudly on her new set of wheels.

This mission moment was an example of teamwork between different agencies to make a big improvement in the life of a senior citizen.

D Transition Committee Report – Clarence Washington, Jr. was not yet present at the meeting when this report was to be given. It was postponed until later in the meeting once he arrived.

E. Head Start Program Report – Amanda Lankford, Head Start Director
Mrs. Lankford reported on the July & August Policy Council documents, monthly statistical and programmatic information, financial reports, credit card expenditures, the Information from the Office of Head Start, Enrollment/Recruitment Updates and Program Update.

The WEX credit card in June was \$2,600.21 and in July was \$1,895.01.

The VISA credit card in June was \$10,492.27 and in July was \$20,410.21.

The current enrollment as of 8/30/22: Head Start – 449 & Early Head Start – 214. Head Start currently has 39 staff vacancies. The following classrooms have been closed due to staff shortages: Charlton Co. – 1 HS classroom, Hazzard Hill – 3 EHS classrooms & 1 HS classroom, Toombs Co. HS – 1 classroom, and Ware Co. 3 HS classrooms.

Head Start Pre-Service was held on August 3rd & 5th in Vidalia. Staff learned from three speakers and enjoyed the beautiful singing from two Head Start staff. Center Visits and Parent Orientation was held at all centers during the week of August 1st. Early Head Start, Head Start and Pre-K started school on August 8th. All of the children are adjusting well, and everyone is off to a great start. Parents and Community Volunteers are welcome to volunteer in the Head Start centers this year, as the COVID restrictions have been lifted.

All eligible Head Start staff received the \$500 retention bonus and everyone was very grateful and appreciative. Head Start would like to offer another bonus in October, due to being under budget.

Amanda Lankford requested approval for the FY22 Non-Federal Share Waiver of \$550,000. Synita Mathis entertained for a motion. Cathy Benton 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 FY22 Non-Federal Share Waiver of \$550,000.

Synita Mathis entertained for a motion to approve the Head Start report as given by Amanda Lankford, Head Start Director. Michael Garvin 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 Head Start report. (See the entire Head Start report in the board packet.)

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

Mrs. Eason reported on the Health and Wellness of action pact. There was a total of 24 total consults to RelyMD from July 6, 2022 – August 26, 2022. There were 22 returning members and 2 first time members.

Human Resources Metrics: 335 Full time; 14 Part-time; New hires – 17; and Terminations – 16 The Retirement Plan currently has 7.2 million and 795 participants. Plans are being made for a “Chug a Jug Water Challenge” and Portion Plates for food.

Synita Mathis entertained for a motion to accept the Human Resources report as given by Sonja Eason. Kim Morgan made a motion to accept the report. 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 Human Resources report. (See entire HR report in the board packet.)

G. Fiscal Report – Hayley Stephens, Fiscal Director

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 annual 990 tax form has been completed and is in the process of being filed. The 2023 agency budget was included in the board packet for Executive Board review.

Synita Mathis entertained for a motion to accept the Fiscal report. Michael-Angelo James made a motion. Anthony Simmons 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.

Synita Mathis entertained for a motion to accept the 2023 agency budget. Anthony Simmons 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.)

H. Information Technology Report – Joey Wilkes, IT Director

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

- CSBG Computer Refresh – Joey has upgraded/replaced 23 computers in the CSBG department at the Service Centers.

- Effingham Network Upgrade – DSL speed was doubled at no extra charge. He is looking into fiber options for Effingham Co. and Long Co. Service Centers. ATC can't provide service at either site.
- CCSP Phone upgrades
- KnowB4 Cyber Penetration testing is ongoing. Only three people, out of all the action pact staff, failed by clicking on the cyber test this quarter.
- Service Innovation Team (Single Point of Entry) DAS is ongoing. It is moving forward with the single point of entry with "Unite Us Georgia". A meeting/training event is planned for October 3rd with Gregory Rosso. Mr. Wilkes stated he is very excited about this upcoming meeting.

Synita Mathis entertained for a motion to accept the Information Technology report. Rose Bailey made a motion. Walter Gibson 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 to accept the Information Technology report.

I. Development Report – Elena Ryals, Development Director

Elena Ryals, Development Director, reported on the following:

- 1) Current grant opportunities:
 - Thanks Mom & Dad Organization
 - DECAL – aimed at Early Childhood
 - Food Lion Feeds Program – for food pantries
- 2) DCA Homelessness program update – OATH is the service provider. Mrs. Ryals stated that Shelli Tyre would share more information about this during her report.
- 3) Transportation Project Update – The contract is now closed out. Some additional funding through Waycross is being used to continue transportation right now. The three drivers are covering all the GED students that are wanting transportation. The money from Waycross will last through the end of this calendar year. A decision will have to be made to determine if we want to continue with this Transportation project and possibly partner with another organization to provide another vehicle.
- 4) 2021 Annual Report Snapshot information was handed out to board members.

Synita Mathis entertained for a motion to accept the Development report. Michael-Angelo James made a motion. Anthony Simmons 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 to accept the Development report.

J. Program Reports

Community Services – Diane Rogers, Director

- September is Senior Center month, and all centers have lots of special events planned to celebrate, including trips, special guests, and other celebrations.
- Candler County Senior Center will host an Open House in October to showcase the updated facility. The tentative date is Tuesday, October 25th.

- All Senior Centers are now equipped to utilize technology to provide wellness activities for the seniors and have reported that the seniors enjoy the additional programs.
- CSBG CARES funds have been used to assist 537 households at risk of eviction since October 1, 2021. Fiscal year 2022 CARES Payments to landlords total \$513,891. The program ends September 30th.
- 639 direct benefit payments totaling \$514,334 have been made since 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.
- The Low-Income Home Water Assistance Program (LIHWAP) has served 3,572 households with a total of \$1,189,892 leaving a balance of \$650,381. The average benefit payment is \$333.
- Volunteers are needed for a Golf Tournament in McRae on October 15th. The money from the tournament is given to support nutrition in all counties. (See entire Community Services program report in the Board packet.)

CASA – Court Appointed Special Advocates – Anna Wall, Director

- A number of CASA recruitment events were held since the last Executive Board meeting.
- Four new volunteers were registered and attended the CASA Volunteer Training Class on September 19, 2022.
- Lives were changed with five children returned to their mother's. (See entire CASA program report in the Board Packet.)

Community Care Services Program – Linda Steedley, Director

- Tina Hendley reported on the CCSP Program for Linda Steedley. 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.
- 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. To prepare for this, the staff are making a few home visits to see what issues may arise when they officially start back visiting the clients in their homes. Until the order is lifted, they are continuing to do assessments, care plans, and monthly contacts by phone.
- The CCSP department joined with the Weatherization Program to help clients that are needing a ramp. CCSP will use \$20,000 in surplus dollars to pay for the supplies and the Weatherization staff's time to build the ramps. Both programs joined forces several years ago and the project was a huge success. The number of ramps that can be built will depend on the cost, as lumber and material costs have skyrocketed. The Weatherization

staff has built 2 ramps so far, and 10 more planned. The clients are ecstatic about being able to leave their home safely.

- If you know of any civic club, organization, Sunday School class or Senior Group that would like a presentation of the CCSP program, please contact Linda Steedly at 912-285-6179. (See the entire CCSP report in the board packet.)

Educational Talent Search – Carolyn Blackshear, ETS Director

- Mrs. Blackshear reported the ETS program had exceeded its enrollment quota by the Department of Education for the 2021/2022 year. The total participant enrollment number to be reported for the year will be 1,041 (required was 1,021).
- ETS Summer Camp Sessions – An eight week “Summer Nucleus Robotics Course Camp” was 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 was held every Thursday beginning July 7th – August 27th, 2022. At the closing ceremony, each student received their “Nucleus Robotics Level 1 Course” certificate and their \$120 check. Over twenty parents and grandparents attended the Robotics luncheon and awards ceremony. (See entire ETS program report in the Board Packet.)

Weatherization – Jeff Miller, Weatherization Director

- The state of Georgia will receive \$84,313,639 in additional infrastructure funding to be spent over a 5-year period. In the first installment, agencies will receive 15% of the infrastructure to be used as a ramp up for hiring, vehicles and equipment. (See the entire Weatherization program report in the Board Packet.)

Synita Mathis, Executive Board Vice Chair entertained for a motion to approve all the program reports. William George made a motion. Tina Smith 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.

- D. Transition Committee Report – Clarence Washington, Jr., Board Member**
The Transition Committee is composed of Leonard Burse, Jr., Clarence Washington, Kim Morgan, and Bobby Kennedy. 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.
Mr. Washington reported the Executive Director position was posted on-line through September 30th and would remain open until the position is filled.

- K. Grants/Awards – Shelli Tyre, Executive Director (Interim)**
Shelli Tyre, Executive Director (Interim), read and briefly explained the Grants/Awards listing provided in the Executive Board meeting packet. The grants total for the September 19, 2022 meeting is \$566,401.00.

(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. William George 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.

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

Shelli Tyre, Executive Director (Interim), reported on the Single Point of Entry goal system that will better track clients, goals, and data. Progress toward this goal is action pact partnering with “Unite Us” as a first step in the process. This will allow us to explore the single point of entry at no cost.

The following two goals on the Strategic Plan have been completed:

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

The action pact Dashboard handout was distributed to board members and directors at the meeting. Dr. Tyre explained the progress on the dashboard, including watching the unrestricted balance closely within the coming months.

Agency Updates:

- Staff Incentive Feedback – All staff greatly appreciated the incentive!
- National Community Action Partnership Conference – This conference was held in New York City and attended by 24 staff from the action pact agency. Dr. Tyre shared that these were some of the best work classes at a conference.
- Center Visits – Dr. Tyre stated that staff wants to see agency leadership. She is going to all action pact facilities to talk to staff. She has visited 20 centers since July 1st.

Upcoming Events:

- Business After Hours – Tattnall County Senior Center – Oct. 11th 6 pm
All board members are invited to attend this event.
- Annual Meeting & Board Meeting – Friday, November 18th, Vidalia Community Center. Mr. Anthony Sparks is the guest speaker. A brief board meeting will be held prior to the Annual Meeting. A delicious catered lunch will be provided.
- All Board members were encouraged to complete their STAR BOARD requirements by the end of 2022 to be eligible for recognition.
- Wayne County Senior Center – Mr. James Thomas assisted with this grant through his role as a County Commissioner. The agency appreciates his efforts.
- There are currently three openings on the Executive Board of Directors –

Evans County – Private Sector, Appling County – Public Sector, and Atkinson County – Target Sector. If you know of anyone qualified for these openings, please contact Dr. Tyre.

- Dr. Tyre also updated the Board on the ESG Homelessness grant through DCA. DCA will be stretching the contract into a second year but is not allowing any administrative funds. The agency is negotiating with DCA in hopes of reaching an agreement in which homeless clients can continue to be served by OATH and the agency can cover its expenses in administering the grant. (See the entire Interim Executive Director's report & Dashboard in the board packet.)

Synita Mathis, Executive Board Vice Chair, entertained for a motion to approve the Interim Executive Director's report. James Thomas 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 Interim Executive Director's report.

M. Executive Session

Synita Mathis, Executive Board Vice Chair, entertained for a motion for the Executive Board to go into an Executive Session to discuss personnel. Michael Garvin made a motion. Cathy Benton 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 11:01 am.

Discussion was held between Executive Board members during the Executive Session.

Synita Mathis entertained for a motion to come back into a regular session of the meeting at 11:27 am. Anthony Simmons made a motion. James Thomas 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 return to the regular session of the Executive Board meeting.

VII. Adjournment

Synita Mathis, Executive Board Vice Chair, declared adjournment of the Executive Board meeting at 11:29 am. Everyone was invited to stay and eat the delicious luncheon buffet prepared by Sarah's in the City restaurant.



Gloria Paulk, Corporate Secretary



Jo Anne Brooks, Executive Assistant