

Location: 107 Old Airport Road Vidalia, GA 31513

MEMBERS PRESENT:

Rose Bailey	Walter Gibson
Leonard Burse, Jr	Cathy Benton
Michael Garvin	Linda McDuffie
Clarence Washington	Bernita Lewis
Marcus McCray	Ethelyn Creech
Gloria Paulk	Donna Gibson
Tina Smith	Synita Mathis
Dawn Garcia	Michael - Angelo James
Anthony Simmons	
Bobby Kennedy	

MEMBERS NOT PRESENT :

James A, Thomas, Lee Lewis

MEMBERS ONLINE:

JoAnn Strickland

HS POLICY COUNCIL CHAIRPERSON PRESENT:

Sierra Eason

OTHERS PRESENT:

Huey Spearman
Diane Rogers
Sandra Maignan
Patricia Cain
Angela Carr
Hayley Stephens
Sonja Eason

a. Welcome statement by Mr. Burse.

- I. **CALL TO ORDER:** Leonard Burse, Jr., Executive Board Chairman, called the action pact Executive Board meeting to order at 10:20 a.m. at “The Vidalia Community Center” in Vidalia, Georgia.
- II. **INVOCATION:** Mr. Bobby Kennedy, Executive Board member, gave an invocation to begin the meeting.
- III. **ROLL CALL:** Patricia A. Cain, Executive Administrative Assistant, made the roll call. A quorum was established with a combined total of 18 members physically present and one member on the phone, making a total of 19 Executive Board members and the policy council member. Mr. Burse entertained a motion for the seating of the new board member Ms. Donna Gibson, and to re-seat returning board members. Mr. Leonard Burse called each returning board name.

Rose Bailey
Cathy Benton
Leonard Burse Jr.
Walter Gibson

Michael Angelo-James
Synita Mathis
Linda McDuffie
Walter Gibson

Gloria Paulk
Clarence Washington Jr.
Linda McDuffie
Walter Gibson

Ms. Rogers introduced Ms. Gibson to the board, and stated that she was from Brantley County, and was appointed to replace Ms. Kim Morgan. Ms. Gibson spoke to the board and told a little about herself. Mr. Burse called for discussion; there was none, all in favor say aye, none opposing; and the motion was carried.

Motion: Mr. Burse

Moved by: Mr. Bobby Kennedy

Seconded by: Ms. Dawn Garcia

Quorum confirmed? (yes) (no)

IV. APPROVAL OF AGENDA AND BOARD

MINUTES:

a. Minutes from last meeting dated: September 15 2024

Leonard Burse, Jr. Executive Board Chairman, entertained for a motion to approve the agenda for today's meeting and the board minutes of September 15, 2024 meeting. The motion was carried to approve today's agenda, and the approval of the minutes from the Executive Board meeting held on September 15, 2024. Mr. Burse asked for discussion none given. All in favor said aye, and there was no opposing. The motion was carried.

Motion: Mr. Burse

Moved by: Ms. Dawn Garcia moved to approve the agenda and minutes as presented.

Seconded by: Mr. Bobby Kennedy seconded the motion.

V. OLD BUSINESS:

At this time Mr. Burse called for old business and proceeded to announce that today we will be covering our final revision of the Employee Grievance Policy. He then relinquished the floor to Mr. Huey Spearman, the agency lawyer. Mr. Huey Spearman stated that he will try to be short and thank whoever decided to number the pages. Ms. Rogers said that the pages would be numbered from now on. Mr. Spearman asked that the Board remember that the complaint procedure is different from the grievance procedure. He went to explain both procedures, he went on to say that the steps are outlined in the manual. He stated that the manual could be retrieved from the website or the employee portal. Steps were listed as to how a complaint would be submitted. Timelines were given as to the handling of the complaints, he asked for questions there were none, Mr. Burse made sure that there were no questions from Ms. Mathis.

Mr. Spearman then turned to the grievance policy which was found on page 49 of the board packet, he stated that there not a lot of changes in this area either, he explained again what a grievance is, and the procedures are outlined as discussed before the steps to follow. In step number six, Mr. Spearman stated that they added that the HR director will forward the response to the employee within 24 hours, this is after the process has been gone through and the final decision made.

- The Executive Director will follow the procedure set forth in the policy.
- The HR committee board members won't have the authority to suspend or terminate the Executive Director, but they can make a recommendation to the executive board.

Mr. Spearman, explained that in the last comments that we did not want to leave out the HR committee from being able to participate in a final board decision, but recommendations can be made.

Mr. Spearman reiterated the definition of a grievance and outlined the previously discussed procedural steps to follow. He asked if anyone had questions. Mr. Burse ask if all minds were clear, he entertained for a motion to accept the final revision of the Policies and Procedures Manual.

Motion: Mr. Burse

Moved by: Ms. Dawn Garcia

Seconded by: Ms. Tina Smith

Ms. Rogers ask the question if this would be to approve the entire revised manual, it was agreed that this motion would be for the approval of the Employee Policy and Procedures Manual, Mr. Burse ask for discussion there was none, all in favor said aye no opposes the motion was carried.

VI. Committee Reports

6a. No report to present

VII. NEW BUSINESS:

A. Executive Board Birthdays: Ms. Rogers, the Executive Director recognized the following Board members' birthdays. Dawn Garcia, Nov. 12th, Michael-Angelo James, Nov.25th, Gloria Paulk Oct. 31st, Walter Gibson,Nov.18th, Bernita Lewis, Nov. 20th, and Tina Smith, Nov. 2nd. Ms. Rogers said that she would do the same favor she did for everyone else, she would not sing.

VIII. PROGRAM REPORTS:

A. Head Start Report: Presented by: Angela Carr

Director, Ms. Carr provided enrollment and recruitment updates, In addition to financial reports and monthly credit card usage.

Monthly credit card usage:

- WEX- June \$1,684.59
- Visa- June \$2,033.15
- Monthly personnel reports

Information from the Office of Head Start since last meeting:

- We have received the 45-day notification letter for our CLASS (Classroom Assessment Scoring System) review. It was scheduled for the week of November 18th, however, because of the devastation of Hurricane Helene, Ms. Carr requested an extension, and it was approved.
- Office of Head Start is still sending information on the updated Program Performance Standards.
- Director Khari Garvin held a zoom call to check on all the grant recipients that were affected by Hurricane Helene and Milton. He asked what support was needed.

Enrollment/ Recruitment Updates:

- Current funded enrollment as of 10/31/ 2024- Head Start: 515 Early Head Start: 320
- Actual Enrollment as of 10/31/2024: Head Start- 368, Early Head Start- 217.

Ms. Carr informed the board of the counties that had Head Start and Early Head Start classrooms that were fully staffed and the ones that were closed. Ms. Carr stated that they are still considering making a change in scope application, which will reduce slots so they can raise salaries. However, they are waiting to see how many classroom they will not open after upcoming interviews are completed. They have reached the closed of the 2023-2024 grant period and everything is being finalized to see if we need to apply for an In-kind waiver.

For other Program Updates: See program summary

GRANTS/AWARDS FOR BOARD APPROVAL: None

OTHER ITEMS FOR BOARD APPROVAL: None

Mr. Leonard Burse, entertained a motion to accept the Head Start report given by Ms. Angela Carr. Mr. Burse call for discussion, hearing none he calls for a vote, all in favor say aye the motion carries to accept the Head Start report.

Motion: Mr. Burse

Moved by: Ms. Ethelyn Creech

Seconded by: Ms. Rose Bailey

B. Report: Presented by: Hayley Stephens

Director, Ms. Stephens gave an overview of the agency's assets and liabilities. Hayley stated that included for the board's review is the 2024-2025 agency budget of 28,827,337.00 there was no questions for Hayley.

For other Program Updates: See program summary
GRANTS/AWARDS FOR BOARD APPROVAL: None
OTHER ITEMS FOR BOARD APPROVAL: None

Mr. Burse, entertained a motion to accept the Fiscal report as given by Hayley. Mr. Burse called for discussion, hearing none, all in favor let it be known by saying aye, the motion was carried to Accept the Fiscal report given by Hayley Stephens.

Motion: Mr. Burse

Moved by: Mr. Cathy Benton

Seconded by: Ms. Rose Bailey

Mr. Burse then call for a motion to accept the agency's budget for 2024-2025. Motion was made to accept the agency's budget. Mr. Burse called for discussion, none given, he called for a vote all in favor said aye no opposing the motion carries to accept the budget for 20224-2025 in the amount of \$28,827,337.00

Motion: Mr. Burse

Moved by: Mr. Cathy Benton

Seconded by: Mr. Michael Garvin

C. Human Resource Report: Presented by: Sonja Eason

Director, Ms. Eason stated that she had two things to present really quick (1) open enrollment for benefits start December 1st and goes for two-weeks, there is no change in employee premiums. (2) we have requests for proposals out for another Human Resource Information System. We will be meeting with the top three we have chosen next week to make our decision.

For other Program Updates: See program summary
GRANTS/AWARDS FOR BOARD APPROVAL: None
OTHER ITEMS FOR BOARD APPROVAL: None

Mr. Burse entertained a motion to accept the Human Resources Report given by Ms. Sonja Eason. Mr. Burse calls for discussion, hearing none, he called a vote, all in favor let it be known by saying aye, the motion carries.

Motion: Mr. Burse

Moved by: Ms. Dawn Garcia

Seconded by: Ms. Rose Bailey

All other Program Updates Included in Board Packet

D. Executive Director Report: Presented by: Diane Rogers

Ms. Rogers stated that she needed to give an update on Long County, she said for years now Long has provided more financial support to the senior center than any other county, they were writing a check every month for \$13,400.00. There has been a huge shake up in Long, certain people are not there anymore. It has gotten really ugly with accusations of misuse of public funds, etc. We have not received a check from Long County for July, August or September. Ms. Rogers stated we have some surplus funds there due to COVID and CARES funding, but she is not sure how much longer we can keep the center open, maybe a couple of months.

All were given a copy of the risk assessment. Ms. Rogers stated we fared well on our risk assessment report. A few things, I want to highlight some of their suggestions, our governance was good, they did not find anything wrong. Facilities and building security, they recommend that everybody that enters a facility get a name badge, improve financial forecasting, and obtain legal review for all major contracts. The last risk assessment was done 2 years ago and there were many more suggestions, so we've made improvements. We are in good shape, but we have work to do. Mr. Burse entertained a motion to accept the Risk Assessment, a motion was made by Michael-Angelo James and seconded by Dawn Garcia to accept the Risk Assessment. Mr. Burse asked for discussion on the motion, there was none he called for a vote, all in favor said aye no opposing motion carries.

Ms. Rogers then handed out the current mission statement. All were in agreement to make no changes at this time and revisit a change after strategic plan is complete. Mr. Burse asked for a motion to approve the Mission Statement, Dawn Garcia made the motion that the mission statement be approved, motion seconded by Walter Gibson, the motion carries to approve the mission statement.

- We have not received CSBG or LIHEAP contracts for fiscal year 2025, which began October 1, 2024. There have been ongoing issues with our CSBG reimbursement as well as contracts for both programs. LIHEAP funds are advanced each year due to the large disbursements. CSBG funds are paid based on our expenditures. As of today, we have not received CSBG reimbursements for August or September.
- LDR ProSolutions has sent funding request letters to potential funders and is working on two funding proposals for the Ready2Connect program.
- We have received notification that we have been awarded funding for a Diaper Distribution Demonstration Project that should begin in January. The goal of the program is to provide diapers and wipes for Early Head Start families. The grant contains \$71,000 in administrative funds.

Ms. Rogers acknowledged the team's work in the aftermath of Hurricane Helene and stated that she was very proud of the way action pact team members responded to those in need, despite their own hardships after the storm. She stated that she was honored and humbled to lead this team.

Leonard Burse, Executive Board Chairman entertained a motion to accept the Executive Director's report, given by Diane Rogers, Michael Garvin made the motion it was seconded by Rose Bailey. Mr. Burse call 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.

E. GRANTS AND AWARDS

Executive Director, Ms. Diane Rogers presented the Grants/Awards to the board

- Weatherization, DOER-WX-HHS-2023-2024
HHS, funding period 10/01/2023-09/30/2024
Grant Amount \$896,395.63 (amended amount
\$189,071.15)
- Community Services Department, Heart of Georgia funding period
07/01/2024-06/30/2025
\$72,593.42(remaining ARPA funding)
- Community Services Department,
United Way of Southeast Georgia
United Way Funding period - 04/01/2024-03/31/2025\$2,400.00- Candler
County Service/Senior Center
- Community Services Department
United Way of Southeast Georgia
United Way Funding period- 01/01/2024-03/31/2025\$5,000.00- Tattnall
County Service/Senior Center

Total Grant/Awards are \$ 269,064.57

Mr. Leonard Burse, Executive Board Chair, entertain a motion to accept the Grants/Awards presented to the Board by Executive Director, Diane Rogers.

Motion: Mr. Burse

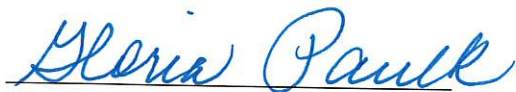
Moved by: Mr. Michael-Angelo James, Seconded by: Ms. Rose Bailey

Mr. Burse called for discussion, hearing none, he called for a vote, All in favor said aye, and the motion carries.

Leonard Burse, Jr. the Executive Board Chairman, stated that he appreciated the participation of the board members and thank them for there being at the Annual banquet and board meeting. He also stated that he was glad to see Ms. Paulk and Ms. McDuffie Walk into the meeting, they were alright, because they had been in an accident. Mr. Burse also welcomed Sierra Eason, the Head Start policy council chairperson and new board member Donna Gibson.

F. MEETING ADJOURNED: Meeting Adjourned at: 12:20 p.m.

Leonard Burse, Jr. Executive Board Chairman declared the meeting adjourned. Michael-Angelo James was asked to bless the food before leaving to join the banquet.



Gloria Paulk, Corporate Secretary



Diane Rogers, Executive Director