

MIDDLE GEORGIA COMMUNITY ACTION AGENCY, INC.
BOARD OF DIRECTORS
MEETING MINUTES
June 15, 2017

The Middle Georgia Community Action Agency, Inc. Board of Directors met at 121 Prince Street, Warner Robins, Georgia on Thursday, June 15, 2017 at 6:00 p.m.

Mr. Roy H. Watson, Jr., Chairman, called the meeting to order. Mr. Willie Shannon offered the invocation.

Chairman Watson welcomed Mr. Lonnie Ford, Twiggs County Commissioner, to the board. Mr. Ford will be representing Twiggs County as a public member.

On motion by Mr. Tom McMichael, second by Mr. Rodney Stewart, the minutes of the April 20, 2017 regular board meeting were approved as submitted.

PLANNING COMMITTEE:

Committee Chairman David Crenshaw reported that his committee had met prior to the regular meeting to review the United Way Standards of Excellence.

The committee examined the standards, indicators and any action steps needed. It was suggested that an annual board fundraiser be established to meet the standard for Fund Development by the Board's monetary contributions.

Mr. Tom McMichael made the suggestion that, at the next board meeting, all directors make a monetary donation. There was discussion regarding a coordinated effort to contribute to a needy family during the holidays as well. Staff was asked to coordinate this event.

On motion by Mr. David Crenshaw, second by Mr. Hansel Morris, the United Way *Standards of Excellence* was approved as submitted.

HUMAN RIGHTS COMMITTEE: No report.

FINANCE COMMITTEE:

Finance Committee Chairman Hansel Morris asked Larry Southerland, Director of Financial Operations, to review the financial narrative, income statement and balance sheet for the period ending May 31, 2017 which are made a part of these minutes.

Mr. Southerland reported that all payroll taxes had been paid on time. He provided a thorough review of the financial documents as well as extensive information on non-profit Community Action Program accounting principles.

Mr. Morris asked for a report from the Audit Committee. Mr. McMichael reported that they met with staff and the auditor. They reviewed the audit and made some recommendations regarding financial reporting.

After much discussion, on motion by Mr. Hansel Morris, second by Mr. Rodney Stewart, the financial reports were accepted as presented.

PERSONNEL COMMITTEE:

Chairman Watson reported that Committee Chairman Willie Shannon had requested that the board move into Executive Session for his committee report.

The board of directors voted to accept the performance evaluation of the Executive Director as presented by the Personnel Committee. A salary adjustment recommended by the Personnel Committee was approved as well.

DIRECTOR'S REPORT:

Executive Director Robin Sergent gave a report on the status of specific agency programs. Ms. Sergent provided the Board with a written report and handouts of the PowerPoint presentation which are made a part of these minutes.

Ms. Sergent reported that the agency had entered into a month-to-month contract with the Peach County Commission to provide 5311 Transportation Services. The commission will pay the portion of reimbursement that DOT does not reimburse to the agency.

Ms. Sergent reported that all 20 Head Start centers had completed the Georgia's Quality Rating and Improvement System process. Any center with a one star rating has agreed to meet standards that exceed the daycare licensing requirements. A rating of two stars means the program has demonstrated a commitment to meeting standards that exceed state health and safety requirements and scores well on the independent observation. A center that receives a three stars rating has demonstrated the above referenced commitments and scored high on the independent observation.

Four MGCAA centers received a 3 star rating, fifteen centers received a 2 star rating and one received a 1 star rating. Ms. Sergent provided two letters of commendation from the Regional Head Start office and the State Head Start Collaboration office congratulating the staff on these achievements.

Ms. Sergent reported on partnerships with Peach Family Connection, DFCS Region IV for Job Coach Services and collaboration with USDA Rural Home Ownership program. USDA will pay us \$1250 for every successful homeowner application submitted.

Emergency Food and Shelter funds have been allocated and are being distributed to qualified clients. A chart reflecting allocations by county was provided to board members.

On motion by Mr. Tom McMichael, second by Mr. Dean Cowart, the Director's Report was accepted as information.

OLD BUSINESS: None

NEW BUSINESS:

A copy of the agency by-laws and board policies was presented to each board member. The Executive Director reminded the board that these documents must be reviewed by the board at least every two years. She recommended that a special committee be convened to review the by-laws, board policies and board composition for possible amendments and to ensure compliance.

Chairman Watson appointed Mayor Eric Wilson, Mr. Dean Cowart and Mr. Tom McMichael to serve on this special committee. Eric Wilson will serve as chairman of that committee. The committee will meet for a work session prior to the next board meeting in August.

The Board was provided with a CSBG Risk Assessment tool to complete and turn in at the next board meeting.

Executive Director Robin Sargent presented the Head Start FY17 COLA application for the board's approval to submit. HHS instructions are for grantees to submit the 1% COLA increase through the application process with board and policy council approval. The due date for application submission is June 30, 2017.

On motion by Mr. Lonnie Ford, second by Mr. Rodney Stewart, the Head Start FY17 COLA Application was approved for submission to the Department of Health and Human Services.

The FY17 Contract to provide TANF Job Coach Services for Region IV DFCS was presented for approval.

On motion by Mr. Joe Collins, second by Mrs. Ellestene Stephens, the TANF Region IV Job Coach Services was approved for the signature of the Secretary.

ADJOURNMENT: On motion by Mr. Jesse Hall, there being no further business, the meeting was adjourned at 7:15 p.m.

Hansel Morris, Secretary

Present:

| | | | |
|--------------------|----------------|---------------|--------------------|
| Roy H. Watson, Jr. | Dean Cowart | Hansel Morris | Willie Shannon |
| Jesse Hall | David Crenshaw | Joe Collins | Tom McMichael |
| Shirley Rouse | Rodney Stewart | Eric Wilson | Ellestene Stephens |
| Lonnie Ford | | | |

Staff:

| | | |
|---------------|-------------------|---------------|
| Robin Sergent | Larry Southerland | Tammy Sosebee |
|---------------|-------------------|---------------|