

**MIDDLE GEORGIA COMMUNITY ACTION AGENCY, INC.**  
**BOARD OF DIRECTORS**  
**MEETING MINUTES**  
**September 21, 2017**

The Middle Georgia Community Action Agency, Inc. Board of Directors met at 121 Prince Street, Warner Robins, Georgia on Thursday, September 21, 2017 at 6:00 p.m.

Mr. Willie Shannon, Vice-Chairman, called the meeting to order. Mr. Jesse Hall offered the invocation.

Vice-Chairman Willie Shannon recognized new board member Mrs. Barbara Lundy, Jones County target population representative.

On motion by Mr. Jesse Hall, second by Mr. Rodney Stewart, and carried, the minutes of the August 24, 2017 board meeting were approved as presented.

No reports from Personnel, Planning or Human Rights Committees.

**FINANCE COMMITTEE:** Finance Committee Chairman Hansel Morris asked Mr. Larry Southerland, Director of Financial Operations, to review the financial narrative, income statement and balance sheet for the period ending August 31, 2017, which are made a part of these minutes. Mr. Southerland reported that Nichols, Cauley and Associates were in-house to complete the 2016 retirement account audit. Frank Erwin, CPA, is 40% complete with the agency independent audit.

On motion by Mr. Dean Cowart, second by Mr. Rodney Stewart, and carried, the financial report was accepted as information.

**DIRECTOR'S REPORT:** Executive Director Robin Sergent presented a report on the status of specific agency programs through a PowerPoint presentation. Ms. Sergent provided the Board with a written report and handouts, which are made a part of these minutes.

Ms. Sergent announced the introduction of iPad tablet usage at board meetings. Board members were still provided with documentation via binders but in addition they were able to view this same documentation on iPad tablets that had been strategically placed between every two board members. Over the next few months additional iPad tablets will be in place for every board member. Additionally, staff plans to provide proposals, plans and documents via email for advance review purposes.

Ms. Sergent provided information on the Head Start Self-Assessment process which will begin in November. Board members will be asked to participate in this

process by attending an orientation on the process and serving on a team of reviewers.

On motion by Mr. Dean Cowart, second by Mr. Jesse Hall, and carried, the director's report was accepted as information.

### **OLD BUSINESS:**

By-laws adoption was tabled at the August 24, 2017 to allow for review of proposed revisions.

On motion by Mr. Dean Cowart, second by Mr. Jesse Hall and carried, the Middle Georgia Community Action Agency, Inc. Governing Board by-laws were adopted as revised.

Committee assignments had been tabled previously due to board vacancies. The assignments were reviewed for approval. On motion by Mayor Eric Wilson, second by Mr. Dean Cowart, and carried, the proposed committee assignments were approved as submitted.

Nomination Committee Chairman Rodney Stewart reported that his committee had met on Thursday, August 31, 2017. Mr. Dean Cowart and Mr. Jesse Hall served on this committee. It was decided to nominate Mayor Eric Wilson as Chairman, with Mr. Dean Cowart as alternate if Mayor Wilson declined the nomination.

On motion by Mr. Jesse Hall, second by Mr. Dean Cowart and carried, Mayor Eric Wilson was elected Chairman of the Board.

**NEW BUSINESS:** Vice-Chairman Shannon asked Ms. Sergent to review the agenda items listed for board action.

Ms. Sergent provided the Board with copies of the Head Start Policy Council by-laws for their review. Board action on this item will be addressed at the October meeting under Old Business. Members were asked to review this document prior to the next meeting.

Ms. Sergent asked Mrs. Tammy Sosebee to provide information and training on Child Abuse Awareness. Handouts were provided and a brief PowerPoint presentation was delivered.

**COMMENTS:** Mr. Dean Cowart reported meeting with Warner Robins mayoral candidates who all expressed support for Middle Georgia CAA's mission. He reported that he asked and received verbal candidate support for MGCAA in our efforts to obtain CDBG funding for Housing Rehabilitation.

**ADJOURNMENT:** On motion by Mr. Dean Cowart, second by Mr. Jesse Hall, there being no further business, the meeting was adjourned at 6:45 p.m.

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Hansel Morris  
Secretary

Present:

Dean Cowart  
Barbara Lundy  
Betty Hill

Willie Shannon  
Rodney Stewart

Jesse Hall  
Hansel Morris

Eric Wilson  
Ellestene Stephens

Staff: Robin Sergent

Larry Southerland

Tammy Sosebee

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