

MIDDLE GEORGIA COMMUNITY ACTION AGENCY, INC.
BOARD OF DIRECTORS
MEETING MINUTES
October 19, 2017

The Middle Georgia Community Action Agency, Inc. Board of Directors met at 121 Prince Street, Warner Robins, Georgia on Thursday, October 19, 2017 at 6:00 p.m.

Mr. Eric Wilson, Chairman, called the meeting to order. Mr. Jesse Hall offered the invocation.

On motion by Mr. Rodney Stewart, second by Mr. Hansel Morris, the minutes of the September 21, 2017 board meeting were approved.

PERSONNEL COMMITTEE:

The Personnel Committee met on October 2, 2017. The purpose of the meeting was to review proposed revisions to Personnel Policies and Procedures.

On motion by Mr. Rodney Stewart, second by Mr. Hansel Morris, the revised Personnel Policies and Procedures were approved as submitted.

Chairman Wilson suggested that the board go into closed session. On motion by Mr. Dean Cowart, second by Mr. Rodney Stewart, and carried, the board moved into closed session at 6:15 p.m.

At 6:25 p.m. Chairman Wilson declared the closed session open.

On motion by Mr. Dean Cowart, second by Mr. Rodney Stewart and carried, to approve the Personnel Committee's recommendation to increase the Executive Director's salary.

PLANNING COMMITTEE:

Mr. Dean Cowart reported that the Planning Committee had met on October 10, 2017 for a work session on the Head Start Non-Competing Continuation Grant for FY 2018-2019. The committee met again prior to the full board meeting to review the final grant application and budget. Executive Director Robin Sergent reported that Policy Council had met on Tuesday, October 17, 2017 and gave their approval of the grant application.

On motion by Mr. Cowart, second by Mr. Jesse Hall, and carried, the Head Start Grant Application was approved for the Chairman's signature and submission to the Department of Health and Human Services.

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 September 30, 2017, which are made a part of these minutes.

Mr. Southerland reported that the 403(b) Thrift Plan Audit had been completed by Nichols, Cauley & Associates, LLC. The firm issued a good clean opinion of the Plan. He also reported that Heart Homes audit had been completed and submitted to HUD. He reported that the agency audit was near 75% completion by Frank Erwin, CPA.

On motion by Mr. Hansel Morris, second by Mr. Ellestene Stephens, the finance 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 provided the board with the new EAP income guidelines. The EAP program will open to age 65 and older/homebound on November 1st. As funds allow, EAP will open to the general public on December 1st.

Also provided was information on the Senior Center contract amendment. There was a decrease in the budget for Home Delivered Meals but an increase in the Congregate Meal budget.

A grant with the Thanks Mom and Dad Foundation was submitted for each Senior Center. Each grant offers \$2500 to provide an innovative service to the clients.

The City of Warner Robins is accepting bids for the Community Development Block Grant. Ms. Sergent and Board Member Dean Cowart attended the Sub-Recipient CDBG Workshop to gain knowledge on the FY18 CDBG application process. The deadline for submission is December 15, 2017. Ms. Sergent asked the board to consider applying for this grant to fund Housing Rehabilitation in the Warner Robins Service Area. These funds would be used as a match with existing weatherization funding.

OLD BUSINESS:

Chairman Wilson recognized Executive Director Robin Sergent who provided the following information:

Board member David Crenshaw sent his letter of resignation from the board. Mr. Crenshaw had served on this board for 42 years.

After advertising for interested prospective board members to represent the private sector, three individuals expressed an interest and requested application/petition

packets. LaTayna Jackson expressed interest via email but did not provide contact information. A return email to Ms. Jackson came back undeliverable.

Application/petition packets were sent out to Michael McKeever and Sam Evans. Mr. McKeever lives outside our service area and therefore is ineligible to serve on this board. Mr. Evans is a Houston County resident and has extensive experience with boards, non-profits and grants.

On motion by Mr. Dean Cowart, second by Mr. Jesse Hall and carried, Mr. Sam Evans was approved to join the board as a representative of the private sector.

The Twiggs County Commission has selected Terralon Chaney to serve as their representative. Mrs. Ellestene Stephens interjected that she knew Ms. Chaney as the Twiggs County Extension Agent.

On motion by Mr. Hansel Morris, second by Mr. Jesse Hall and carried, Ms. Terralon Chaney was approved to join the board as the public representative for Twiggs County.

Mr. Paul Chapman, Crawford Commission Chairman, submitted a letter of interest to serve on the board as the public sector representative for Crawford County.

On motion by Mrs. Betty Hill, second by Mr. Rodney Stewart and carried, Mr. Paul Chapman was approved to join the board as the public representative for Crawford County.

NEW BUSINESS:

Chairman Wilson recognized Mrs. Lillie Snell, Head Start Director who provided an overview of the Head Start Parent Activity Projects. These were presented for Board review and approval.

On motion by Mr. Hansel Morris, second by Mr. Jesse Hall and carried, the Head Start Parent Activity Projects were approved as submitted.

Mrs. Snell then presented the Office of Head Start Certification of Health and Safety for review and approval.

On motion by Mr. Willie Shannon, second by Mr. Hansel Morris, the Certification of Health and Safety was approved for submission to HHS.

Ms. Sergent presented the Head Start Policy Council By-Laws for approval. The Policy Council had approved these by-laws at their meeting on October 17, 2017.

On motion by Mrs. Ellestene Stephens, second by Mr. Rodney Stewart and carried the Policy Council By-Laws were approved as presented.

The resolution to apply for the City of Warner Robins Community Development Block Grant was presented for consideration. This resolution would authorize the application for and use of funds from the City of Warner Robins Community Development Department for activities described as Housing Rehabilitation.

On motion by Mr. Dean Cowart, second by Mr. Jesse Hall and carried, the City of Warner Robins CDBG Application Resolution was approved for the Chairman's signature.

TRAINING: Chairman Wilson recognized Pauline Felts and Lillie Snell who provided training on ERSEA and Monitoring.

Head Start ERSEA Coordinator Pauline Felts provided handouts and spoke to the board regarding Eligibility, Recruitment, Selection, Enrollment and Attendance.

Head Start Director Lillie Snell provided handouts and information to the board on the different aspects of monitoring that is conducted in Head Start. She discussed on-going monitoring that is completed by the center managers and monthly monitoring completed by Coordinator staff. She described the Annual Self-Assessment which is an extensive monitoring process involving parents, staff, policy council and grantee board of directors. She indicated that the Self-Assessment process would begin in the next few months.

ADJOURNMENT: On motion by Mr. Jesse Hall and carried, there being no further business, the meeting was adjourned at 7:20 p.m.

Hansel Morris, Secretary

Members Present:

Willie Shannon	Jesse Hall	Eric Wilson	Ellestene Stephens
Hansel Morris	Dean Cowart	Shirley Rouse	Rodney Stewart
Betty Hill			

Members Absent: Barbara Lundy

Staff: Robin Sergent	Larry Southerland	Pauline Felts
Tammy Sosebee	Lillie Snell	