

MIDDLE GEORGIA COMMUNITY ACTION AGENCY, INC.
BOARD OF DIRECTORS
MEETING MINUTES
JANUARY 18, 2017

The Middle Georgia Community Action Agency, Inc. Board of Directors met at 121 Prince Street, Warner Robins, Georgia on Thursday, January 18, 2018 at 6:00 p.m.

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

Chairman Wilson welcomed two new board members: Crawford County Commission Chairman Paul Chapman and Mr. Sam Evans, private sector representative for Houston County.

On motion by Mr. Jesse Hall, second by Mr. Hansel Morris, and carried, the minutes of the October 26, 2017 board meeting were approved as presented.

No reports from Planning or Human Rights Committees.

PERSONNEL COMMITTEE: The Personnel Committee met prior to the full board at 5:15 p.m. The purpose of the meeting was to discuss revisions to the Personnel Policy and Procedures Zero Tolerance policy as mandated by the Georgia Department of Transportation.

On motion by Mrs. Barbara Lundy, second by Mrs. Ellestene Stephens and carried, the Zero Tolerance policy was approved for implementation.

The Personnel Committee also discussed a change to the Retirement Plan for employees who have been with the agency for twenty years or more. The committee recommended that the agency match for these employees be increased up to 6%.

On motion by Mr. Jesse Hall, second by Ms. Barbara Lundy, and carried, the agency match increase was approved.

At the request of the committee chairman, Executive Director Robin Thomas gave a detailed explanation of the annualization of salaries for Head Start employees. In 2015, due to changes in the State Unemployment Law, it was perceived that the Head Start Staff would be unable to draw unemployment during the summer months as had been customary. At that time, the Board voted to implement a new pay system where staff salaries would be annualized. Since that time, the Department of Labor has clarified that Head Start staff are eligible for unemployment during the summer months. Ms. Thomas requests that the board approve reverting back to the old pay system whereby Head Start

center staff would be paid for 9 months worked and laid off during the summer months.

On motion by Mrs. Barbara Lundy, second by Mr. Dean Cowart, the board approved the recommendation that the annualization of Head Start center staff salaries be suspended beginning August 2018.

FINANCE COMMITTEE: The Finance Committee met on January 16, 2018 at 10:00 a.m. to review Fiscal Policy revisions and the IRS form 990. A copy of both documents was provided for the board to review.

On motion by Mr. Hansel Morris, second by Mrs. Barbara Lundy, and carried, the Fiscal Policy revisions were approved for implementation.

On motion by Mr. Rodney Stewart, second by Mr. Hansel Morris, and carried the IRS form 990 was approved for submission to the IRS.

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 December 31, 2017, which are made a part of these minutes.

On motion by Mrs. Barbara Lundy, second by Mrs. Ellestene Stephens, and carried, the financial report was accepted as information.

Executive Director Robin Sergent Thomas presented the board with a request to purchase a new maintenance vehicle, as the current one has an odometer reading of over 250,000 miles. Quotes were obtained from three local dealerships with the low quote being Brannen Ford.

On motion by Mr. Jesse Hall, second by Mr. Dean Cowart, and carried, the board approved the purchase of a 2018 Chevy Silverado HD from Brannen Ford.

DIRECTOR'S REPORT: Mrs. Thomas presented a report on the status of specific agency programs through a PowerPoint presentation. The Board was provided a written report and handouts, which are made a part of these minutes.

Mrs. Thomas informed the board of a wrongful termination suit that had been filed against the agency by a former Head Start staff person. The request for records and documentation regarding this case has been supplied to the attorney of record and the US District Court of Middle Georgia.

Mrs. Thomas reported that Community Service Block Grant carryover funds in the amount of \$53,723 will be used to increase health and housing services to include Homebuyer Education. These carryover funds will increase the total

allocation for 2017-2018 to \$606,901. The Board will be asked later in the meeting to approve a Carry-Over Amendment to this effect.

Employee health insurance coverage will be covered by United Health Care effective February 1, 2018. McNeal Agency is now conducting open enrollment at agency worksites.

NEW BUSINESS: Mrs. Tammy Sosebee, Executive Assistant, presented the application to United Way of Central Georgia in the amount of \$50,000 for Home Delivered Meals. If awarded, these funds will allow the agency to serve an additional 25 clients in Twiggs and Peach Counties.

On motion by Mr. Dean Cowart, second by Mr. Jesse Hall, the United Way application was approved for submission to United Way of Central Georgia.

Mrs. Thomas asked for approval on the CSBG Carryover Amendment as presented.

On motion by Mrs. Barbara Lundy, second by Mrs. Shirley Rouse, the CSBG budget carryover amendment in the amount of \$53,723 was approved for submission to Georgia DHS.

COMMENTS: Ms. Thomas stated there were two vacant board seats, one in the private sector and one in the public sector. A few names were suggested and will be further discussed at a later date.

ADJOURNMENT: On motion by Mr. Jesse Hall, there being no further business, the meeting was adjourned at 7:00 p.m.

Hansel Morris
Secretary

Present:

Dean Cowart	Willie Shannon	Jesse Hall	Eric Wilson
Barbara Lundy	Rodney Stewart	Hansel Morris	Ellestene Stephens
Betty Hill	Shirley Rouse	Paul Chapman	Sam Evans

Staff:

Robin Thomas	Larry Southerland	Tammy Sosebee	Charis Stover
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