

MIDDLE GEORGIA COMMUNITY ACTION AGENCY, INC.
BOARD OF DIRECTORS
MEETING MINUTES
FEBRUARY 15, 2018

The Middle Georgia Community Action Agency, Inc. Board of Directors met at 121 Prince Street, Warner Robins, Georgia on Thursday, February 15, 2018 at 6:00 p.m.

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

Chairman Wilson welcomed Ms. Terralon Chaney, new board member, representing the Twiggs County Commission.

On motion by Mr. Jesse Hall, second by Mr. Dean Cowart, and carried, the minutes of the January 18, 2018 board meeting were approved as presented.

PERSONNEL COMMITTEE: Personnel Committee Chairman Dean Cowart reported that this committee met prior to the full board at 5:45 p.m. The purpose of the meeting was to discuss revisions to the Personnel Policy and Procedures Salary and Compensation policy as it relates to the annualization of Head Start salaries and the Cost of Living Allocation policy.

On motion by Mrs. Barbara Lundy, second by Mr. Rodney Stewart and carried, proposed revisions to Personnel Policies removing the annualization policy and clarifying the COLA policy were approved for implementation.

PLANNING COMMITTEE:

No report from Planning Committee.

HUMAN RIGHTS/EQUAL OPPORTUNITY COMMITTEE:

No report from Human Rights/EO Committee.

FINANCE COMMITTEE: Finance Committee Chairman Hansel Morris referred the board to the finance reports provided. Mr. Morris reported that Director of Finance Larry Southerland was absent due to illness. He then asked Mrs. Robin Thomas, Executive Director, to review the financial narrative, income statement and balance sheet for the period ending January 31, 2018, which are made a part of these minutes.

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

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 narrative and handouts, which are made a part of these minutes.

Mrs. Thomas provided a Georgia DHS quarterly monitoring report which reflects the current CSBG Organizational Standard score for Middle Georgia CAA is at 100%. This is based on data entered by our staff during the most recent self-assessment process.

We have partnered with Wal-Mart Marketplace on Russell Parkway to distribute their broken cases of food and water. We pick up twice a week and are storing these items at our Tucker Annex location. Last month we were able to provide 100 sacks of groceries to our senior clients in Crawford, Jones, Peach and Twiggs Counties.

Georgia Power Rebate program has awarded MGCAA 16 slots this year to serve. Georgia Power will provide \$950 in rebates per house after energy saving measures are performed on these homes.

Mrs. Thomas reported that management staff will be meeting with each Head Start employee to discuss the impact that reversing the annualization process will have on their net pay. Mrs. Thomas reported that she had already met with the Head Start Center Managers and had received a very positive response to the reversal.

Mrs. Thomas called the board's attention to the 2016 Annual Report which was provided to each member. A copy of this report will be uploaded to the agency website and provided to funding sources as required.

NEW BUSINESS: Chairman Wilson asked for volunteers to serve on a nominating committee for the purposes of officer elections. According to the by-laws, officer elections should take place by the May meeting.

The following board members volunteered to serve on the nominating committee: Rodney Stewart – Chairman, Dean Cowart, Sam Evans, Ellestene Stephens, and Paul Chapman.

On motion by Mrs. Barbara Lundy, second by Mr. Hansel Morris, and carried, the volunteer nominating committee was approved.

TRAINING: Ms. Vanessa Velez-Cruz, Head Start Education Coordinator, provided information and training on the Fall Child Outcomes. She explained that the children are assessed three times a year and these are the results of the first assessment completed in the fall.

Ms. Velez-Cruz also provided information on the Classroom Assessment Scoring System (CLASS). CLASS assesses quality teaching practices and the

interactions between children and teachers. CLASS observations are conducted twice yearly by an outside source who can objectively assess and score each teacher. A report comparing MGCAA CLASS scores with the national average was provided for each board member's review.

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
Terralon Chaney			

Staff:

Robin Thomas	Tammy Sosebee	Vanessa Velez-Cruz
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