

**BOARD OF DIRECTORS REGULAR MEETING**

**Tuesday, February 22, 2022 6:00 PM**

*Corporate Office & Go-To Meeting*

**MINUTES**

Meeting was called to order at 6:00 pm by Jeff Coker.

Roll Call established quorum with 9 of 15 members in attendance

Present: Jeff Coker

Absent: Mark Presley

Marilyn Bryant (teleconference)

Jaleel Hendricks

Amanda Garey (teleconference)

Steve Paxton

Candice O'Brien Beasley (teleconference)

Ariana Rubi

Tony Sharpe (teleconference)

Jamie Crosslin

Kee Bryant-McCormick (teleconference)

Ben Dean

Joannie Summers (teleconference)

Ray Render

Julie Brockman

Staff Present: Jason Stewart, Erin James, Michael Wiggins, Katie Lee, Amy Call, Stephanie Mathes, Elaine Clemmons, Christy Jessee, Pam Palmer

Motion to approve agenda made by Ray Render. Seconded by Amanda Garey. Motion carried.

Motion to approve minutes of December 14, 2021 Regular Meeting as presented made by Marilyn Bryant. Seconded by Julie Brockman. Motion carried.

Executive Director's report provided by Jason Stewart with highlights regarding the following:

- New Agency website up and running, with Facebook Live and Podcast
- Annual audit successfully completed
- New ADP payroll system (streamlining the processes)
- Upgrades of copiers, printers, and cell phones

- Upgrade to Worker's Comp insurance

Program reports provided with highlights regarding the following:

- CSBG Updates – Katie Lee
- LIHEAP Updates – Katie Lee
- TEFAP (Commodities) Updates – Katie Lee
- Weatherization (WAP) Updates – Katie Lee
- Head Start – Amy Call
- HR Report and Updates – Erin James
- Planning – Jason Stewart

Finance Director's report provided by Mike Wiggins. Finance Committee reports were provided. Board Finance Committee met January 31, 2022.

Motion to approve and accept Finance Committee's meeting and actions taken on 1/31/2022 as presented made by Ray Render. Seconded by Amanda Garey. Motion carried.

Results of 2022 Board Meeting survey discussed.

Motion to move Regular Board meetings to the 4<sup>th</sup> Tuesday of every other month made by Ray Render. Seconded by Amanda Garey. Motion carried.

Updates to Human Resources Manual discussed. Document detailing relevant issues and necessary changes provided to Board. Issues discussed.

Motion to approve updates to Human Resources manual as discussed made by Marilyn Bryant. Seconded by Julie Brockman. Motion carried.

Discussion regarding moving banking services to Pinnacle Bank.

Motion to approve banking move as discussed made by Ray Render. Seconded by Julie Brockman. Motion carried.

Discussion regarding adding Jeff Coker, Steve Paxton, Ray Render, Jason Stewart, and Michael Wiggins as signatories on MCCA bank account.

Motion to approve new signatories as discussed made by Julie Brockman. Seconded by Joannie Summers. Motion carried.

Discussion regarding Head Start In-Kind waiver.

Motion to approve Head Start In-Kind waiver as discussed made by Ray Render. Seconded by Candice O'Brien Beasley. Motion carried.

Discussion regarding budget revision for ARP funding.

Motion to approve budget revisions as discussed made by Ray Render. Seconded by Joannie Summers. Motion carried.

Discussion led by Amy Call regarding updates to new Head Start application.

Motion to approve new Head Start application as discussed made by Ray Render. Seconded by Julie Brockman. Motion carried.

Discussion regarding update to Policy Council bylaws.

Motion made to approve update to Policy Council bylaws as discussed made by Ray Render. Seconded by Amanda Garey. Motion carried.

Discussion regarding potential new Board member from Cheatham County, Terry Follis. Candice O'Brien Beasley to ask for reference for Follis from Cheatham County mayor.

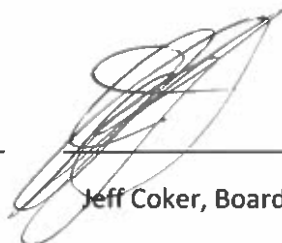
Motion to adjourn meeting made by Ray Render. Seconded by Amanda Garey. Motion carried.

Meeting adjourned at 8:46 pm.

Submitted by:

Approved by:

  
Amanda Garey, Board Secretary

  
Jeff Coker, Board Chair