



MID-CUMBERLAND
COMMUNITY ACTION AGENCY
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BOARD OF DIRECTORS FINANCE COMMITTEE MEETING

Wednesday, August 4, 2021 5:00

Original meeting 07/22/21 rescheduled

Go-To Meeting

MINUTES

Meeting Call to Order by Steve Paxton at 5:12 p.m.

Roll Call by Debra Holmes. Quorum established.

Board Members Present: Jeff Coker, Steve Paxton

Staff Present: Debra Holmes, Carisa Moody, Jason Stewart, Michael Wiggins

Meeting was rescheduled from July 22, 2021 and July 28, 2021.

Motion made by Jeff Coker, seconded by Steve Paxton to approve June 2021 financial statements. Motion carried.

Motion made by Steve Paxton, seconded by Jeff Coker to approve June 2021 credit card statements. Motion carried.

Other Business:

- Steve Paxton discussed access to building for check signers. It was determined that key card or code access to building will be assigned to Jeff Coker and Steve Paxton to allow parking in back of building and easier access for check signing.
- Membership of finance committee was discussed. Jeff Coker will take lead in assigning new members.

Jeff Coker made motion to adjourn. Steve Paxton seconded motion. Motion carried.

Meeting adjourned at 5:19 p.m.

Submitted by:

Steve Paxton, Finance Committee Chair



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BOARD OF DIRECTORS FINANCE COMMITTEE MEETING

Thursday, August 26, 2021 5:00 p.m.

In-Person & Go-To Meeting

MINUTES

Meeting Call to Order by Steve Paxton at 5:07 p.m.

Roll Call by Debra Holmes. Quorum established.

Board Members Present: Jeff Coker, Steve Paxton

Staff Present: Debra Holmes, Carisa Moody, Jason Stewart, Michael Wiggins

Motion to approve minutes of 06/24/21 Finance Committee made by Steve Paxton, seconded by Jeff Coker. Motion carried.

Motion to approve minutes of 08/04/21 Finance Committee made by Steve Paxton, seconded by Jeff Coker. Motion carried.

Motion made by Jeff Coker, seconded by Steve Paxton to approve July 2021 financial statements. Motion carried.

Discussion of increased spending on credit cards due to Program year end and pre-service. Steps being taken to ensure purchases on cards are reduced were discussed.

Motion made by Steve Paxton, seconded by Jeff Coker to approve July 2021 credit card statements. Motion carried.

Update on Payables and Receivables provided.

Other Business:

Accounts Payable vacancy discussed as well as current coverage by Executive Assistant.

Updates to job codes in Asure, Evolution, and Cane Garden Bay discussed including changes to GL codes that will appear on future financial reports.

Jeff Coker made motion to adjourn. Steve Paxton seconded motion. Motion carried.

Meeting adjourned at 5:27 p.m.

Submitted by: _____
Steve Paxton, Finance Committee Chair



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BOARD OF DIRECTORS MEETING
Thursday, August 26, 2021, 2021 6:00 PM
Corporate Office & Go-To Meeting

MINUTES

Meeting called to order by Jeff Coker at 6:14 p.m.
Ray Render led the Pledge of Allegiance.
Kee Bryant McCormick led the Board of Directors in prayer.

Roll Call established quorum with 9 of 15 members in attendance

Present: Jaleel Hendricks (teleconference) Absent: Candice O'Brien Beasley
Jeff Coker(teleconference) Jamie Crosslin
Julie Brockman (teleconference) Ben Dean
Kee Bryant McCormick (teleconference) Tony Sharpe
Amanda Garey (teleconference) Ariani Rubi
Ray Render (in-person) Mark Presley
Marilyn Bryant (teleconference)
Joannie Summers (teleconference)
Steve Paxton (teleconference)

Staff Present: Debra Holmes, Jason Stewart, Michael Wiggins, Carisa Moody

Amanda Garey made a motion to approve Agenda. Seconded by Ray Render. Motion carried.

Ray Render made motion to approve minutes of June 24, 2021 Regular Meeting as presented. Jeff Coker seconded motion. Kee Bryant-McCormick abstained from vote. Motion carried.

Marilyn Bryant made motion to approve minutes of July 14, 2021 Special Called Meeting as presented. Ray Render seconded motion. Motion carried.

Executive Director's Report included program reports.

Community Needs Assessment and Community Action Plan for CSBG discussed.

A motion was made by Jeff Coker, seconded by Ray Render to approve Community Needs Assessment update. Motion carried.

Head Start/Early Head Start discussion included preservice, Head Start Forward initiative, Enrollment update, Slot Changes, Change of Scope Application, and 2020-2021 PIR.

LIHEAP, TEFAP, and Weatherization reports were discussed.

HR Report included current staffing trends and concerns, COVID protocols, and bonuses.

Planning report included discussion of Family Development Retreat, Strategic plan progress, Agency Calendar, and Head Start Enhancement Applications. It was also discussed that no Annual Meeting would be held due to COVID concerns.

Finance report included discussion of upcoming software changes.

Finance Committee Report provided by Steve Paxton.

Motion to accept Financial Statements for June 2021 as presented made by Ray Render. Seconded by Julie Brockman. Motion carried.

Motion to accept Credit Card Statements for June 2021 as presented made by Amanda Garey. Seconded by Ray Render. Motion carried.

Motion to accept Financial Statements for July 2021 as presented made by Jeff Coker. Seconded by Steve Paxton. Motion carried.

Motion to accept Credit Card Statements for July 2021 as presented made by Jeff Coker. Seconded by Steve Paxton. Motion carried.

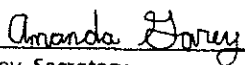
Board Governance discussed including upcoming officers' election. Jeff Coker agreed to lead the nominating committee. Ray Render and Julie Brockman volunteered to serve on committee.

Next Regular Scheduled Board Meeting 10/28/2021

Motion to adjourn meeting made by Ray Render. Seconded by Marilyn Bryant. Motion carried.

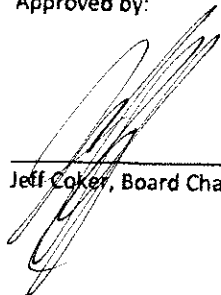
Meeting adjourned at 7:41 p.m.

Submitted by:



Amanda Garey, Secretary

Approved by:



Jeff Coker, Board Chair