

BOARD OF DIRECTORS REGULAR MEETING

Tuesday, December 14, 2021 6:00 PM

Corporate Office & Go-To Meeting

MINUTES

Meeting was called to order at 6:15 pm by Jeff Coker.

Roll Call established quorum with 10 of 15 members in attendance

Present: Jeff Coker

Absent: Julie Brockman

Marilyn Bryant (teleconference)

Jaleel Hendricks

Amanda Garey

Steve Paxton

Candice O'Brien Beasley (teleconference)

Ariana Rubi

Tony Sharpe

Jamie Crosslin

Kee Bryant-McCormick (teleconference)

Joannie Summers

Mark Presley

Ray Render

Ben Dean (teleconference)

Staff Present: Jason Stewart, Carisa Moody, Erin James, Michael Wiggins, Katie Lee, Chris Jones, Michelle Fields, Stephine Mathes, Pam Palmer

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

Motion to approve minutes of October 28, 2021 Regular Meeting as presented made by Ray Render. Seconded by Amanda Garey. Motion carried.

Motion to approve minutes of November 9, 2021 Special Called Meeting as presented made by Ray Render. Seconded by Joannie Summers. Motion carried.

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 – Carisa Moody

- HR Report and Updates – Erin James
- Planning – Jason Stewart

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

- Agency-wide focus on communication
- Engendering team environments
- Agency productivity
- Agency website to be published by January 2022
- Open Zoom calls to disseminate Agency-related informative materials by programs, starting in January 2022

Finance Director's report provided by Mike Wiggins with highlights regarding the following:

- Cycle of grant money expenditures and receipts detailed with emphasis on streamlining the process to minimize Grants Receivable monthly amounts.
- MCCA Board handling yearly financial audit, slated to be completed by December 31, 2021

MCCA Board of Directors Finance Committee has not met since October 28, 2021 Regular Meeting. As a result, no Board actions regarding financial statements taken at this time.

Board Governance discussed; identified that Executive Committee officers determined and elected in Regular Board Meeting held on October 28, 2021. Board of Directors Committees being assembled, but finality of these actions is still pending.

Meeting days, dates, and times for 2022 discussed; Board retains the authority to alter its bylaws to shift these specifications as needed. Determination to delay establishing 2022 meeting schedule until February 2022 Regular Meeting. Day, date, time, and location specifications for February 2022 Regular Meeting to be determined, pending additional discussion with Candice O'Brien Beasley regarding potential use of her restaurant as meeting location. Jason Stewart will send Survey Monkey poll to Board members to determine ideal parameters for future meetings.

Updates to MCCA Finance and Accounting manual proposed and as follows:

- pgs. 13, 64, 86 – Change job title from Assistant Executive Director to Deputy Director for job title uniformity and universality
- pgs. 49, 50 – Change Purchase Order (PO) limit from \$25 to \$200
- pg. 50 – Remove "Contracts of \$5,000 or less must be reviewed and approved by the Program Directors and the Director of Finance, but do not require approval from the Executive Director."
- pg. 64 – Add Deputy Director to list of employees who may charge their salary as both direct and indirect activities.
- pg. 75 – Change "All checks require two signatures. No check shall be signed prior to the check being completed in its entirety (no signing of blank checks)." to "All check over twenty-five thousand dollars (\$25,000) require two signatures. No check shall be signed prior to the check being completed in its entirety (no signing of blank checks)."
- pg. 77 – Remove "The Board Chair will approve credit card use by the Executive Director."
- pg. 80 – Add "or as market forces require."

Following discussion, motion to approve all above changes, except for changes proposed regarding check signatures and Executive Director credit card use made by Mark Presley. Seconded by Ray Render. Motion carried.

Motion to amend proposed change regarding check signatures to the following:

- "Any check over five thousand dollars (\$5,000) has to be approved in written documentation, be it either by digital or hard copy means, by any member of the Board of Directors Finance Committee. All such checks sent out in the prior month will be presented to the entire Board of Directors Finance Committee at the next Finance Committee meeting."

Motion to approve proposed amended change made by Jeff Coker. Seconded by Ray Render. Motion carried.

Determination made that, at present, no need exists to change credit card specifications for Executive Director. No Board action needed or taken.

Updates to MCCA Human Resources manual proposed and as follows:

- pg. 89 – Add "Tattoos may be visible at food distribution events during summer months."
- pg. 90 – Remove hoodies from list of not acceptable items. Add hoodies to item (f.)

Following discussion, motion to approve all above changes, except that wording removed from tattoo change to avoid limitation to only summer months made by Jeff Coker. Seconded by Ray Render. Motion carried.

Motion to add Finance Director Mike Wiggins to bank signature cards to allow communication with First Horizon Bank made by Amanda Garey. Seconded by Tony Sharpe. Motion carried.

Motion to amend MCCA Finance and Accounting manual to include statement that Finance Director is not authorized to sign checks made by Amanda Garey. Seconded by Mark Presley. Motion carried.

Motion to authorize interim Executive Director to seek credit line to submit to Board of Director Finance Committee for approval made by Jeff Coker. Seconded by Ray Render. Motion carried.

Ray Render added to Board of Directors Finance Committee.

Discussion regarding potential Cheatham County office relocation. Two potential sites identified by Candice O'Brien Beasley. Jason Stewart to investigate options. Desire to combine all MCCA county services on same campus if possible.

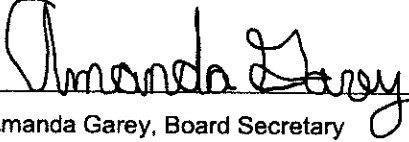
Suggestion to establish and distribute Board of Directors/Staff identifying shirts.

Discussion regarding updated pay study to be done by Erin James, Human Resources Manager. Erin James will begin this task the following day.

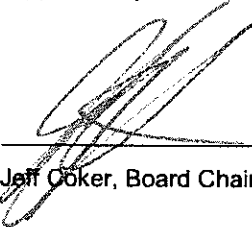
Motion to adjourn made by Amanda Garey. Seconded by Tony Sharpe. Motion carried.

Meeting adjourned at 8:37 pm.

Submitted by:


Amanda Garey, Board Secretary

Approved by:


Jeff Coker, Board Chair