



MID-CUMBERLAND
COMMUNITY ACTION AGENCY
Helping people. Changing lives.

BOARD OF DIRECTORS FINANCE COMMITTEE MEETING

Thursday, June 24, 2021 5:00

In-Person & Go-To Meeting

MINUTES

Meeting Call to Order by Steve Paxton at 5:05 p.m.

Roll Call by Debra Holmes. Qorum established.

Finance Committee Members Present: Jeff Coker, Steve Paxton

Additional Board Members Present: Ray Render

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

Motion made by Steve Paxton, seconded by Jeff Coker to approve April 22, 2021 minutes. Motion carried.

Motion made by Jeff Coker, seconded by Steve Paxton to approve May 27, 2021 minutes. Motion carried.

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

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

FY21 closeout was discussed

Update of THDA invoices for LIHEAP and Weatherization as well as CSBG were discussed including the effect on payables with specific focus on client benefits.

FY22 budget final draft presented and discussed as well as cost allocation plan.

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

Meeting adjourned at 5:57 p.m.

Submitted by:

Steve Paxton, Finance Committee Chair



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BOARD OF DIRECTORS REGULAR MEETING

Thursday, June 24, 2021 6:00 PM

In-Person & Go-To Meeting

MINUTES

Meeting was called to order at 6:07 by Jeff Coker

Prayer led by Ben Dean. Pledge of Allegiance led by Mark Presley

Roll Call established quorum with 8 of 15 members in attendance

Present: Ben Dean (teleconference)

Jeff Coker

Mark Presley

Steve Paxton (teleconference)

Amanda Garey

Ray Render

Marilyn Bryant (teleconference)

Julie Brockman (teleconference)

Absent: Candice O'Brien Beasley

Jamie Crosslin

Jaleel Hendricks

Kee Bryant McCormick

Ariani Rubi

Tony Sharpe

Joannie Summers

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

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

Motion to approve minutes of April 22, 2021 Regular Meeting as presented made by Amanda Garey and seconded by Ray Render. Motion Carried.

Motion to approve minutes of April 28, 2021 Special Called Meeting as presented made by Ray Render and seconded by Marilyn Bryant. Motion Carried.

Motion to approve minutes of May 18, 2021 Special Called Meeting as presented made by Mark Presley and seconded by Ray Render. Motion Carried.

Executive Director's report was provided with highlights regarding

- CSBG including tentative budget, CARES Annual Report, upcoming Community Action Plan, and FNPI mapping with NASCAP.
- Head Start/Early Head Start including enrollment for upcoming year, education partnerships, Williamson Lease, and progress on G2
- LIHEAP updates provided with focus on Outreach activities
- TEFAP (Commodities) challenges with food distributions discussed
- Weatherization funding levels and auditor search discussed
- Planning Department updates provided

The Human Resource report was provided including the introduction of new Compensation Plan, Administrative Guide, Job Grouping/Salary Grades, bonus structure, Salary Schedule, and FY22 specific staff salary chart with changes to specific individuals and positions highlighted. After discussion Board requested a review by attorney. Board members agreed to submit any questions, concerns, or comments for review by July 2, 2021 with follow-up meeting to be scheduled on July 14, 2021.

Motion to provide conditional approval of MCCA Compensation plan effective 08/01/2021 including wage adjustments as result of adoption to MCCA Compensation plan and FY22 salary schedule made by Amanda Garey, seconded by Mark Presley. Motion carried.

Executive Director provided report on FY 21 close-out procedures put into place as well as update on THDA receivables.

Finance Committee Report of May 27 and June 24 meeting provided by Jeff Coker

Motion to approve Financial Statements for April 2021 as presented made by Amanda Garey, seconded by Mark Presley. Motion carried.

Motion to approve Credit Card Statements for April 2021 as presented made by Ray Render, seconded by Amanda Garey. Motion carried.

Motion to approve Financial Statements for May 2021 as presented made by Ray Render, seconded by Mark Presley. Motion carried.

Motion to approve Credit Card Statements for May 2021 as presented made by Amanda Garey, seconded by Marilyn Bryant. Motion carried.

The FY22 Agency Budget was discussed in depth including program budgets, salary schedules, and understanding that funders have not provided FY22 budget allocations. As a result, budget was based upon historic data and expectations but may be updated in October if funding changes significantly.

Motion made by Amanda Garey and seconded by Ray Render to approve FY22 Agency budget as presented but for no salary increases to take effect until after Compensation Plan is approved at July 14, 2021 board meeting. Motion carried.

Cost Allocation Plan was presented and discussed. Motion to approve made by Mark Presley, seconded by Amanda Garey. Motion carried.

Other Business discussed included training opportunities for board members and community.

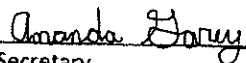
Special Called Board meeting will be July 14, 2021 at 5:00 pm via Go To Meeting.
Next Regularly scheduled meeting will be August 26, 2021 at 6 p.m.

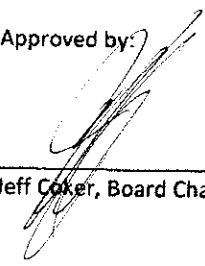
Motion to adjourn made by Ray Render, seconded by Amanda Garey. Motion carried.

Meeting adjourned at 9:05 p.m.

Submitted by:

Approved by:


Amanda Garey, Secretary


Jeff Coker, Board Chair