



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

BOARD OF DIRECTORS SPECIAL CALLED MEETING
Thursday, October 14, 2021 5:00 PM
Go-To Meeting

MINUTES

Meeting was called to order at 5:15 by Jeff Coker

Roll Call established quorum with 8 of 15 members in attendance

Present: Ben Dean

Jeff Coker

Mark Presley

Kee Bryant McCormick

Amanda Garey

Ray Render

Marilyn Bryant

Joannie Summers

Absent: Candice O'Brien Beasley

Jamie Crosslin

Jaleel Hendricks

Steve Paxton

Ariani Rubi

Julie Brockman

Tony Sharpe

Staff Present: Debra Holmes, Carisa Moody

Change of Scope application was discussed on August 26, 2021. The application was provided to Board of Directors on October 8, 2021 to review.

Executive Director provided summary of Change of Scope application. Head Start Director Carisa Moody was present providing additional insight and available for questions. Board members asked questions regarding the application.

After discussion Marilyn Bryant made a motion to approve the submission of Head Start Change of Scope application to convert 36 center-based slots to home-based slots. Motion was seconded by Amanda Garey. All in favor. None opposed. Motion carried.

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

Meeting adjourned at 5:31 p.m.

Submitted by:

Amanda Garey

Amanda Garey, Secretary

Approved by:

Jeff Coker
Jeff Coker, Board Chair

BOARD OF DIRECTORS REGULAR MEETING

Thursday, October 28, 2021 6:00 PM

Corporate Office & Go-To Meeting

MINUTES

Meeting was called to order at 6:05 pm by Jeff Coker.

Roll Call established quorum with 9 of 15 members in attendance

Present: Jeff Coker

Absent: Ben Dean

Marilyn Bryant (teleconference)

Candice O'Brien Beasley

Steve Paxton

Jamie Crosslin

Amanda Garey

Jaleel Hendricks

Candice O'Brien Beasley (teleconference)

Ariana Rubi

Tony Sharpe (teleconference)

Julie Brockman

Kee Bryant-McCormick (teleconference)

Ariana Rubi

Julie Brockman

Ben Dean

Joannie Summers (teleconference)

Mark Presley

Ray Render (teleconference)

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

Motion to approve agenda made by Amanda Garey. Seconded by Marilyn Bryant. Motion carried.

Motion to approve minutes of August 26, 2021 Regular Meeting as presented made by Mark Presley. Seconded by Jeff Coker. Motion carried.

Motion to approve minutes of October 14, 2021 Special Called Meeting as presented made by Amanda Garey. Seconded by Jeff Coker. Motion carried.

Executive Director's report was provided with highlights regarding

- CSBG Updates
- Head Start/Early Head Start enrollment and progress
- LIHEAP Updates
- TEFAP (Commodities) Updates

- Weatherization (WAP) Updates
- HR Report and Updates
- Planning
 - Planning Director – Live Interviews scheduled for the following Monday; Board members invited to attend

Finance Committee Report of September 30 and October 28 provided by Steve Paxton.

Motion to approve monthly financial reports for August 2021 as presented made by Amanda Garey. Seconded by Jeff Coker. Motion carried.

Motion to approve credit card statements for August 2021 as presented made by Jeff Coker. Seconded by Amanda Garey. Motion carried.

Motion to approve monthly financial reports for September 2021 as presented made by Jeff Coker. Seconded by Amanda Garey. Motion carried.

Motion to approve credit card statements for September 2021 as presented made by Amanda Garey. Seconded by Jeff Coker. Motion carried.

Marilyn Bryant presented the following slate of potential officers for the new Board year:

- Chair – Jeff Coker
- Vice-Chair – Marilyn Bryant
- Secretary – Amanda Garey
- Treasurer – Steve Paxton

Motion to accept the proposed slate of officers as presented made by Marilyn Bryant. Seconded by Joannie Summers. Motion carried.

Jeff Coker called the Board into Executive Session. All staff left the area.

Jeff Coker expressed that a formal complaint had been made by Deputy Director Jason Stewart against Executive Director Debra Holmes. The Board discussed how to address the matter and determined that an investigation by the Personnel Committee was needed. The following specifications were established:

- Personnel Committee has until Wednesday, November 10, 2021 to conclude investigation and present findings to the entire Board along with a recommendation for action.
- Debra Holmes will be suspended with pay indefinitely, beginning immediately. This suspension entails that she return all MCCAAs electronics, untether any MCCAAs accounts she may have access to on her personal electronics, relinquish office keys, have no contact or interactions with any MCCAAs employees (unless contacting HR for self or contacting regarding own payroll), and is unable to have a physical presence at the main office unless otherwise invited by the Board of Directors.

Motion to approve the plan for investigating Debra Holmes complaint made by Marilyn Bryant. Seconded by Candice O'Brien Beasley. Motion carried.

Jeff Coker proposed an interim power structure to fill the void left by the Executive Director's suspension, which is as follows:

- Carisa Moody, Head Start Director, as primary interim Executive Director
- Erin James, HR Director, as Executive Director support
- Shannon Brawner, PFCE Coordinator, as Executive Director support.

Motion to approve the recommended personnel to act as interim Executive Director authorities made by Marilyn Bryant. Seconded by Joannie Summers. Motion carried.

Motion to adjourn Executive Session made by Kee Bryant-McCormick. Seconded by Mark Presley. Motion carried.

Motion to adjourn meeting was made by Kee Bryant-McCormick. Seconded by Ray Render. Motion carried unanimously.

Meeting adjourned at 9:23 pm.

Submitted by:

Approved by:


Amanda Garey, Board Secretary

Jeff Coker, Board Chair

