



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

Board Meeting

Tuesday, February 28, 2023, 6:00 pm
Central Office & Go-To Meeting

Minutes

Meeting called to order by at 6:05 p.m.

Present: Braden Stover, Rachel Jones, Julie Brockman, Ray Render, Amanda Garey, Marilyn Bryant, Joanie Summers, Candice Beasley

Policy Council Representative: Rachel Couch

Staff Present: Jason Stewart, Carisa Moody, Katie Lee, Cassandra Foret, Erin James, Amy Call

- Amanda Garey made a motion to approve the agenda for the February 28, 2023, Board of Directors Meeting. Seconded by Rachel Jones. Motion carried unanimously.
- Amanda Garey make a motion to approve the Board Meeting Minutes from the December 6, 2022 Board Meeting. Seconded by Rachel Jones. Motion carried unanimously.

Program Reports were presented:

- Community Service Division – Katie Lee
- Head Start Division – Carisa Moody
- Planning Division – Cassandra Foret
- Human Resources – Erin James

Finance Committee Report:

- Ray Render presented the Finance Committee Report.
- Jason Stewart, reminded the Board that Steve Springer with Stone, Rudolph and Henry will be at the April meeting to present the FY21 audit findings and the FY21 IRS990.
- Amanda Garey made a motion to group and approve the December 2022 Credit Card report, December 2022 General Ledger, January 2023 Credit Card Report, and the January 2023 General Ledger. Seconded by Rachel Jones. Motion carried unanimously.
- Jason Stewart informed the Board that we have been offered the opportunity to administer an Eviction Prevention Program in partnership with THDA. As part of this specific program THDA will advance a portion of

the grant total to start the program. In order to facilitate that advance, MCCA needs to open a separate bank account that will not pay interest.

- Rachel Jones made a motion to open a new zero interest bank account with Pinnacle Financial Partners. The check signers will be Jason Stewart, Ray Render, Rachel Jones, Tony Sharpe, and Mike Wiggins. Seconded by Amanda Garey. Motion carried unanimously.

Other Business:

Bylaws Committee update –

- Braden Stover reported that the Bylaws Committee had completed a draft revision of the agency's bylaws. That draft has been presented to Kee Bryant-McCormick to look over. However, the Judge McCormick has not yet completed her review.
- Braden Stover made a motion to defer the until the April Board meeting any discussion on revising the bylaws. Seconded by Rachel Jones. Motion carried unanimously.

Succession Planning

- Jason Stewart presented an updated Succession Plan to the Board.
- Amanda Garey made a motion to approve to the Succession Plan as presented. Seconded by Rachel Jones. Motion carried unanimously.

New Business:

- Erin James suggest a revision to the HR manual to clarify that any staff who have been arrested need to report that charge to Human Resource at the time of the arrest. In addition, any suspicion of an arrest would be reported to the Department of Human Services as required.
- Rachel Jones made a motion to approve changes to the HR manual as presented. Seconded by Amanda Garey. Motion carried unanimously.
- Carisa Moody presented documents for approval related to
 - Teacher qualification waiver
 - Head Start Covid Mitigation Policy
 - Head Start 2023-2024 Application and Eligibility Criteria
 - HeadStart 2021-2022 Carry Over Request
 - Head Start Site Enhancement Grant
- Rachel Jones made a motion to adopt the Teacher qualification waiver as presented. Seconded by Amanda Garey. Motion carried unanimously.
- Amanda Garey made a motion to adopt the Head Start Covid Mitigation Policy as presented. Seconded by Ray Render. Motion carried unanimously.

- Amanda Garey made a motion to adopt the Head Start 2023-2024 Application and Eligibility criteria as presented. Seconded by Marilyn Bryant. Motion carried unanimously.
- Amanda Garey made a motion to adopt the Head Start 2023-2024 Application and Eligibility criteria as presented. Seconded by Marilyn Bryant. Motion carried unanimously.
- Ray Render made a motion to approve the Head Start 2021-2022 Carry Over Request as presented. Seconded by Julie Brockman. Motion carried unanimously.
- Julie Brockman made a motion to approve the Head Start Enhancement Grant Application as presented. Seconded by Ray Render. Motion carried unanimously.
- Jason Stewart – Presented a list of items that was presented to the Board in 2022 that we failed to document in the earlier board meeting minutes.
- Julie Brockman made a motion to approve the Head Start Enhancement Grant Application as presented. Seconded by Ray Render. Motion carried unanimously.
- Rachel Jones made a motion to group and approve the following motions. Seconded by Ray Render. Motion carried unanimously.
 - Motion to accept the FY2021 Single Audit Report that was presented to the Board of Directors at the April 26, 2022 Board Meeting.
 - Motion to accept the FY2020 IRS990 that was presented to the Board of Directors at the April 26, 2022 Board Meeting.
 - Motion to accept 2022 Community Needs Assessment that was presented to the Board of Directors at the July 7, 2022 Board Meeting.
 - Motion to accept the agency annual budget that was presented to the Board of Directors at the July 7, 2022 Board Meeting.
 - Motion to acknowledge that the Board of Directors was provided a copy of the current agency Bylaws between 2/28/2021 – 2/28/2023.
 - Motion to accept the Community Needs Assessment and Customer Satisfaction Survey that was presented to the Board of Directors at the October 22, 2022 Board Meeting.
- Amanda Garey made a motion to adjourn. Seconded by Rachel Jones. Motion carried unanimously.

Meeting adjourned at 7:48 p.m.

Submitted by: *Jason Stewart*
 Jason Stewart, Executive Director

Approved by:
Amanda Garey
Amanda Garey (Mar 8, 2023 17:19 CST)
 Amanda Garey, Secretary

RR
Ray Render (Mar 8, 2023 12:32 CST)
 Ray Render, Chairman