



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

Board Meeting

Tuesday, April 25, 2023, 6:00 pm

Central Office & Zoom

Minutes

Meeting called to order by at 6:02 p.m.

Present: Adriene Golden, Erin Begley, Braden Stover, Rachel Jones, Ray Render, Amanda Garey, Marilyn Bryant, Joanie Summers, Tony Sharpe

Policy Council Representative: None

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

- Rachel Jones made a motion to approve the agenda for the April 25, 2023, Board of Directors Meeting. Seconded by Amanda Garey. Motion carried unanimously.
- Steve Springer from Stone, Rudolph & Henry PLC presented to the Board of Directors the FY2022 single audit. Mr. Springer reported the agency received no findings during FY2022. Bound copies of the audit was presented by Mr. Springer to the Board Members attending in person.
- Braden Stover made a motion to approve the Board Meeting Minutes from the February 28, 2023 Board Meeting. Seconded by Rachel Jones. Motion carried unanimously.

Program Reports were presented:

- Community Service Division – Katie Lee
- Head Start Division – Carisa Moody
- Carisa Moody informed the full Board of a child incident that took place with a child who is in a partnership slot with Murfreesboro City Schools (MCS). MCS failed to notify MCCA of the child incident for three weeks. Carisa Moody had previously met with MCS Human Resources to discuss the incident. Carisa Moody and Jason Stewart plan to set up a meeting with MCS in the coming weeks to ensure that all lines of communication are completely open.
- Planning Division – Cassandra Foret
 - Cassandra Foret provided the Board of Directors with an update on the ongoing Strategic Plan Project.
- Human Resources – Erin James

Finance Director Report:

- Mike Wiggins presented the Finance Directors Report.
- Tony Sharpe made a motion to group and approve the February 2023 Credit Card report, February 2022 General Ledger, March 2023 Credit Card Report, and the March 2023 General Ledger. Seconded by Braden Stover. Motion carried unanimously.
- Ray Render made a motion to accept the FY2022 Single Audit as presented. Seconded by Rachel Jones. Motion carried unanimously.
- Rachel Jones made a motion to accept the FY2021 IRS990 as presented. Seconded by Braden Stover. Motion carried unanimously.

Other Business:

Bylaws Committee update –

- Braden Stover provided the Board of Directors a detailed list of changes recommended to the current version of the agency bylaws. Amanda Garey noted a few places where the language in one spot did not correspond with language later in the document. Ray Render asked all Member to send any recommended changes / corrections to Jason Stewart by May 5, 2023. At that time Mr. Stewart will make needed corrections and forward to the agency's attorney for legal review. Mr. Stewart informed the Board that after the legal review has taken place the perfected bylaws will come before the full board for final approval and adoption.
- Rachel Jones made a motion to refer updated bylaws for legal review as corrected. Seconded by Braden Stover. Motion carried unanimously.

New Business:

- Carisa Moody and Jason Stewart presented to the Board of Directors the Head Start Continuation Grant Application which includes the PY2024 COLA, and Quality Improvement information.
- Ray Render made a motion to approve the PY2024 Head Start Continuation Grant Application as presented. Seconded by Rachel Jones. Motion carried unanimously.
- Braden Stover made a motion to accept the Head Start / Early Head Start Self-Assessment as presented. Seconded by Rachel Jones. Motion carried unanimously.
- Rachel Jones made a motion to accept the training and technical assistance plan as presented. Seconded by Braden Stover. Motion carried unanimously.
- Rachel Jones made a motion to adjourn. Seconded by Braden Stover. Motion carried unanimously.

Meeting adjourned at 8:06 p.m.

Chairman Render called the Board into Executive Session at 8:06 p.m. all members present at the Board Meeting were also in attendance for the Executive Session. Staff remaining were Jason Stewart, Erin James, and Mike Wiggins.

- Jason Stewart presented a revised salary schedule to the Board. This upgrade is in response to the Head Start Slot reduction application. Mr. Stewart informed the Board that if approved we will be increasing the starting wage for a number of positions in the agency including increase the minimum starting wage for the agency at \$15.00 or higher after FY2024 Cost of Living Adjustment.
- Rachel Jones made a motion to accept the updated salary schedule as presented. Seconded by Ray Render. Motion carried unanimously.
- Rachel Jones made a motion to adjourn from Executive Session. Seconded by Braden Stover. Motion carried unanimously.


Adjourn 8:30 a.m.

Submitted by:



Jason Stewart, Executive Director

Approved by:



[Amanda Garey \(Aug 23, 2023 13:18 CDT\)](#)

Amanda Garey, Secretary



[Ray Render \(Aug 23, 2023 13:19 CDT\)](#)

Ray Render, Chairman











Board Meeting Minutes 4.25.23

Final Audit Report

2023-08-23

| | |
|-----------------|--|
| Created: | 2023-08-23 |
| By: | Jason Stewart (jstewart@midcumberland.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAUqS9sWJIDUMZDLzkaPnjEIH5sRCp2F00 |

"Board Meeting Minutes 4.25.23" History

-  Document created by Jason Stewart (jstewart@midcumberland.org)
2023-08-23 - 5:52:54 PM GMT
-  Document emailed to amanda.b.garey@gmail.com for signature
2023-08-23 - 5:53:48 PM GMT
-  Email viewed by amanda.b.garey@gmail.com
2023-08-23 - 6:15:37 PM GMT
-  Signer amanda.b.garey@gmail.com entered name at signing as Amanda Garey
2023-08-23 - 6:18:08 PM GMT
-  Document e-signed by Amanda Garey (amanda.b.garey@gmail.com)
Signature Date: 2023-08-23 - 6:18:10 PM GMT - Time Source: server
-  Document emailed to rayrender@yahoo.com for signature
2023-08-23 - 6:18:11 PM GMT
-  Email viewed by rayrender@yahoo.com
2023-08-23 - 6:19:24 PM GMT
-  Signer rayrender@yahoo.com entered name at signing as Ray Render
2023-08-23 - 6:19:39 PM GMT
-  Document e-signed by Ray Render (rayrender@yahoo.com)
Signature Date: 2023-08-23 - 6:19:41 PM GMT - Time Source: server
-  Agreement completed.
2023-08-23 - 6:19:41 PM GMT