



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

Board Meeting

Tuesday, August 22, 2023, 6:00 pm

MCCAA Central Office & Zoom

Minutes

Meeting called to order by Ray Render at 6:08 p.m.

Present: Adriene Golden, Erin Begley, Braden Stover, Amanda Garey, Marilyn Bryant, Tony Sharpe, Terri Follis, Julie Brockman, Ray Render, Rachel Jones

Policy Council Representative: Brooke Johnson

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

- Rachel Jones made a motion to approve the agenda for the August 22, 2023, Board of Directors Meeting. Seconded by Marilyn Bryant. Motion carried unanimously.
- Rachel Jones made a motion to approve General Rules for Citizens Comments. Seconded by Braden Stover. Motion carried unanimously.
- Citizens Comments – None
- Braden Stover made a motion to accept the re-appointments of Julie Brockman by State Senator Mark Pody and the Target Election of Marilyn Bryant. Seconded by Terri Mills. Motion carried unanimously.
- Tony Sharpe made a motion to approve the Board Meeting Minutes from the June 27, 2023 Board Meeting and Executive Session. Seconded by Ray Render. Motion carried unanimously.

Program Reports were presented: Program reports and videos where submitted 8/14/2023

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

Finance Director Report:

- Mike Wiggins presented the Finance Directors Report.
 - June Credit Card Statement and General Ledger were presented.
 - July Credit Card Statement and General Ledger were presented.
- Tony Sharpe made a motion to approve the June and July 2023 Credit Card Statement and General Ledger as presented Seconded by Ray Render. Motion carried unanimously.

Other Business:

- Internal Affairs – Report given by Amanda Garey
 - Internal Affairs Committee Approved the 2023 June Credit Card and General Ledger to be sent to the full Board for approval
 - Updates on Bylaws and the ongoing Diaper Grant program
- External Affairs – Report Given by Julie Brockman
 - Discussion on having a series of open houses throughout our service counties in 2024. A start date of February 2024 was discussed but, The External Affairs Committee will discuss further during its September 2023 meeting.
- Governance Committee – Failed to make quorum in July 2023. A new time of day is being worked on.
- Braden Stover presented a revised Bylaws agency. Jason Stewart, informed the Board that a clean copy would be drafted and ready for signatures by the October Board Meeting.
 - Ray Render made a motion to approve revised MCCA Bylaws as presented. Seconded by Rachel Jones Motion carried unanimously.

New Business:

- Carisa Moody presented
 - 2022-2023 Head Start / Early Head Program Information Report (PIR).
 - 2022-2023 Head Start / Early Head Start Annual Report
 - Informational Memorandums
 - Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings – ACF-IM-HS-23-03
 - Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients - ACF-IM-HS-23-04
- Carisa Moody presented a revised Bylaws for the Head Start Policy Council.
 - Braden Stover made a motion to approve revised Head Start Policy Council Bylaws as presented. Seconded by Rachel Jones Motion carried unanimously.
- Jason Stewart and Cassandra Foret presented the 2023 Community Needs Assessment.
 - Ray Render made a motion to approve the FY2024 Agency Budget as presented. Seconded by Rachel Jones Motion carried unanimously.
- Jason Stewart and Erin James presented the revisions to the agency Human Resources Manual.
 - Terri Mills made a motion to approve the accept the revised Human Resources Manual as presented. Seconded by Julie Brockman Motion carried unanimously.
- Motion to Adjourn made by Rachel Jones seconded by Ray Render. Motion carried unanimously.

Meeting adjourned at 7:42 p.m.

Submitted by:



Jason Stewart, Executive Director

Approved by:

Tony Sharpe
Tony Sharpe (Nov 21, 2023 13:49 CST)

Tony Sharpe, Treasurer

Ray Render
Ray Render (Nov 21, 2023 13:37 CST)

Ray Render, Chairman











Board Meeting Minutes 8.22.2023

Final Audit Report

2023-11-21

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