

Community Action Board of Directors Board Meeting Minutes
Zoom conference call
August 23, 2021

Board members present via Video Conference Zoom Randall Hazelbaker, Gary Tompkins, Anne Flynn, Bruce Campbell, Kathy Pangle, Elizabeth Garcia, Tim Reese, Rick Shaffer, Lisa Walker, Juliana Hafner, LeeAnne Busson, and Jim Dyer.

Staff and Others Present: Michelle Williamson, Katherine McNally, Chuck Asher, Rosaland Jones, Dawn McDonald, and Alysia Timm

Absent: Luchara Wallace

Chair Tim Reese called the regular Board Meeting to order at 4:00pm via Zoom meeting. A quorum was present.

Consent Agenda- Reese presented the amended consent agenda moving the By County reports to next meeting. Pangle motioned to approve August 23, 2021 Meeting Agenda, June 28, 2021 Board Minutes, approval of Finance Reports, approval of the Credit Card Statement. Hazelbaker Supported. The motion carried.

Public Comment: None

Board Education

- A. **Self-Assessment:** Williamson and Jones presented the Head Start/ Early Head Start Self-Assessment to the board. There was board discussion. Tompkins motioned to approve the Head Start/ Early Head Start self –assessment as presented. Hafner supported. The motion carried.

Board Decisions

- A. **GP 10-Cost of Governance:** Reese presented GP 10- Cost of Governance to the board. There was board discussion. Pangle motioned to approve GP 10-Cost of Governance as presented. Hafner supported. The motion carried.
- B. **BMD 1- Global Governance Management Connection:** Reese presented the BMD 1 Global Governance Management Connection report to the board. Pangle motioned to approve BMD 1- Global Governance Management Connection report as presented. Walker supported. The motion carried.
- C. **BMD 2- Unity of Control:** Reese presented the BMD 2- Unity of Control report to the board. Hazelbaker motioned to approve BMD 2- Unity of Control report as presented. Walker supported. The motion carried.
- D. **BMD 3-Accountability of the CEO :** Reese presented the BMD 3 Accountability of the CEO report to the board. Tompkins motioned to approve BMD 3- Accountability of the CEO report as presented. Flynn supported. The motion carried.
- E. **BMD 4-Delegation to the CEO:** Reese presented the BMD 4 Delegation to the CEO report to the board. Pangle motioned to approve BMD 4- Delegation to the CEO report as presented. Hafner supported. The motion carried.
- F. **EL-5-Financial Conditions and Activities:** Williamson presented the EL-5 Financial Conditions and Activities and CEO report to the board. The increased line of credit was approved and days of cash on hand is up.Tompkins motioned to approve EL-5 Financial Conditions and Activities report as presented. Pangle supported. The motion carried.
- G. **Conflict of Interest:** Timm presented conflict of interest vendor list to the board. Conflict of interest forms will be emailed out to the board to fill out as an org standard requirement.

- H. Slot reduction, slot movement and under enrollment plan:** Williamson presented the slot reduction, slot movement and under enrollment plan to the board. There was discussion. Tompkins motioned to approve the slot reduction, slot movement and under enrollment plan as presented. Busson supported. The motion carried.
- I. CSBG grant submission:** Williamson presented the CSBG grant submission to the board. Hazelbaker motioned to approve the CSBG grant submission as presented. Pangle supported. The motion carried.
- J. License to Solicit/990:** McNally presented the license to solicit and 990 form to the board. There was board discussion. Pangle motioned to approve the license to solicit and 900 form as presented. Flynn supported. The motion carried.
- K. Starr Plan:** Williamson presented the Starr plan to the board. Flynn motioned to approve the Starr plan as presented. Hafner supported. The motion carried.
- L. Juneteenth:** McDonald proposed adding Juneteenth as a paid holiday to staff. There was board discussion. Shaffer motioned to approve adding Juneteenth as a paid holiday for staff. Flynn supported. The motion carried.
- M. Referral incentive program:** McDonald presented the referral incentive program to the board and would like this retroactive to August 1. There was discussion. Tompkins motioned to approve the referral incentive program as presented. Pangle supported. The motion carried.
- N. CEO evaluation/contract:** Williamson asked the board if they wanted the same format as the previous year for the CEO eval in September. Williamson also requested that she drop her hours from 40 to 30 hours per week until the end of the year. Pangle motioned to approve the request to use the same CEO eval format as well as the request of the CEO's hours to be dropped from 40 to 30 hours per week until further notice. Hazelbaker supported. The motion carried.
- O. Policy Council Bylaws:** Williamson presented the Policy Council Bylaws to the board. The major change in practice is that Policy Council will not be approving all terms of staff only those named in the Head Start act. Garcia motioned to approve the Policy Council Bylaws as presented. Busson supported. The motion carried.
- P. Advocacy:**
- a. **AAA funding:** Williamson and Asher presented the AAA funding presentation to the board. There was discussion.

A. CEO Verbal Report

- Walk for Warmth will be coming up in September. We would like to have board members involved. Let Alysia know if you would like to speak at this. An email with instructions will come out.
- Investments that we talked about will be coming to the board next month.
- Head Start staff are returning August 9 and children will be back August 30. We have over 40 openings for staff and almost half of our child slots are open. This will delay the start date for some classrooms. Early Head Start children will not wear masks and our Head Start children will wear masks in common areas unless more regulations come. Staff will be wearing masks for now. We have decided to open an additional center in Calhoun that allows for more full day slots. This will be at Central Christin Church. We will have 3 classrooms. We have also been in

discussions with regional about how to change more of our slots to full day, since we do not have the children and more families want full day.

- We attended and helped run the St Joe Project Connect and will be running the Kalamazoo Project Connect on August 25. We anticipate 400 people and over 40 vendors.
- Community Action as a network is working on if Community Action needs to be a part of the open meetings act. Private nonprofits typically are not subject to this law. For now Calhoun County has an emergency declared that will cover virtual meetings. We will keep you updated.

Public Comment: None

Shaffer motioned to adjourn the meeting at 5:26 pm. Flynn supported. The motion carried. **Next Board Meeting date:** September 27, 2021 from 4pm to 6:00pm.

Respectfully submitted,
Alysia Timm
Recording Secretary for Juliana Hafner, Board Secretary