

Mission: Community Action Council prevents, reduces, and eliminates poverty among individuals, families, and communities through direct services and advocacy.



**BOARD OF DIRECTORS - REGULAR MEETING
6:30 P.M. – TUESDAY, MAY 28, 2019
AGENDA**

- 1. Call to Order, Roll Call & Introduction of New Board and/or Staff Members, and CAC Promise***
----Michele C. Lee, Chairman
- 2. Adoption of the Agenda****
----Michele C. Lee, Chairman
- 3. Approval of Minutes of April 29, 2019**** Pg. 5
---Ann Vail, Secretary
---Camisha Boyd, Interim Executive Project Coordinator
- 4. Executive Director's Report****
 - a. Strategic Planning Updates**
 1. Operational Efficiency
 - a. South Central Facility Update
 2. YOGO Trademark Update Pg. 9
- 5. Committees Of The Board****
 - a. Executive Committee***
 1. Search Committee Update- Update provided under 10.c. ED Search Update, Board Chair
----Michele Lee, Chair
----Bridgett Rice, Interim Executive Director
 - b. Personnel Committee**
 1. 2019 Employee Compensation Plan Pg. 11
 2. Additional Compensation Policy Pg. 16
----Vacant, Chair
----Bridgett Rice, Interim Executive Director
----Charlotte Taylor, HR Generalist
 - c. Grant and Fundraising Development Committee**
 1. Report Enclosed Pg. 17
---Vacant, Chair
---Melissa Tibbs, Director of Planning, Communications, and Advancement
 - d. Evaluation and Planning Committee**
 - 1. Head Start Approvals (Action Items)**
 - (a) 2019-20 Early Head Start—Child Care Partnership Refunding Application #04HP0030 Pg. 19
 - (b) 2019-20 Early Head Start—Child Care Partnership Training and Technical Assistance Plan #04HP0030 Pg. 35
 - (c) 2019-20 Migrant and Seasonal Head Start Refunding Application #90CM9820 Pg. 67
 - (d) 2019-20 Migrant and Seasonal Head Start Training and Technical Assistance Plan #90CM9820 Pg. 84
 - (e) 2019-20 Migrant and Seasonal Head Start Self-Assessment and Improvement Plan #90CM9820 Pg. 115
 - 2. Other Approvals (Action Items)**

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(a) 3 rd Quarter Results of 2018-2019 CSBG Report	Pg. 136
3. Discussion Items	
(a) 2018-2019 Mid HS Child Assessment Data	Pg. 154
(b) 2018-2019 Mid EHS Child Assessment Data	Pg. 173
(c) 2018-2019 Mid EHS-CCP Child Assessment Data	Pg. 187
(d) CSBG Plan and Budget FY 19-20 (see 5.e.3.a)	
4. Informational Items	
(a) Mid-Year Parent Family, Community Engagement Framework	Pg. 197
(b) The Prep Academy at Richmond Migrant Licensing Letter	Pg. 211
(c) The Prep Academy at Russell Licensing Letter	Pg. 213
(d) OHS Correspondence EHS-CCP Denial Letter and Compilation	Pg. 214
(e) MSHS Temporary Slot Approval #90CM9820	Pg. 217
----Art Crosby, Chair	
----Melissa Tibbs, Director of Planning, Communications and Advancement	
----Sharon Price, Director of Child Development	
----Kristopher Smith, Director of Community Service	
e. Finance Committee	
1. Financial Reports	
(a) Consolidated Balance Sheet, April 2019 (Action Item)	Pg. 218
(b) Financial Statement, April 2019 (Action Item)	
(c) Head Start Budget Detail, April 2019	
(d) Accounts Receivable, April 2019	
(e) Line-of-Credit Report, April 2019	
(f) Financial Statements for Winter Care, April 2019	
(g) Financial Statement for Shepherd's Place, April 2019	
(h) Credit Card Statements, April 2019	
(i) Health Plan Financial Statement, April 2019	
(j) CAC Employee Benefits Audit and 5500	
(k) 990 Tax Return for Community Action Council (Action Item)	Pg. 267
(l) Accounting Policies and Procedures Update (Action Item)	Pg. 316
(m) Distribution of 401k Forfeitures (Action Item)	Pg. 327
2. Budget Amendment (Action Items)	
(a) 2018-2019 Head Start/Early Head Start Budget Amendment	Pg. 328
3. New Budgets (Action Items)	
(a) Community Services Block Grant FY 2019-2020 Plan and Budget	Pg. 332
(b) Food Services FY 2019-2020 Budget	Pg. 341
(c) Miscellaneous FY 2019-2020 Budget	Pg. 346
(d) MSS Non-Fed FY 2019-2020 Budget	Pg. 356
(e) Migrant and Seasonal Head Start FY 2019-2020 Budget (see 5.d.1.d)	
(f) Early Head Start Child Care Partnership Grant (PFE) FY 2019-2020 Budget (see 5.d.1.b)	
(g) Application Assisters FY 2019-2020 Budget	Pg. 360
(h) Child Care FY 2019-2020 Budget	Pg. 364
(i) Learning Independence & Fostering Empowerment (Project LIFE) FY 2019-202 Budget	Pg. 371
----Joshua Lewis, Treasurer	
----Patricia White, Assistant Treasurer	
----Bridgett Rice, Interim Executive Director	
----Erin Hensley, Chief Financial Officer	
f. Audit Committee	
1. None	

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---Patricia White, Vice Treasurer
---Erin Hensley, Chief Financial Officer

g. Nominating and Recruitment Committee**

1. None
- Denise Beatty, Chair
- Bridgett Rice, Interim Executive Director
- Camisha Boyd, Interim Executive Project Coordinator

6. Shared Governance Training*

- a. Policy Council Minutes March 2019 Pg. 376
- b. Fiscal Responsibilities & In-Kind Reporting Pg. 379
- Sharon Price, Director of Child Development
- Erin Hensley, Chief Financial Officer

7. Operations Reports – April 2019**

Pg. 392

8. Comments and Announcements*

9. Public Comment*

10. Closed Session*

- a. Reduction In Force Plan- South Central Head Start
- b. Legal Update
- c. Update on ED Search
- Steve Amato, General Counsel
- Bridgett Rice, Interim Executive Director

*VERBAL / **ENCLOSED / ***HAND-OUT

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