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**
   ----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
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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
         ----Vacant, Chair
         ----Bridgett Rice, Interim Executive Director
      2. Additional Compensation Policy
         ----Vacant, Chair
         ----Charlotte Taylor, HR Generalist
   c. Grant and Fundraising Development Committee
      1. Report Enclosed
         ----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
         (b) 2019-20 Early Head Start—Child Care Partnership Training and Technical Assistance Plan #04HP0030
         (c) 2019-20 Migrant and Seasonal Head Start Refunding Application #90CM9820
         (d) 2019-20 Migrant and Seasonal Head Start Training and Technical Assistance Plan #90CM9820
         (e) 2019-20 Migrant and Seasonal Head Start Self-Assessment and Improvement Plan #90CM9820
      2. Other Approvals (Action Items)

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(a) 3rd Quarter Results of 2018-2019 CSBG Report

3. Discussion Items
   (a) 2018-2019 Mid HS Child Assessment Data
   (b) 2018-2019 Mid EHS Assessment Data
   (c) 2018-2019 Mid EHS-CCP Child Assessment Data
   (d) CSBG Plan and Budget FY 19-20 (see 5.e.3.a)

4. Informational Items
   (a) Mid-Year Parent Family, Community Engagement Framework
   (b) The Prep Academy at Richmond Migrant Licensing Letter
   (c) The Prep Academy at Russell Licensing Letter
   (d) OHS Correspondence EHS-CCP Denial Letter and Compilation
   (e) MSHS Temporary Slot Approval #90CM9820

--- Art Crosby, Chair
--- Melissa Tibbs, Director of Planning, Communications and Advancement
--- Sharon Price, Director of Child Development
--- Kristopher Smith, Director of Community Service

3. Financial Reports
   (a) Consolidated Balance Sheet, April 2019 (Action Item)
   (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)
   (l) Accounting Policies and Procedures Update (Action Item)
   (m) Distribution of 401k Forfeitures (Action Item)

2. Budget Amendment (Action Items)
   (a) 2018-2019 Head Start/Early Head Start Budget Amendment

3. New Budgets (Action Items)
   (a) Community Services Block Grant FY 2019-2020 Plan and Budget
   (b) Food Services FY 2019-2020 Budget
   (c) Miscellaneous FY 2019-2020 Budget
   (d) MSS Non-Fed FY 2019-2020 Budget
   (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 Assistors FY 2019-2020 Budget
   (h) Child Care FY 2019-2020 Budget
   (i) Learning Independence & Fostering Empowerment (Project LIFE) FY
       2019-2020 Budget
    ---- 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
   b. Fiscal Responsibilities & In-Kind Reporting

7. **Operations Reports – April 2019**
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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