

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

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**BOARD OF DIRECTORS - REGULAR MEETING  
6:30 P.M. – MONDAY, NOVEMBER 25, 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 October 28, 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. Facilities Update
    2. Informational Items
- 5. Committees Of The Board\*\***
  - a. Executive Committee\***
    1. None.  
----Michele Lee, Chair  
----Sharon Price, Executive Director
  - b. Personnel Committee**
    1. None  
----Maria Rutherford, Chair  
----Bridgett Rice, Director of Human Resources  
----Charlotte Taylor, HR Generalist
  - c. Grant and Fundraising Development Committee\*\*** Pg. 11
    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) None
    - 2. Other Approvals (Action Items)** Pg. 13
      - (a) 2020 Agency Holidays and Board Schedule
    - 3. Discussion Items**
      - (a) SCEHS 2018-2019 Mid and Post Child Assessment Data Pg. 15
      - (b) SCHS 2018-2019 Mid and Post Child Assessment Data Pg. 19
      - (c) Migrant EHS Mid Assessment Data Pg. 21
      - (d) Migrant HS Mid Assessment Data Pg. 27
      - (e) Migrant Seasonal Early Head Start XP-2019 Pre Assessment Data Pg. 35
      - (f) 2018-2019 School Readiness Plan Pg. 43
    - 4. Informational Items**
      - (a) No Deficiency Letter for the Prep Academy at Terrace Park Pg. 63
      - (b) Coordinated System for Treatment and Services Year 1 Evaluation Report Pg. 65
      - (c) The Prep Academy at Scott County Plan of Correction Letter Pg. 81

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- (d) Migrant Prep Academy at Winburn Licensing Report Pg. 83
- (e) #04CH010721- 1303 Approval: 1095 Kim Kent Drive Richmond Project Pg. 85
  - Art Crosby, Chair
  - Jessica Coffie, Interim Director of Child Development
  - Melissa Tibbs, Director of Planning, Communications and Advancement
  - Kristopher Smith, Director of Community Service
- e. **Finance Committee\*\***
  - 1. **Financial Reports**
    - (a) Consolidated Balance Sheet, October 2019 (Action Item) Pg. 87
    - (b) Financial Statement, October 2019 (Action Item)
    - (c) Head Start Budget Detail, October 2019
    - (d) Accounts Receivable, October 2019
    - (e) Line-of-Credit Report, October 2019
    - (f) Financial Statements for Shepherd Place, October 2019
    - (g) Credit Card Statements, October 2019
    - (h) Health Plan Financial Statement, October 2019
  - 2. **Budget Amendment (Action Items)**
    - (a) Nicholas Co. Celebrating Families Pilot Program FY 2019-2020 Amendment Pg. 119
    - (b) 2019 South Central HS and EHS Program Carry Over Request Pg. 123
  - 3. **New Budgets (Action Items)**
    - (a) Health Trust 2020 Budget Pg. 133
    - (b) Unemployment Trust 2020 Budget Pg. 135
      - Joshua Lewis, Treasurer
      - Patricia White, Assistant Treasurer
      - Sharon Price, Executive Director
      - Erin Hensley, Chief Financial Officer
- f. **Audit Committee\*\*\***
  - 1. Draft Audit (Action Item) Pg. 137
    - Patricia White, Vice Treasurer
    - Erin Hensley, Chief Financial Officer
    - Jean Christensen, WIPFLI
- g. **Nominating and Recruitment Committee\*\*\***
  - 1. Board Member Slate
    - Denise Beatty, Chair
    - Sharon Price, Executive Director
    - Camisha Boyd, Interim Executive Project Coordinator
- 6. **Shared Governance Training\***
  - a. Policy Council Minutes: September 2019 Pg. 139
  - b. Approved Board of Directors Minutes of September 23, 2019 Pg. 143
  - c. Final Rule Policy Pg. 149
    - Jessica Coffie, Interim Director of Child Development
    - Kesha Richardson, ERSEA Director
- 7. **Operations Reports – October 2019\*\*** Pg. 167
- 8. **Comments and Announcements\***
- 9. **Public Comment\***
- 10. **Legal Update**
  - 1. None
    - Steve Amato, General Counsel
    - Sharon Price, Executive Director

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

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