

Board of Directors Meeting

AGENDA

Thursday January 18, 2023

5:00

VIRTUAL

1. Call to Order
2. Opening/Invocation
3. Approval of Agenda
4. Public Comments
5. Approval of Minutes
6. Chairman Remarks, Rev. Robert B. Cooper, Sr.
7. Executive Director Remarks, Walter Fleming
8. Reading of the Mission Statement
9. Financial Report
10. Old Business
11. New Business
12. Committee Report

Program Reports

- A. Early/Head Start
- B. LIHEAP
- C. CSBG
- D. Emergency Shelter
- E. Day Care Homes
- F. Executive Session
- G. Adjournment

CALL TO ORDER

A meeting of Pee Dee Community Action Partnership was held hybrid Thursday December 21, 2023.

Attendees

Attendees: Reverend Robert B. Cooper, Board Chair, Ms. Jean Brunson, Secretary, Mr. Robert Abson, Mr. Trudy Drawhorn, Ms. Juanita Jackson, Mr. Emmitt Eaddy, Ms. Cynthia Legette Guile, Mr. Louie Perkins, Mr. Sonny McRae, Mr. Mark Frasier, Mr. Decar Brown, Ms. Mamie Robinson

Members not in attendance: Mr. Tim Waters and Ms. Joan McAlister

Others Present

Mr. Walt Fleming, Executive Director, Mr. Al Moore, CSBG Human Service Director Mrs. Anita Stevenson Magwood, Executive Assistant, and Mr. John Johnson, IT Consultant

Public Comments NA

Welcome and Call to Order

The meeting was called to order at 3:00 p.m. by the Board Chairman. The Invocation was given by Mr. Mark Fraiser.

Agenda

- Mr. Robert Abson made a motion to accept the agenda as presented pending any necessary corrections. Ms. Juanita Jackson seconded the motion. The Motion was approved by unanimous vote.

Approval of Minutes

- Ms. Cynthia Guiles made the motion to accept the minutes as presented pending any necessary corrections. Mr. Robert Abson the motion. The motion was approved by unanimous vote.

Board Chairman Remarks

- Reverend Cooper thanked all board members for their service.
- Reverend Cooper asked Mr. Al Moore to read the mission statement.

Executive Director NA

- Mr. Fleming thanked the board members for their thoughts in prayers during the transition of his sister. He also commended the board members for their service and commitment to the agency's mission and vision.

Old Business NA

New Business NA

- Ms. Cynthia Legette Guiles stated the agency needs legal representation. Ms. Legette made a motion that the agency retain Boykin & Davis LLC on an as needed basis until the bid process is facilitated. Mr. Louie Perkins seconded the motion. The motion was approved by unanimous vote.

Financial Report

- In the absence of Mrs. Durant, Mr. Fleming presented the financial report as information.
- Mr. Fleming requested the board's permission to approve the financial report as information only. Ms. Juanita Jackson made a motion to approve the financial report as information only. Mr. Trudy Drawhorn seconded the motion. The motion was approved by unanimous vote. Mr. Fleming requested the board's permission to approve the meal count and the credit card statement. Mr. Louie Perkins made a motion to approve the meal count and the credit card statement. Ms. Jean Brunson seconded the motion. The motion was approved by unanimous vote.
- Mr. Perkins stated the financial policy update did not have Reverend Cooper included as a signature on accounts. Mr. Fleming stated that was in error and Reverend Coopers name would be added in the to the updated financial policy procedure.

Committee Reports

Bylaws Committee

- Ms. Jean Brunson, chair of the Personnel Committee shared the following updates:
- The personnel committee had several meetings to update and revise the bylaws. Each board member obtained a copy of the revised bylaws. Ms. Brunson reviewed several revisions. Ms. Brunson stated the committee members had attorney Charles Boykin to review the bylaws. Ms. Brunson stated the bylaws are revolving and can be revised if board members see the need. Mr. Trudy Drawhorn made a motion to approve the bylaws as presented. Mr. Louie Perkins seconded the motion. The motion was approved by unanimous vote.

Personnel Committee

- Mr. Perkins stated the committee met to discuss the signatures on all bank accounts and the teacher incident at Thelma Brown. Mr. Fleming gave a progress report on both topics and assured board members they both topics had been

addressed. The personnel committee members are Ms. Joan McAlister, Ms. Jean Brunson, Reverend Robert B. Cooper, Sr. and Mr. Louie Perkins.

Program Reports NA

- **HEAD START/EARLY HEAD STA Policy Procedures Update:** The Policy Council approved 2 new Procedures (1. Transportation that required all children riding the bus must be able to remain in the Safety Harness. 2. Staff Attendance on absentees at a center can only be no more than 2 to three at a time unless it's health or emergency.
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- **Fiscal (Funding) -**
 - **Health & Safety:** The OHAN investigation has been closed on the Thelma Brown Center and the staff was cleared of all allegations.
- **Leadership/Governance**
 - The Admin. Staff will be taken Mental Health First Aid in January 2024.
 - Wheat and Chaff Inc from Mason Ohio will be providing Leadership Training on December 13 -14, 2023 for Center Managers
- **HR- Personnel (changes/updates) -** The program has 7 classrooms closed due to staff shortage.
- **Wood Road HS** has 4 staff out the week of December 4- 8, 2023 and 15 children out with COVID & RSV
- **Interviews** will be held in January 2024.
 - Hired 1 assistant teacher for Palmetto Head Start.
 - Resigned 1 Transportation Technician will be retiring on December 15, 2023.
- **ERSEA - Fund enrollment** not met. We have 607 children at this time.

Funded Enrollment for HS, EHS, EHSE, (Grants)

- **EHS** is at 100%
- **EHSE** is at 100%
- **HS** is at 77%
- **Mental Health/Disabilities:** HS confirmed at 4%, EHS confirmed at 13%, EHSE at 10%.
- **T/TA Follow up support for ERSEA** will be December 13, 2023 with Dr. Sandra Espinel, from the office of OHS.
- **Facilities - Thelma Brown Kitchen Project** started December 4, 2023.
- **The last day for children and staff** will be December 15, 2023.
- **Questions/Concerns - None**

CSBG/LIHEAP

- **Mr. Fleming and Mr. Moore** gave the board an update on Holiday Hope outreach initiatives designed to offer resources for needy families beyond the holiday season. Several hundred families were given food boxes, vaccines, wellness services, and gift cards in three counties. Staff were commended for their efforts to make the event a huge success. Mr.

Moore provided an update of the community breakfast launching the 2024-2028 strategic plan. Stakeholders were given a firsthand update of the agency’s goals. Attendees included Representative Terry Alexander, Councilman Brian Braddock, Former Senator Maggie Glover, PDCAP Board Members, Radio Personality, Mrs. Josiella Williams and others.

- Mr. Fleming requested the board’s approval of the CSBG Allocation from OEO in the amount of \$75, 926 and the LIHEAP Program Allocation in the amount of \$2,129,068.00.
- Mr. Louie Perkins made the motion to approve the CSBG Allocation in the amount of \$75, 926 and the LIHEAP Program Allocation in the amount of \$2,129,068.00. Mr. Trudy Drawhorn seconded the motion. The motion was approved by unanimous vote.

FREDDIE “BOBBY” JOLLEY MEMORIAL SHELTER

- The staff is promoting the shelter to increase the number of intakes. The staff is also working with other shelters to accept additional referrals. Staff facilitated an angel tree to adopt the children at the shelter. A formal report of the shelters’ progress was included in the board packet.

DAY CARE HOMES

- The staff continues to work on recruitment.

EXECUTIVE SESSION

MEETING ADJOURNED

Mr. Cynthia Guiles made the motion that the meeting be adjourned. Mr. Trudy Drawhorn seconded the motion. The motion was approved by unanimous vote.

Secretary

Date of approval

