Mountain Cap Community Action Program, INC

Board of Directors Meeting

May 14, 2020

1. The May meeting of the Board of Directors of Mt. Cap was held virtually through the Zoom app on May 14, 2020 at 6:30 p.m. 8 board members were present which represented a quorum.
2. MEMBERS PRESENT: Herbert Clay, Linda Larmer, Heather Lewis, Denisha Cook, Leticia Maldonado, Angela Peters, Buster Sage, and Sabrena Ison.

MEMBERS ABSENT: Rolland Cook, Beverly Mountain, April Keesling, Cameron Burton, and Sarah King

1. Agenda: Herbert Clay chaired the meeting. Leticia Maldonado motioned to approve the agenda as presented. Linda Larmer seconded the motioned and the motioned was approved by the Board.
2. Minutes: Buster Sage made a motion to accept the minutes from the last board meeting held on January 21, 2020. Linda Larmer seconded the motion. The motion passed.
3. There was no old business for the board to approve of.
4. New Business
5. President’s Report: Herbert did not present a President’s report.
6. Director’s Report: Mr. Williams briefly highlighted information from his director’s report which was sent to each board member either through mail or e-mail. The report included an update of the agency’s daily operations due to COVID-19 as well as an update of funds received under CARES Act/Payroll Protection Loan. Mr. Williams explained that he expects the agency to have some money to carryover from the FY19-20, but not as much the agency had carried over from the previous year. The director is requesting a 3% raise increase due to the cost of living for all agency staff. The agency has submitted their community action plan before the deadline of May 1st. The plan was accepted. The agency is diligently working on their Community Needs Assessment which is almost complete. Heather Lewis motioned to accept the Director’s report. Leticia Maldonado seconded the motion; the motion passed.
7. Mr. Williams introduced the idea of implementing a satisfaction survey to help the agency stay on track to meet organizational standards. Buster Sage motioned to accept the survey and Sabrena Ison seconded the motion. The motion passed.
8. Mr. Williams presented the board with changing the time requirement of keeping files to the requirement of the program funders. The current policy states files should be kept for 7 years. Denisha Cook motioned to adopt the policy and Buster Sage second the motion. The motion passed.
9. Program Updates: Mr. Williams stated that programs are operating. Weatherization has been able to complete at least 1 project each month since the start of the COVID-19 pandemic. Project Discovery Coordinator continues to meet with students via Zoom and phone calls. Outreach staff, along with volunteers have been able to help community members file their tax returns. The agency continues to abide by safety protocols to keep workers, volunteers, and clients safe.
10. Finance Report: Mr. Williams highlighted the critical points of the Finance Report.
11. Schedule of Committee meetings: Herbert Clay instructed that the chairs of each committee contact the members of their group to schedule meetings via zoom.
12. Other Business: The board agreed that Mr. Williams would contact each member with a date in June for the next meeting.
13. Adjournment: ? Motion to adjourn by Buster Sage. Sabrena Ison seconded the motion. The motion carried.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_