Mountain Community Action Program, Inc.

BOARD OF DIRECTORS MEETING

November 28, 2017

MEMBERS PRESENT: Herbert Clay, Kristy Dean, Alan Gray, Sara King, Leticia Maldonado, Linda Larmer, Angela Peters, Debra Reeves, and Buster Sage.

MEMBERS ABSENT: Cameron Burton, Denisha Cook, Blake Frazier, Gary Houseman, Meagan Hudson, Sabrena Ison, Beverly Mountain, and Amy Tuell.

STAFF IN ATTENDANCE: Mike Williams – Executive Director, Regina Williams – Finance Manager, and Pam Howell - Recorder.

The November meeting of the Board of Directors of Mt. CAP was held at Sagebrush Restaurant in Wytheville, Virginia on November 28, 2017 at 6:30 p.m. Nine members were present, therefore representing a quorum.

Herbert Clay chaired the meeting. Alan Gray motioned to approve the agenda as presented. After a proper second by Linda Larmer, the motion passed. Alan Gray motioned that the minutes of the meeting held on October 17, 2017 be approved. Debra Reeves seconded the motion. The motion carried.

Under Old Business, Buster Sage, Chairman of the Constitution & Bylaws Committee requested that the election of officers held on October 17, 2017 be performed again in accordance with the steps in the bylaws.

A nominating committee including Sara King and Kristy Dean met prior to form a slate of officers for the upcoming year. Sara King motioned that the following slate of officers be approved:

Herbert Clay – President

Buster Sage – Vice-President

Linda Larmer – Secretary

Deborah Reeves – Treasurer

There being no nominations from the floor, Alan Gray motioned the nominations be closed the nominating committee’s motion was accepted by acclamation.

Buster Sage reported the Constitution and Bylaws Committee had met again on October 27, 2017 to finalize updates to the board of director’s policies, procedures and the bylaws. A copy of the proposed changes were provided for review. The majority of the changes were grammatical corrections and amending the language to coincide with CSBG standards. The amended policies and bylaws will be presented for final board approval at the January board meeting with two thirds of the members present.

Debra Reeves, Chairman of the Budget-Finance Committee will reschedule the committee meeting to address a strategy for increasing Mt. CAP’s unobligated funds and forming a long term financial plan for the agency was cancelled due to lack of attendance.

The Personnel Committee met on October 23, 2017 to review the Family Medical Leave Act and other personnel issues. A copy of the minutes and some of the proposed changes were provided for review.

Mike Williams presented the electronic voting results for the record:

* November 9, 2017: Motion to grant staff the following holidays: November 22, 2017, December 22, 2017, as recommended by the Personnel Committee.
* 13 votes yea, 0 votes nay. The motion passed by majority vote.

At this time Mr. Clay requested the Board revisit the question of a conflict of a Mt. CAP board member sitting on the Head Start Policy Council. Mike Williams reported that he had spoken with directors at other agencies while he attended the last VACAP conference and several of them stated that they had members of their board also serving as voting members on their Head Start Policy Committees. The agency’s current board policies also allow it. After lengthy discussion, Buster Sage motioned to nullify the following motion approved at the October 17, 2017 Board meeting: “A Board Member cannot serve on the Head Start Policy Council”. Alan Gray seconded the motion. The motion carried.

Buster Sage presented the following motion: A sitting member of the Board of Directors cannot serve on the Head Start Policy as a Community Representative. After a proper second by Alan Gray, the motion passed.

Under New Business, Herbert Clay presented the President’s report.

* Mr. Clay discussed upcoming vacancies on the Board of Directors. Those positions vacated on Public Sector will be refilled by their respective county board of supervisors. One more positon on the Client Sector will need to be refilled.
* Mr. Clay presented Board Committee assignments to be effective January 1, 2018. Alan Gray motioned to approve the assignments as presented. Linda Larmer seconded the motion and the motion carried.

Mike Williams presented the Director’s Report. Mr. Williams had distributed a written report to board members prior to the meeting.

* Mr. Williams updated the board on the status of the agencies compliance with the documentation downloaded on to the CSBG Organizational standards. Currently 29 of the 58 standards have been met. He is confident that the agency will be able complete at least six more standards needed by the February 1, 2018 deadline. Board members Herbert Clay and Leticia Maldonado along with management staff will be attending a Strategic Plan workshop offered by the CSBG funding office.
* Mr. Williams reported that the agency did enter a scarecrow representing Head Start in the Marion Downtown Scarecrow Lane and several staff participated in the United Way Celebrity Bagger Event at the Marion and Chilhowie Food City Stores.
* Mr. Williams reported that in addition to the TANF funds the agency received to assist with emergency services, the agency also received TANF funds earmarked to help low income families and children with educational and employment assistance.
* Mr. Williams announced that a Pam Debord, Head Start Family Service Coordinator/Office Manager, had passed away after a long battle with cancer. Funeral arrangements were provided.

Mike Williams presented the Head Start Report:

* Head Start attendance and meal count reports for October 2017.
* Mr. Williams presented a request from Kat Frye, Head Start Early Childhood Education Coach to submit Youth Garden Grant for a box garden at the Marion Head Start. Alan Gray motioned to approve the grant request. Sara King seconded the motion. The motion passed.

Regina Williams presented the Finance Report.

* Prior to the meeting reports had been provided to Board members outlining spending levels for Mt. CAP contracts along with financial balance sheets, bank statements, and credit card logs.
* Ms. Williams reported that the audit had been completed and the auditor will be submitting a final report.
* Ms. Williams presented the first quarter CSBG report. Alan Gray motioned to approve the report as presented. After a proper second by Buster Sage, the motion carried.

Mr. Clay requested that committee chairs for the Bylaws, Personnel, Budget, Public Relations, and Planning committees contact members of their committees to set dates for meetings as required by funding organizations standard

Under Other Business, Mr. Williams informed the Board that he had been researching various fund raising opportunities such as formal galas, dinners and concerts to increase undesignated funds and resources for community building.

The next regular meeting is scheduled for January 23, 2017 at the Bland Ministry Center in Bland, VA at 7:00 pm.

Sara King motioned that the meeting be adjourned. After a proper second by Alan Gray,

the motion carried.