Mountain Community Action Program, Inc.

BOARD OF DIRECTORS MEETING

November 19, 2019

I. The November meeting of the Board of Directors of Mt. CAP was held at the Peking Restaurant, Wytheville, Virginia on November 19, 2019 at 6:37 PM. There were nine members were present, representing a quorum.

II. MEMBERS PRESENT: Herbert Clay, Sara King, Linda Larmer, Beverly Mountain, Sabrena Ison, April Keesling (Shipley), Heather Lewis, Angela Peters, and Leticia Maldonado. President Herbert Clay made a point of record that April Shipley had married since the last meeting and her surname is now Keesling.

MEMBERS ABSENT: Cameron Burton, Debra Reeves, Charles Lester, Leticia Maldonado, Denisha Cook, and Buster Sage.

STAFF IN ATTENDANCE: Mike Williams – Executive Director.

III. Agenda: Herbert Clay chaired the meeting. Sabrena Ison motioned to approve the agenda as presented. Sara King seconded the motion. The motion passed.

IV. Minutes: Beverly Mountain motioned that the minutes of the meeting held on October 15, 2019 be approved. Leticia Maldonado seconded the motion. The motion passed.

V. Old Business: None

VI. New Business:

1. President’s Report: No Report
2. Director’s Report:
3. Update on CSBG Organizational Standards; Letter from OVCS: Mike Williams presented the letter and spreadsheet supplied in the Board Packet from the Virginia Office of Volunteerism and Community Development regarding where Mountain CAP stood regarding CSBG Organizational Standards. Mr. Williams noted that 6 of the unmet standards were tied to the Community Needs Assessment, which was being finalized. He also noted that several standards were ready to be uploaded into CSBG Reporter, and that the number of unmet standards would reduce. He pointed out that the items on the spreadsheet highlighted in grey would be ready for upload after the present meeting.
4. CAP 60 report PY19: Mike Williams presented the Demographic Report supplied in the Board packet for the Program Year form July 1, 2018 to June 30, 2019. He pointed out that this was the first full year where Mountain CAP had used the CAP 60 program. Mr. Williams pointed out several statistics that were highlighted on the report. Mr. Williams noted that this report reflects the clients served in our Community Action Plan. **Linda Larmer motioned that the Demographic/Outcomes Report be accepted by the Board. Heather Lewis seconded the motion; the motion carried.**
5. CAP 60 1st Qt.r PY20 Outcomes report: Mike Williams presented the Outcomes report for the 1st Qtr. of the current program year. Mr. Williams pointed out that the items highlighted in red were the service domains for CSBG and that the yellow highlighted items were the targets. There were no questions from the Board.
6. Review of the Strategic Plan: Mr. Williams presented the current Strategic Plan; he pointed out several things that were not reflective of the agency’s efforts. The Board agreed the plan was outdated and did not meet requirements of CSBG, and that a new plan will be completed based on the new Needs Assessment **Leticia Maldonado motioned that the Board reviewed the plan and its discrepancies. Sabrena Ison seconded the motion; the motion carried.**
7. Finance Report: Mr. Williams presented the Finance Report for October. Mr. Williams expressed that they were still having issues with the accounting software, so some items from the previous fiscal year are listed, and that the issues will, hopefully, be resolved very soon. The Board accepted the report without further discussion.
8. Holiday Pay: Mr. Williams stated that the state has given half a day holiday for the day before Thanksgiving and has given the entire day of Christmas Eve as a holiday. He added that the Board had given the second half of the day of the day before Thanksgiving in the past. **Sabrena Ison motioned that the Board give a half day holiday pay for the day before Thanksgiving. Heather Lewis seconded the motion; motion carried.**

VII. Other Business:

1. Linda Larmer spoke that most boards that she was associated with, asked its board members to give to the organization. She stated that many churches required a “gift of record” for its members to be able to vote on certain things. Mr. Williams added that several of the agency staff have payroll deductions given to the agency. **Linda Larmer motioned that Board members give a gift of record, yearly or quarterly, to Mountain Community Action Program. April Keesling seconded the motion. During discussion, it was stated that Directors can be given an envelope at the meetings for their donation. The motion carried.**
2. **The next meeting was scheduled for Tuesday, January 21, 2020 at 6:30 PM at the Mountain CAP office.**

VIII. The meeting was adjourned at 7:02 p.m. Beverly Mountain made motion to adjourn; April Keesling seconded the motion; motion carried.

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

Secretary

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_