Mountain Community Action Program, Inc.

BOARD OF DIRECTORS MEETING

October 15, 2019

I. The October meeting of the Board of Directors of Mt. CAP was held at the Mountain CAP administrative building in Marion, Virginia on October 15, 2019 at 6:31 p.m. Nine members were present, therefore representing a quorum.

II. MEMBERS PRESENT: Herbert Clay, Sara King, Linda Larmer, Beverly Mountain, Sabrena Ison, April Shipley, Denisha Cook, Angela Peters, and Buster Sage.

MEMBERS ABSENT: Cameron Burton, Debra Reeves, Charles Lester, Leticia Maldonado, Heather Lewis, and Amy Tuell.

STAFF IN ATTENDANCE: Mike Williams – Executive Director.

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

IV. Minutes: Buster Sage motioned that the minutes of the meeting held on September 17, 2019 be approved. Sabrena Ison seconded the motion. The motion passed.

V. Old Business:

A. Mr. Clay stated that the Bylaws revision as presented at the meeting on September 17, 2019 needed to be voted on at this meeting. Buster Sage motioned to accept the Bylaws as presented; Sara King seconded the motion. There was no further discussion. The motion passed unanimously by a show of hands.

VI. New Business:

1. President’s Report: No Report
2. Director’s Report:
* Mike Williams stated that staff finished the submissions into CSBG Reporter for the 4th Quarter of the 2019 Program Year.
* Mike Williams reported that Christy Barr had been hired as the new Finance Administrator and was training with Ms. Vernon. Ms. Vernon will transition into duties split between the Weatherization Program and Administration of CSBG programs. If all goes as planned, the transition should be complete by the end of December 2019.
* Mike Williams distributed Board Member Handbooks, which contained the newly accepted Bylaws, Board Policies and Procedures, and other information. Board members present signed for receipt of Bylaws.
1. Personnel Committee Report:
* Linda Larmer reported that members of the Personnel Committee met with staff members Mr. Williams and Ms. Vernon to review the current Personnel Policies and changes to the Mutual of America 403(b) plan. The biggest changes were the deletion of policies related specifically to the Head Start Program, and the consistency of language. The policies will be formatted and submitted to an attorney for review, then presented to the Board for acceptance. Mr. Williams explained the proposed changes to the Mutual of America 403(b) plan. Major changes were requiring employees to contribute 1% of their pay to the plan in addition to what the agency contributes and limiting the number of loans an employee can have outstanding and the amount vested that can be taken in a loan Linda Larmer motioned to accept the changes to the 403(b) plan and Buster Sage seconded the motion. A copy of the motion will be sent to Mutual of America and is attached to the minutes.
1. Mike Williams presented the Finance Report. Reports were provided to board members outlining spending levels for Mt. CAP contracts and financial balance sheets.
2. VII. Other Business:
3. Election of Officers were nominated as follows: Sara King reported the slate of Officers from the Nominating Committee; Linda Larmer asked to not be Secretary. The Board voted on the slate minus a Secretary. The slate of Officers was accepted by unanimous vote

President: Herbert Clay

Vice President: Buster Sage

Treasurer: Sabrena Ison

Mr. Clay asked for nominations for Secretary; Denisha Cook stated that she would be willing to serve as Secretary. No other nominations were presented from the floor. Sara King motioned that Denisha Cook be Secretary; Beverly Mountain seconded. The motion passed. The officers will begin service on January 1, 2020 per the Bylaws.

1. Ms. Larmer reported that she had spoken with Amy Tuell and confirmed that Ms. Tuell wished to resign from the Board due to health issues. Buster Sage motioned to accept Ms. Tuell’s resignation; Beverly Mountain seconded the motion. The motion passed. Mr. Williams will contact Client Sector groups in Smyth County for nominations to the Board.
2. The next regular meeting is scheduled for November 19, 2019 at 6:30, in Wytheville. This will be a dinner meeting and Mr. Williams was asked to make reservations at either the Peking or Cracker Barrel Restaurants.

VIII. The meeting was adjourned at 7:21 p.m.

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

Secretary

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