Mountain Community Action Program, Inc.

BOARD OF DIRECTORS MEETING

September 19, 2017

MEMBERS PRESENT: Cameron Burton, Herbert Clay (on speaker phone) Denisha Cook, Gary Houseman, Sabrena Ison, Linda Larmer, Leticia Maldonado, Angela Peters, Amy Tuell.

MEMBERS ABSENT: Wade Blevins, Kristy Dean, Lori Deel, Alan Gray Sara King, Beverly Mountain, and Debra Reeves, Buster Sage.

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

The September meeting of the Board of Directors of Mt. CAP was held at the Bland Ministry in Bland, Virginia on September 19, 2017 at 6:30 p.m. Nine members were present, therefore representing a quorum.

Prior to the business meeting, Mike Williams presented a board training session covering the following areas: program overview, funding sources & time frames, community needs assessments, strategic planning, agency plan, ROMA cycle & reporting, CSBG reporting, and Board advocating with governmental representatives & in communities.

Linda Larmer chaired the meeting. Amy Tuell motioned to approve the agenda as presented. After a proper second by Sabrena Ison, the motion passed. Amy Tuell motioned that the minutes of the meeting held on July 18, 2017 be approved. Sabrena Ison seconded the motion. Gary Houseman abstained. The motion carried.

Under Old Business, Mike Williams presented the electronic voting results for the record:

* August 28, 2017: Motion to approve the disposal of agency vehicles no longer in use.

11 votes yea, 0 votes nay. The motion passed by majority vote.

Under New Business, there was no President’s report. Mike Williams presented the Director’s Report. Mr. Williams had distributed a written report to board members prior to the meeting.

* Mr. Williams and other staff have made connections with other agencies to form partnerships such as District III Senior Care, Smyth County Extension Office, Hope Ministries, Kiwanis Downtown, Smyth and Wythe/Bland County Chambers of Commerce, Emory & Henry College, People Inc. Workforce Opportunity, and Blue Ridge Job Corps.
* Key staff will also be attending trainings and workshops on social media, finance, grant writing, VITA tax assistance, and client financial empowerment.
* Mr. Williams and administrative staff are currently working on the five year Head Start re-competition grant application due on December 1, 2017.

Mike Williams presented the Head Start Report:

* Head Start attendance and meal count reports for August 2017.
* Head Start is currently at full enrollment with 170 children.
* Mr. Williams presented the following nominations for community representatives for the Head Start Policy Council: Beverly Mountain, Anita Hawthorne, Ashley Atkins, Brenda Wells, and Dave Reimer. After a discussion of a potential conflict of interest in having Mrs. Mountain serve on the Policy Council while also serving as a member of the Board of Directors, Sabrena Ison motioned to approve the following community representatives to the Head Start Policy Council: Anita Hawthorne, Ashley Atkins, Brenda Wells, and Dave Reimer and that Mrs. Mountain’s nomination be postponed until regulations are reviewed to prevent any conflicts. After a proper second by Denisha Cook, the motion carried. Amy Tuell volunteered to attend the next Policy Council meeting.

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 reviewed the August 2017 balance sheets and the current grants receivable report.
* The Office of Head Start has approved the 2017-2018 COLA salary increases.
* The audit firm Hicok, Fern & Company, CPAs are finishing up the agency audit and it should be complete in October.

Sabrena Ison motioned to approve the finance report as presented. Leticia Maldonado seconded the motion. The motion passed.

Under Other Business, Mike Williams reported that the vacant board position on the Wythe County client sector was advertised in local newspapers and no response was received. He met with Meagan Hudson, a teacher at Little Wonders Development Center in Rural Retreat, and she is willing to fill that vacancy. Leticia Maldonado motioned to approve the nomination of Meagan Hudson to serve on the client sector on the Board of Directors as an early childhood representative. After a proper second by Denisha Cook, the motion carried.

Mr. Williams reported that Smyth County Board of Supervisors will be filling appointments of any departing Board of Supervisors representatives for presentation in October.

Mr. Williams reported that he had spent some time evaluating the advantages vs. disadvantages of taking ownership of the Marion building at the Board’s request. At this time, he does not recommend pursuing ownership of the building for the following reasons: Smyth County has not officially offered the building to Mt. CAP, potential considerable tax liability, an increase in insurance liability premiums, and the loss of approximately $30,000.00 in in-kind needed for matching agency grant requirements.

At this time, Linda Larmer requested a meeting of the Budget/Finance Committee be scheduled for October 4, 2017 at 9:00 a.m. at Mt. CAP office in Marion to address strategies for increasing Mt. CAP’s unobligated funds and forming a long term financial plan for the agency.

Sabrena Ison motioned to approve the CSBG Fourth Quarter Report as presented. Leticia Maldonado seconded the motion. The motion passed.

Leticia Maldonado requested a Personnel Committee meeting be scheduled to meet at 11:00 a.m. on Wednesday, Oct. 4, 2017 at the Mt. CAP office in Marion to review Mt. CAP personnel policies for updates where applicable in regard to the Family Medical Leave Act and other personnel issues.

Denisha Cook requested a meeting of the Constitution and Bylaws Committee to be scheduled for October 3, 2017 at 2:00 to review and update board policies and procedures. Leticia Maldonado will contact Wytheville Community College to reserve a room for the meeting.

Regina Williams presented changes proposed by funding monitors and the auditor to the Financial Policies and Procedures Manual to comply with current policies.

* Page 46, number 7 – remove the word “*potential*” from that line to read *“The organization shall research vendors/contractors annually on the following Excluded Party Lists at* [*www.sam.gov*](http://www.sam.gov). Delete the bullet point under Small Purchases: *“Single items purchased in excess of $500 with CSBG funds must have prior written approval from the Virginia Department of Social Services.”*
* Page 62, under the Weatherization caption Administrative Costs: substitute the phrase “*not exceed 5% of the total allowable materials installed and program support per residence weatherized. LIHEAP Administrative costs are limited to 8% of total production costs.”*  with the phrase “*follow current program guidelines for DOE and LIHEAP”*.
* Page 82 – under the caption Overview – substitute the non-expendable property unit cost from “$*500.00* to $*5,000.00”* and delete the line “*except the Head Start Program. The Head Start guidelines for non-expendable property are $5000.00 per unit with a useful life of more than one year”*.

Sabrena Ison motioned to approve the changes to the Financial Procedures Manual as presented. After a proper second by Amy Tuell, the message carried.

The next regular meeting is scheduled for October 17, 2017 at the Mt. CAP office in Marion, Virginia at 7:00 p.m. The November meeting is scheduled for November 21, 2017 at 6:30 p.m. The location of that meeting is tentatively the Peking Restaurant in Wytheville, Va. pending reservations.

Sabrena Ison motioned that the meeting be adjourned. After a proper second by Denisha Cook, the motion carried.