



**Board of Directors  
Notice of Meeting**

**MONDAY, NOVEMBER 27, 2023  
HYBRID: Via Zoom & 913 Georgetown Street, Lexington, KY 40511  
6:30 P.M. BOARD OF DIRECTORS MEETING**

This month's board meeting will be conducted in a hybrid fashion utilizing Zoom. You can join the meeting in-person or from a computer with a camera and microphone (most laptops have both). You can also join through an iPad or smart phone. You can download the Zoom app. We are providing a few Council iPads to members and they will receive instructions with the iPads.

Please plan to join the meeting by 6:15 p.m. Monday, November 27, 2023, so we can start at 6:30 p.m. If you have any problems connecting, call the office at 859-233-4600, and then press extension 1415. Staff from the IT department will be on hand to help.

Join Zoom Meeting

<https://commaction-org.zoom.us/j/81585336444?pwd=7NkPJKaPkObNJbaDgmn5gZIrbn8i8p.1>

Meeting ID: 815 8533 6444

Passcode: 704754

One tap mobile

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**TO REQUEST AN EXCUSED ABSENCE**

**Camisha Powell: 859-233-4600, Ext. 1415 OR**

**[Camisha.powell@commaction.org](mailto:Camisha.powell@commaction.org)**

***\*PLEASE MAKE THESE REQUESTS BEFORE MONDAY 11/27/2023\****



**BOARD OF DIRECTORS - REGULAR MEETING  
6:30 P.M. – MONDAY, NOVEMBER 27, 2023  
AGENDA**

1. **Call to Order, CAC Promise, Roll Call, Introduction of New Board and/or Staff Members, Recognition of Retiring Staff\***
  - Daniel Murphy, Chairman
2. **Adoption of the Agenda (November 27, 2023) \*\***
  - Daniel Murphy, Chairman
3. **Approval of Minutes (October 23, 2023) \*\***
  - Michele C. Lee, Secretary
  - Camisha Powell, Executive Assistant to the Director
4. **Executive Director's Report\***
  - a. Strategic Planning Updates
  - b. Legal Update
    - Sharon Price, Executive Director
    - Steve Amato, McBrayer PLLC
5. **Committees of The Board\*\***
  - a. **Executive Committee**
    1. None.
      - Daniel Murphy, Chairman
      - Sharon Price, Executive Director
  - b. **Personnel Committee**
    1. 2024 Agency Holiday and Board Meeting Schedule (Action Item)
      - Connie Godfrey, Chair
      - Bridgett Rice, Director of Human Resources
  - c. **Grant and Fundraising Development Committee**
    1. Report
      - Tim Feld, Chair
      - Melissa Tibbs, Director of Sustainability
  - d. **Evaluation and Planning Committee**
    1. **Head Start Action Items**
      - (a) Powell Co. Additional Funds Budget Revision Ratification
      - (b) Regional HS/EHS Budget Carryover & Non-Fed Share Waiver Request
    2. **Other Approvals (Action Items)**
      - (a) Ratification of Approval of the 2022 CoC Program Grant Agreement for the CAC-PSH Program

- (b) 2024-2028 Agency Strategic Plan
- (c) 2024-2028 Housing and Homeless Services Strategic Plan

3. **Discussion Items**

- (a) None.

4. **Informational Items**

- (a) OHS Region IV Complaint Issue Letter
- (b) The Prep Academy at Chrysalis House – 10/19/2023 No Deficiency Inspection w/ Recommendation
- (c) Southeast Construction
- (d) The Prep Academy at BCTC – STARS Award Letter and Certificate
- (e) The Prep Academy at Scott Co. – NAEYC Certificate
- (f) The Prep Academy at Bourbon – 10/19/2023 Plan of Correction
- (g) The Prep Academy at Bourbon – Paris School Kitchen Inspection
- (h) CACFP FY 2023-24 Approval
- (i) 2023-24 Pre-Family Outcomes Regional/South Central/EHS-CCP
- (j) 2023-24 Regional HS Fall CLASS Data
- (k) 2023-24 South Central HS Fall CLASS Data
- (l) 2023 Migrant HS CLASS Data
- (m) 2023 Weatherization Technical Monitoring Review Report

5. **Center Activities Informational Items\***

- (a) The Prep Academy at Winburn
- (b) The Prep Academy at Chrysalis House
- (c) Family Care Center
- (d) Harrison County
- (e) Madison County
- (f) Bourbon County
  - Art Crosby, Chair
  - Melissa Tibbs, Director of Sustainability
  - Jessica Coffie, Director of Child Development
  - Kesha Richardson, ERSEA Director

e. **Finance Committee**

1. **Financial Reports**

- (a) Consolidated Balance Sheet, October 2023 (Action Item)
- (b) Financial Statement, October 2023 (Action Item)
- (c) Head Start Budget Detail, October 2023
- (d) Accounts Receivable, October 2023
- (e) Financial Statement for Winter Care, October 2023
- (f) Credit Card Statements, October 2023
- (g) Health Trust, October 2023
- (h) Unemployment Insurance Trust September 2023

2. **Budget Amendment (Action Items)**

- (a) Powell Co. Additional Funds Budget Revision Ratification
- (b) Regional HS/EHS Budget Carryover & Non-Fed Waiver Request
- 3. **New Budgets (Action Items)**
  - (a) CAC Housing 2024 Budget
  - (b) Unemployment Trust 2024 Budget
  - (c) Health Trust 2024 Budget
  - (d) Day One Family Trust 2024 Budget
  - (e) KHC Permanent Housing Bonus Program 2024 Budget
    - Kimberly Baird, Treasurer
    - Richard Heine, Assistant Treasurer
    - Sharon Price, Executive Director
    - Steven Gravitt, Chief Financial Officer
- f. **Audit Committee**
  - 1. None.
    - Connie Godfrey, Chair
    - Steven Gravitt, Chief Financial Officer
- g. **Nominating and Recruitment Committee\*\*\***
  - 1. Proposed Officer Slate for 2024 Board of Directors
    - Art Crosby
    - Sharon Price, Executive Director
    - Camisha Powell, Executive Assistant to the Director
- 6. **Shared Governance Training\*\***
  - a. Approved Board Minutes: September 2023
  - b. Approved Policy Council Minutes: September 2023
  - c. Family and Community Services
    - Sharon Price, Executive Director
    - Jessica Coffie, Director of Child Development
    - Leidy Borges-Gonzalez, Director of Community Services
- 7. **Operations Reports – October 2023\*\***
- 8. **Comments and Announcements\***
- 9. **Public Comment\***
- 10. **Adjournment**

\*VERBAL / \*\*ENCLOSED / \*\*\*HAND-OUT / ^^NOVEMBER 2023 BOARD PACKET