



**Board of Directors  
Notice of Meeting**

**MONDAY, JUNE 24, 2024**

**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, June 24, 2024, 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 6133. Staff from the IT department will be on hand to help.

Join Zoom Meeting

<https://commaction-org.zoom.us/j/84576681389?pwd=BrODgfjga7Kgqmj2LpaOavofNkNq2D.1>

Meeting ID: 845 7668 1389

Passcode: 053936

One tap mobile

+13052241968,,84576681389#,,, \*053936# US

**TO REQUEST AN EXCUSED ABSENCE**

**Camisha Powell: 859-233-4600, Ext. 1237 OR  
camisha.powell@commaction.org**

***\*PLEASE MAKE THESE REQUESTS BEFORE MONDAY 6/24/2024\****



**BOARD OF DIRECTORS - REGULAR MEETING  
6:30 P.M. – MONDAY, JUNE 24, 2024  
AGENDA**

1. **Call to Order, CAC Promise, Roll Call, Introduction of New Board and/or Staff Members\***  
----Daniel Murphy, Chairman
2. **Adoption of the Agenda (June 24, 2024) \*\***  
----Daniel Murphy, Chairman
3. **Approval of Minutes of (May 20, 2024) \*\***  
----Michele C. Lee, Secretary  
----Camisha Powell, Executive Assistant to the Director
4. **Executive Director's Report\***
  - a. Tiny House Presentation
  - b. Strategic Planning Updates
  - c. 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. None.  
----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) Ratification: Supplemental Application for 04CH011199
      - (b) 2024-25 PY Child Nutrition Menu
    2. **Other Approvals (Action Items)**
      - (a) None.
    3. **Discussion Items**

*Mission: Community Action Council prevents, reduces, and eliminates poverty among individuals, families, and communities through direct services and advocacy.*

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(a) None.

**4. Informational Items**

- (a) New Eligibility Provisions for MSHS Programs
- (b) FY2023 Award Letter
- (c) South Irvine Learning Center –KY All STARS Review & Certificate
- (d) The Prep Academy at BCTC –KY All STARS Annual Quality Review
- (e) Flyer for the 2024 PC/Board Retreat
- (f) The Prep Academy at Richmond KY All STARS – Review & Certificate
- (g) The Prep Academy at Berea –Licensing Acceptable Plan of Correction
- (h) The Prep Academy at Madison County –No Deficiency Letter
- (i) The Prep Academy at Laurel County –No Deficiency Letter
- (j) LIHEAP Spring Subsidy (Cooling) Funds Remaining
- (k) BCTC NAEYC Accreditation Letter & Report 2024
- (l) South Ivrin License Renewal w/ No Deficiency
- (m) Laurel Co. License Renewal w/ No Deficiency
- (n) Fire Marshall Letter
- (o) Program Goals: MSHS, Regional, EHS-CCP, & SCHS
- (p) 2023-24 Regional HS/EHS Child Outcomes Post-Assessment Data
- (q) 2023-24 EHS-CCP Child Outcomes Post-Assessment Data

**5. Center Activity Informational Items\***

- (a) The Prep Academy at Bourbon County (left arm injury)
- (b) The Prep Academy at South Lexington (tongue bite injury)
- (c) Lake Cumberland (Van Rear-Ended)
  - 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, May 2024 (Action Item)
- (b) Financial Statement, May 2024 (Action Item)
- (c) Head Start Budget Detail, May 2024
- (d) Accounts Receivable, May 2024
- (e) Financial Statements for Winter Care, May 2024
- (f) Financial Statement for Shepherd Place, April 2024
- (g) Credit Card Statements, May 2024
- (h) Health Trust, May 2024
- (i) CAC, Shepherd Place, WinterCare Inc. Form 990 2023 Return of Org Exempt from Income Tax
- (j) Fiscal Policies
- (k) Distribution of 401k Forfeitures

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

(a) None.

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*Promise: "Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."*

**3. New Budgets (Action Items)**

- (a) Management and Support Services Non-Federal FY 2024-25 Budget
- (b) Food Program FY 2024-25 Budget
- (c) Restricted Funds Combined Budgets 2024-25
- (d) Harrison, Nicholas, Bourbon, & Scott Early Childhood Council 2024-26
- (e) One Lexington FY 2024-2025 Budget
- (f) Child Care Budget 24-25
- (g) LIHEAP Weatherization FY 24-25 Budget
- (h) LIHEAP FY 2024-25 Budget
- (i) Department of Energy Weatherization FY 2024-25 Budget
- (j) Kynect 24-25 Budget
- (k) LEP/PREP FY 24-25 Budget
- (l) Fundraising FY 24-25 Budget
- (m) Management & Support Services (MSS) FY 2024-25 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. None.
  - Richard Heine, Chair
  - Sharon Price, Executive Director
  - Camisha Powell, Executive Assistant to the Director

**6. Shared Governance Training\*\***

- a. Approved Board Minutes: April 2024
- b. Approved Policy Council Minutes: April 2024
- c. Recruitment/Transition from EHS to Head Start
  - Sharon Price, Executive Director
  - Jessica Coffie, Director of Child Development
  - Kesha Richardson, ERSEA Director

**7. Operations Reports –May 2024\*\***

**8. Comments and Announcements\***

**9. Public Comment\***

**10. Adjournment**

\*VERBAL / \*\*ENCLOSED / \*\*\*HAND-OUT