Minutes
Jefferson County Committee for Economic Opportunity
**Board of Directors Meeting**
Bethel Baptist Church
Wednesday, October 28, 2020
5:30 p.m.

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| **BOARD MEMBERS PRESENT:** | Mr. Bruce E. Grant, Vice President |
| | Mr. Kamonte Kelly (Phone) |
| | Dr. Dione King (Phone) |
| | Pastor T.L. Lewis |
| | Mr. Donald T. Lupo, Jr. |
| | Mayor Gary R. Richardson, Sr., President |
| | Mrs. Kelli Solomon (Phone) |
| | Mr. Charles E. Tyler, Jr. (Phone) |
| | Mrs. Alice R. Williams, Secretary (Phone) |
| **BOARD MEMBERS ABSENT:** | Dr. James Ernest |
| | Mr. Arnold M. King |
| | Ms. Sherry McClain |
| | Mr. Toraine Norris |
| | Mrs. Tiffany Osborne |
| | Mrs. Debra W. Smith |
| **GUEST:** | Ms. Janice Stephens |
| **STAFF:** | Ms. Sharon Myles, Executive Director |
| | Mrs. Patrice Smith (Phone) |
| | Ms. Brenda Singgellos (Phone) |
| | Mr. Brandon Sims (Phone) |
| | Mrs. Tonia Price (Phone) |
| | Ms. Renee Fox (Phone) |
| | Dr. Crystal Spivey (Phone) |
| | Mr. Charles Vargas |

Mayor Gary Richardson, President, called the meeting to order at 5:40 p.m.

Mrs. Patrice Smith called the roll and there was a quorum.

Pastor Tommie L. Lewis gave the invocation. Everyone recited The Promise of Community Action.

**Chair tended a motion to approve the agenda. On a motion duly made by Pastor T. L. Lewis, seconded by Mr. Bruce Grant, the motion was carried, and the Board unanimously approved the agenda.**

**Chair tended a motion to approve the September 2020 Board minutes. On a motion duly made by Pastor T. L. Lewis, seconded by Mr. Charles Tyler, the motion was carried, and the Board unanimously approved the September 2020 Board minutes.**

The Finance Committee presented a recommendation to the full Board to approve the auditing firm of Carr, Riggs & Ingram, LLC to complete the 2019 Annual Audit for the agency.

**Chair tended a motion to approve the recommendation of Carr, Riggs & Ingram, LLC to perform the 2019 Annual Audit for the agency. On a motion duly made by Pastor T. L. Lewis, seconded by Mr. Charles Tyler, the motion was carried, and the Board unanimously approved the recommendation of Carr, Riggs & Ingram, LLC to perform the 2019 Annual Audit for the agency.**

The guidelines of the Indirect vs. De Minimis Rate was presented to the Board. The agency is proposing a move to the 10% De Minimis cost rate effective November 12, 2020.

**Chair tended a motion to approve the 10% De Minimis cost rate effective November 12, 2020. On a motion duly made by Pastor T. L. Lewis, seconded by Mr. Don Lupo, Jr., the motion was carried, and the Board unanimously approved the 10% De Minimis cost rate effective November 12, 2020.**

The Nominating Committee presented names and bios of candidates to be considered for the vacant slots on the Board. These recommendations were tabled until the next Board Meeting so that the Board would have time to review the candidates.

The Compliance Committee presented changes that need to be made to the current By-Laws and the terms of Board Members.

**Chair tended a motion to approve the amendment of the current By-Laws. On a motion duly made by Mr. Don Lupo, Jr., seconded by Pastor T. L. Lewis, the motion was carried, and the Board unanimously approved the amendment of the current By-Laws.**

The Personnel Committee presented its recommendation to hire the agency's new CFO, Ms. Jackie Hill.

**Chair tended a motion to approve the hiring of the agency's new CFO, Ms. Jackie Hill. On a motion duly made by Mrs. Kelli Solomon, seconded by Pastor T. L. Lewis, the motion was carried, and the Board unanimously approved the hiring of the agency's new CFO, Ms. Jackie Hill.**

**Chair asked for the Agency Updates.**

Highlights from each Report:

1. Community Services
   **(Highlights)**
   - Mr. Hollis Johnson presented the Board with the Community Needs Assessment for their approval.
     **Chair tended a motion to approve the Community Needs Assessment. On a motion duly made by Pastor T. L. Lewis, seconded by Mr. Bruce Grant, the motion was carried, and the Board unanimously approved the Community Needs Assessment.**

   - The Board was also presented by Mr. Hollis Johnson the guidelines for the General Fund 2021 Distribution of $40,000 this year ($5,000 less than last year) for their approval.
     **Chair tended a motion to approve the General Fund 2021 Distribution. On a motion duly made by Pastor T. L. Lewis, seconded by Mr. Bruce Grant, the motion was carried, and the Board unanimously approved the General Fund 2021 Distribution.**

1. Child Development Services

**(Highlights)**

The agency is submitting the HS/EHS Refunding Grant and it was presented to the Board for their approval.

**Chair tended a motion to approve the HS/EHS Refunding Grant. On a motion duly made by Pastor T. L. Lewis, seconded by Mr. Bruce Grant, the motion was carried, and the Board unanimously approved the HS/EHS Refunding Grant.**

2. IT

**(Highlights)**

- Mr. Brandon Sims gave an update on the prototype tablets that will be used during the Virtual Learning Platform for the upcoming school year. The tablets ae set-up and ready to be distributed. He and his team are also working on implementing a new Firewall System and an upgrade to the phone system by the end of this year. They are also working on an Online Course Management System for the agency.

3. Human Resources

**(Highlights)**

- Ms. Brenda Singgellos reported that there are 230 employees employed with JCCEO and there are 13 open positions that need to be filled. We do not have any SEMP Workers currently employed. There are also no Worker's Comp claims or pending lawsuits.

4. Child Development Services

**(Highlights)**

- The devices that will be used by the enrolled children are ready for distribution and will be given to children from several different Head Start locations. There were a few positive COVID-19 cases among staff which prompted the sanitation of several different sites along with HQ. Enrollment is currently at 333 of the 800 that we are supposed to have. The Public Relations team is currently working on new ads to promote JCCEO and our services. There have been discussions of placing Pre-3 Programs in the Elementary Schools which may be another deterrent for keeping our centers full. We are working new and fresh ideas to promote all that we do. There is

a major need for childcare in the Bessemer area. We are searching for a location to meet the needs of those families. The agency owns a building in that area, but it is too small to meet the needs of those families and children. This building is currently being housed by the Alabama Stem Program, directed by Mrs. Juanita Graham. Mrs. Graham is working on making current rent payments to continue to rent the space.

5. Facilities, Maintenance and Transportation
   - We are still working on cleaning out all the centers that we no longer house to include Fairmont, St. Joseph and St. Francis. An inventory list of all those buildings has been requested by the Office of Head Start.
   - A new HVAC system is being installed at HQ along with a filtration device.
   - Kingston Head Start is in serious needs of a fence around the property. Individuals from the neighborhood are loitering around the parking lot after hours.
   - Weatherization will have 25 houses completed during the month of September. Bids were done for new contractors with the goal of having 65 houses completed by April 2021.

President asked for the Old Business. Mrs. Alejandra Escamilla-Ocampo has resigned from the JCCEO Board of Directors. The Nominating Committee will meet to discuss the recruitment of the members that are needed to be in compliance.

President asked for the New Business. None

**Chair tended a motion to go into Executive Session. On a motion duly made by Pastor T. L. Lewis, seconded by Mrs. Debra Smith, the motion was carried, and the Board unanimously approved to go into Executive Session.**

**Chair tended a motion to adjourn the meeting at 7:15 p.m. On a motion duly made by Mr. Bruce Grant, seconded by Mr. Charles Tyler, the motion was carried, and the Board unanimously approved to adjourn the meeting.**

**Signature Sheet**

Jefferson County Committee for Economic Opportunity

**Signature Sheet**

Jefferson County Committee for Economic Opportunity

**Board of Directors Meeting Minutes**

for Wednesday, October 28, 2020

Attestation of the JCCEO Board of Directors' Approval of its October 28, 2020 Board Meeting minutes.

Gary R. Richardson, President — 11/16/2020 Date

Alice R. Williams, Secretary — 11/16/2020 Date

Patrice Smith, Recorder — 11/16/2020 Date