The Greene Lamp
Board of Directors' Meeting
September 19, 2011

The Greene Lamp Board of Directors met on Monday, September 19, 2011 at 12:00 (noon). The meeting was held at the Golden Corral Restaurant in Kinston, with the following **members present**: Mr. William Connor, Mr. James Shackleford, Dr. Virginia Cox-Daugherty, Ms. Linda R. Sutton, Mr. Richard Basili, Mr. Gene Smith, Mr. Jerry Jones, Mr. Bennie Heath, Ms. Phyllis Harrison, Ms. Rhonda Barrow, and Ms. Lisa Mathis. **Absent members**: Ms. Michelle Skinner, Ms. Erica Chavez, Mr. Tommy Pharo, Ms. Martha Bishop, Ms. Darlene Lang-Koonce, Ms. Betty Stroud and Mr. Glen Gray. **Others Present**: Ms. Brenda S. Outlaw, Ms. Dona D. Thompson, Ms. Lee H. Parker, Ms. Angela H. Moye, Ms. Mary Lovick, and Mr. Duane Clark.

I. The Chairman called the meeting to order and established a quorum.

II. **The Agenda –** The Agenda was approved as printed.

III. **July Minutes** – The minutes were approved as written.

IV. **Recognition of Employee of the Month** – Ms. Moye recognized Donald Roach, Custodian, as Employee of the Month for August 2011. Ms. Lovick recognized Georgia Edwards, CSBG Case Manager, as Employee of the Month for September 2011.

V. **Report of the Executive Committee** – Dr. Virginia Cox-Daugherty gave the report of the Executive Committee that included new hires, change in status, resignations, and bus driver/substitute list. The committee tabled the four interim positions requested to be moved back in their previous positions for further discussion to included Ms. Angela M. Bates, the new Executive Director.

VI. **Actions of the Executive Committee** – Mr. Richard Basili made a motion to accept the actions of the Executive Committee. Ms. Phyllis Harrison seconded the motion. The motion was carried.

VII. **Report of the Policy Council** – Dr. Virginia Cox-Daugherty gave the report of the Policy Council. She reviewed personnel and other items of discussion and the approvals. Mr. Richard Basili made a motion to accept the Report of the Policy Council. Ms. Lisa Mathis seconded the motion. The motion was carried.

VIII. **Head Start Funding Awards** – The Agency received Amendment # 1 and Amendment #2 of the Financial Assistance Award from the Department of Health and Human Services Administration for Children and Families. The Board members reviewed the information provided in the packet. No action was needed.

IX. **Letter of Occupancy** – Greene Lamp received a certificate of occupancy that issued pursuant to the requirements of the International Codes certifying that the time of issuance, this structure as in compliance with the various ordinances of Lenoir County regulating building construction or use. The project address is 2909 Grainger Station Road. The proposed use is educational/head start. Dr. Virginia Cox-Daugherty made a motion of suggestion to conduct the November board meeting at the Contentnea facility. Ms. Linda R. Sutton seconded the motion. The motion was carried.

X. **Heating/Cooling System** – The unit for the upstairs conference area needs to be replaced. The Interim Executive Director, Brenda S. Outlaw, requested and received bids from Tyson, Stallings and Central. There was a brief discussion on which business to hire for the project. The final discussion was to go with the lowest bid. Ms. Rhonda Barrow made a motion to go with the lowest bid. Mr. Bennie Heath seconded the motion. The motion was carried.

XI. **USDA Application and Budget** - After review of the application and proposed budget for the Child and Adult Care Food Program, Mr. Bennie Heath made a motion to submit a proposal and accept funding and the proposed budget for the CACFP program year 2011 - 2012. Mr. Gene Smith seconded the motion. The motion was carried.

XII. **Head Start Annual Plans** – The Head Start Annual Plans for Disabilities/Mental Health, Education & Early Childhood Development, Family Community Partnership, Early Childhood Development and Health Services, Parent Involvement, and Transportation were included in the packet. There were no questions concerning the annual plans. Mr. Bennie Heath made a motion to accept the Head Start Annual Plans. Mr. Richard Basili seconded the motion. The motion was carried.

XIII. **Head Start Service Report** – After review of the Head Start Service Reports for the months of July and August, Mr. Bennie Heath made a motion to accept the Head Start Service Report. Ms. Linda R. Sutton seconded the motion. The motion was carried.

XIV. **Head Start Two-Month Report** – Ms. Angela H. Moye gave a brief report on the Head Start enrollment stating that it is fully enrolled. She informed the Board that we will be scheduling Board and Policy Council training with the intention of possibly alleviating long meetings that involve a lot of time on issues that are not required to be reviewed and approved by the governing boards. She mentioned that we have applied for a Fatherhood grant and are awaiting a favorable response. Ms. Moye also informed the Board that Mr. Barnes and Ms. Thompson will be working on making identification badges for staff members as a regulation pertaining to safety in the workplace. Ms. Moye shared with the Board that negotiations are currently underway to assure a continued increase as monies for the state become available. Ms. Moye informed the Board that the Three School funding has begun, but the children have not started. We are awaiting a contract. Ms. Linda R. Sutton made a motion to accept the Head Start Two Month Report. Mr. Richard Basili seconded the motion. The motion was carried.

XV. **Fatherhood Grant** – After review of the Fatherhood Grant. Dr. Virginia Cox-Daugherty made a motion to accept the funding for the grant if approved. Mr. Richard Basili seconded the motion. The motion was carried.

XVI. **Set Nominating Committee** – Dr. Virginia Cox-Daugherty suggested, in Ms. Darlene Lang-Koonce's absence, that she still remain on the Nominating Committee. Ms. Rhonda Barrow made a

motion to keep the Nominating Committee as it currently is. Mr. Richard Basili seconded the motion. The motion was carried.

XVII. **WIA Funding Increase** – The agenda was amended to add the WIA Funding Increase. A memorandum and a letter of request for additional funds in the amount of $75,000 was sent to Tammy Childers, Executive Director of Eastern Carolina Workforce Development Board and included in the packet. The additional funds will be used for participant services, work experiences and daycare services. After review of the WIA funding increase, Dr. Virginia Cox-Daugherty made a motion to submit the request for additional funds and to accept the funds upon approval. Mr. Richard Basili seconded the motion. The motion was carried.

XVIII. **CSBG Report** – Ms. Mary Lovick gave the report of the CSBG program. She informed the Board of the successes in the program thus far that included the number of participants who obtained employment. The Year-End report was included in the packet as supporting information. Ms. Lisa Mathis made a motion to accept the CSBG report. Ms. Rhonda Barrow seconded the motion. The motion was carried.

XIX. **WIA Report** – Mr. Duane Clark gave the report of the WIA program. He shared with the Board that the planned enrollments for program year 2011-2012 is 100 participants. Currently there are 83 participants enrolled. The program is close to reaching its enrollment goal. Duane also told the Board that three participants received their GEDs, one participant received a credential, and two participants received the CRC. Occupational training, tutoring services, leadership activities and work experiences are other services that were provided to WIA participants.

XX. **USDA Report** – There were no school/activities for the months of July and August.

XXI. **Finance Report** – Ms. Lee Parker gave the finance report. She informed the Board that More-At-Four paid out over $10,000 in renovations. She stated that the year-end reports are complete. Mr. Bennie Heath made a motion to accept the finance report. Mr. Richard Basili seconded the motion. The motion was carried.

XXII. **Executive Director Report** – Ms. Brenda S. Outlaw mentioned that the state office offers free board training. She mentioned that Head Start is planning to move out of the Snow Hill Administrative office in an effort to reduce operating costs due to budget cuts. CSBG will have a case manager in the office three days a week and administration will have a part-time secretary there twenty hours each week. The Office of Economic Opportunity will have the annual contractor's training on October 17th, 18th, and 19th.

Mr. Connor informed the Board that Ms. Angela Bates will begin her employment on Monday, October 3, 2011 and stated that he and the executive committee look forward to working with her in the future.

XXIII. Adjourn

Mr. Bennie Heath made a motion to adjourn the meeting. Mr. Richard Basili seconded the motion. The motion was carried.

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Mr. William Connor, Board Chair