



SMILE Community Action Agency

– Serving St. Martin, Iberia and Lafayette Parishes –

Craig A. Mathews
Chief Executive Officer

SMILE Board Officers

Marlon Lewis
President

Ronald Cormier
Vice-President

Geri Brown
Secretary

Vonda LeBlanc
Treasurer

Jeremiah Sams
Parliamentarian

SMILE BOARD OF DIRECTORS MEETING NOTICE

ST. MARTIN PARISH

Mr. Scody Prade
Ms. Vonda LeBlanc
Mr. Thomas Guidry
Mr. Richard Potier
Mr. Sabastian Calais
Mr. Christopher Bourda

IBERIA PARISH

Ms. Francelle Anthony
Ms. Sandra Moore
Ms. Geri Brown
Ms. Peggy Paul
Ms. Lois Boutte
Mr. Marlon Lewis

LAFAYETTE PARISH

Ms. Janice Dixon
Ms. Mary Batiste
Mr. Ronald Cormier
Mr. Jeremiah Sams
Mr. Robert Mouton, Sr.
Mr. Amos Williams

Chief Executive Officer: Craig A. Mathews

Departmental Directors

Irma Bourgeois – Director of Services
Chantelle Joseph – Chief Financial Officer
Freddia Roberson – Chief Operations Officer/HR Manager
Ruth Foote – Grants Coordinator
Vanessa Williams – Special Projects Coordinator
Hilda Wiltz – Resource Program Coordinator
Susannah Malbreaux – RSVP Project Coordinator
Rita McCoy – Executive Administrative Assistant/HR Assistant

FROM: GERI BROWN, SECRETARY
SMILE BOARD OF DIRECTORS

DATE: August 16, 2019

SUBJECT: SMILE BOARD OF DIRECTORS MEETING

The SMILE Board of Directors' meeting has been scheduled for:

DATE: Monday August 26, 2019

PLACE: Lafayette Central Office
501 St. John Street
Lafayette, LA 70501

TIME: 6:00 p.m.

Please plan to attend. If you are unable to attend, please contact the Central Office at (337) 234-3272. We look forward to seeing you at the meeting.

(337) 234-3272
www.smilecaa.org

P.O. Box 3343, Lafayette, LA 70502
501 St. John Street

TDD 711
Fax (337) 234-3274

**SMILE Community Action Agency
Board of Directors Meeting Agenda
Monday, August 26, 2019
Lafayette, LA
(1968-2019)**

- I. Call to Order
 - II. Invocation
 - III. Pledge of Allegiance
 - IV. The Promise of Community Action/Read in Unison:
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.
 - V. SMILE Mission Statement/Read in Unison:
SMILE Community Action Agency is to serve as a clearinghouse for community needs, with a focus on health, education, and economic stability, the betterment of all disadvantaged individuals, children and families that we encounter.
 - VI. Roll Call
 - VII. SMILE Board of Director's Meeting Protocol (Please be guided by our Protocol located in the front of packet.)
 - VIII. Public Comment – (Blue Cards shall be turned in no later 5:45 p.m.)
 - IX. New Business
 - a. Adopt New Sexual Harassment Policy
 - b. Customer Satisfaction Survey
 - X. Old or Unfinished Business
 - a.
 - XI. Approval of the SMILE Board of Director's Meeting Minutes of July 29, 2019
 - XII. Committee Reports
 - a. Finance Committee Report of August 12, 2019
 - b. Human Resources Report of August 12, 2019
- No Reports** - Appraisal Committee, Audit and Risk Oversight Committee, Booster Committee, Bylaws Committee, Equal Opportunity Committee, For Profit Committee, and Planning Committee.
- XIII. Action Items (for approval)
 - a. July 2019 Statement of Revenue & Expenditure Report and Balance Sheet – Finance
 - b. Form 990 – Finance
 - c. SMILE Agency Budget 2019-2020 – Finance
 - d. Procurement/Contract Policy – Finance
 - e. Retention Policy – Finance
 - f. Personnel Actions – Human Resources

- g. Six (6) Month Evaluation of Ms. Mary Decuir-Cormier – Human Resources
- h. Disaster Recovery Policy – CEO
- i. Approval of CSBG Activity Report for the Month of July 2019 – CEO
- j. Customer Service Survey – CEO
- k. New Sexual Harassment Policy – CEO

XIV. CEO Report for the month of August 2019

XV. Resolutions

- a. None

XVI. Correspondence

- a. None

XVII. Executive Session

- a. 15th Judicial District Court re: Africa Arceneaux vs. SMILE Community Action Agency, Docket No: C20186487 F.
- b. United States Western District Court for the Western District of Louisiana re: Jaime Gabriel vs. SMILE Community Action Agency & Christopher Williams, Civil Action No. 6:19-CV-00087-MJJ-CBW.

XVIII. Announcements

- a. None

XIX. Adjournment