



# 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

**Lois Boutte**  
Secretary

**Vonda LeBlanc**  
Treasurer

**Mary Batiste**  
Parliamentarian

## SMILE BOARD OF DIRECTORS MEETING NOTICE

### ST. MARTIN PARISH

Mr. Scody Prade  
Ms. Vonda LeBlanc  
Mr. Thomas Guidry  
Mr. Zachary Landry  
Ms. Helen Wiltz  
Charae Benjamin

### IBERIA PARISH

Ms. Francelle Anthony  
Ms. Sandra Moore  
Ms. Percie Jefferson  
Ms. Margaret Olivier  
Ms. Lois Boutte  
Mr. Marlon Lewis

### LAFAYETTE PARISH

Ms. Nanette Phillips  
Ms. Mary Batiste  
Mr. Ronald Cormier  
Ms. Michael Toussaint  
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 – Director of Grants/Communications  
Marcus Harris – Affordable Housing Development Director  
Vanessa Williams – Special Projects Coordinator  
Hilda Wiltz – Resource Program Coordinator/EO  
Cynthia Lewis – RSVP Project Coordinator  
Rita McCoy – Executive Administrative Assistant/HR Assistant

**FROM:** LOIS BOUTTE, SECRETARY  
SMILE BOARD OF DIRECTORS  
**DATE:** June 23, 2020  
**SUBJECT:** SMILE BOARD OF DIRECTORS MEETING

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

**DATE:** Monday June 29, 2020  
**PLACE:** St. Martin Parish School Board  
625 Corporate Blvd.  
Breux Bridge, LA 70517  
**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 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 Virtual Meeting Agenda**  
**Monday, June 29, 2020**  
**Lafayette, LA**  
**(1968-2020)**  
**REVISED**  
**AGENDA**

- I. Call to Order
- II. Prayer
- 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. Guest in the Audience (if any)
- X. Approval of the SMILE Board of Director's Meeting Minutes of February 27, 2020  
Approval of the SMILE Executive Committee Meeting Minutes of March 24, 2020.  
Approval of the SMILE Executive Committee Meeting Minutes of April 6, 2020.  
Approval of the SMILE Executive Committee Meeting Minutes of June 4, 2020.
- XI. Committee Reports
  - a. Finance Committee
  - b. Human Resources Committee
  - c. Planning Committee
  - d. CHDO Committee

**No Reports:** Bylaws Committee, Equal Opportunity Committee, and Executive/Appraisal Committee.

- XII. New Business/Action Items (for approval)
  - a. April 2020 Statement of Revenue & Expenditure Report & Balance Sheet – Finance
  - b. May 2020 Statement of Revenue & Expenditure Report & Balance Sheet – Finance
  - c. Form 990
  - d. Agency Budget 2020-2021
  - e. Approval of CSBG Quarterly Activity Report – CEO
  - f. CSBG CARES Act Funding Resolution
  - g. Sign Engagement Letter for Professional Legal Services with PREIS PLC, and Forward Notice of Separation to Koeppell Clark, LLC
  - h. Revised Annual Leave Policy 502.1
  - i. Revised Sick Leave Policy 502.4
  - j. Personnel Actions
  - k. CEO Report for the month of June 2020
  
- XIII. Old or Unfinished Business
  - a. None
  
- XIV. Resolutions
  - a. Mr. Henry Ford – New Iberia – Transportation Driver
  - b. Ms. Alma George – Lafayette Central Office – LIHEAP Case Manager/Tax Preparer
  - c. CSBG CARES Act Funding Resolution
  
- XV. Correspondence
  - a. CSBG Cares Act Funding FY 2020
  - b. LIHEAP Second Amendment Cares Act Supplement
  
- XVI. Announcements/Discussion
  
- XX. Adjournment