



SMILE Community Action Agency

– Serving St. Martin, Iberia and Lafayette Parishes –

Craig A. Mathews
Chief Executive Officer

SMILE BOARD OF DIRECTORS MEETING NOTICE

SMILE Board Officers

Marlon Lewis
President

Ronald Cormier
Vice-President

Lois Boutte
Secretary

Vonda LeBlanc
Treasurer

Mary Batiste
Parliamentarian

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 Welcome
Ms. Wallace Ozenne
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 – Data Entry Specialist
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: October 22, 2020

SUBJECT: SMILE BOARD OF DIRECTORS MEETING

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

DATE: Monday October 26, 2020
PLACE: SMILE 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 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, October 26, 2020
Lafayette, LA
(1968-2020)
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 September 28, 2020
- XI. Committee Reports
 - a. Finance Committee
 - b. Executive Committee

No Reports: Bylaws Committee, CHDO Committee, Equal Opportunity Committee, Human Resources Committee, Executive/Appraisal Committee and Planning Committee.
- XII. New Business/Action Items (for approval)
 - a. September 2020 Statement of Revenue & Expenditure Report & Balance Sheet – Finance
 - b. Approval of CSBG Activity Report September 2020 – CEO
 - c. Approval of CSBG Quarterly Activity Report 2020 – CEO
 - d. Personnel Actions

- XIII. Old or Unfinished Business
 - a. Amended 2020 Agency Holiday Closure Schedule to include Presidential Election Day Tuesday November 3, 2020.
- XIV. Resolutions
 - a. None
- XV. Correspondence
 - a. The Dangers of Micromanagement
 - b. Robert's Rules of Order Summary
- XVI. Announcements/Discussion
 - a.
- XVII. Executive Session
 - a. Department of Health & Human Services Departmental Appeals Board Appellate Division St. Martin, Iberia, Lafayette Community Action Agency – Docket No. A-17-102 – Decision No. 2982 – December 31, 2019. (Head Start/Early Head Start Grant)
- XX. Adjournment