



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
VACANT

IBERIA PARISH

Ms. Francelle Anthony
Ms. Sandra Moore
VACANT
VACANT
Ms. Lois Boutte
Mr. Marlon Lewis

LAFAYETTE PARISH

VACANT
Ms. Mary Batiste
Mr. Ronald Cormier
Ms. Janice Dixon
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
Cynthia Lewis – RSVP Project Coordinator
Rita McCoy – Executive Administrative Assistant/HR Assistant

FROM: LOIS BOUTTE, SECRETARY
SMILE BOARD OF DIRECTORS

DATE: January 21, 2020

SUBJECT: SMILE BOARD OF DIRECTORS MEETING

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

DATE: Monday January 27, 2020
PLACE: Iberia CAC Office
722 Walton Street
New Iberia, LA 70560
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, January 27, 2020
Lafayette, LA
(1968-2020)**

REVISED AGENDA

- I. Call to Order / Installation of 2020 Board of Directors Officers
- II. Moment of Silence
- 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 December 30, 2019
- XI. Approval of the SMILE Special Call Board of Director's Meeting Minutes of January 16, 2020.
- XII. New Business
 - a. Audit Report
 - b. Committee Assignments
 - c. Confidentiality Statement Form 2020
 - d. Conflict of Interest 2020
 - e. Board of Ethics 2020
- XIII. Old or Unfinished Business
 - a. CEO Evaluation

XIV. Committee Reports

- a. Planning Committee

No Reports - Appraisal Committee, Audit and Risk Oversight Committee, Booster Committee, Bylaws, Equal Opportunity, Committee, Finance Committee, For Profit Committee, Human Resources

XV. Action Items (for approval)

- a. November 2019 Statement of Revenue & Expenditure Report & Balance Sheet - Finance
- b. Approval of CSBG Activity Report – CEO
- c. Approval of CSBG Quarterly Activity Report – CEO
- d. Personnel Actions – HR
- e. Diversity Plan 2019 - EO

XVI. CEO Report for the month of January 2020

XVII. Resolutions

- a. Head Start Grant - Resolution

XVIII. Correspondence

- a. Ms. Janice Dixon – Resignation
- b. Applications for Board Appointments/Vacancies

XIX. 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

XX. Announcements

- a. None

XIX. Adjournment