

**OFFICIAL SMILE BOARD OF  
DIRECTORS' MEETING MINUTES**

**FEBRUARY 20, 2017**

**OFFICIAL MINUTES**

**Call To Order:**

The meeting was called to order by Mr. Marcus Bryant, Board President, at 6:00 p.m. The meeting was held at the SMILE Central Office Lafayette, LA.

**Moment of Silence:**

The Board members committed a moment of silence.

**Pledge of Allegiance:**

The Board recited the Pledge of Allegiance.

**The Promise of Community Action:**

The Board recited the Promise of Community Action.

**SMILE's Mission Statement**

The Board recited SMILE's Mission Statement.

**Roll Call:**

**St. Martin Parish**

Mr. Thomas Guidry  
Mr. Richard Potier  
Mr. Zachary Landry  
Mr. Scody Prade  
Ms. Vonda LeBlanc  
Mr. Christopher Bourda

**Iberia Parish**

Ms. Peggy Paul  
Ms. Deidre Ledbetter  
Ms. Geri Brown  
Mr. Wallace Ozenne  
Mr. Marlon Lewis

**Lafayette Parish**

Mr. John Billiot  
Mr. Marcus Bryant  
Mr. Fernando Perez Viart  
Mr. Willie Smith  
Ms. Mary Batiste  
Ms. Janice Dixon

**Members Absent**

None

**Ex-Officio Members Absent**

Ms. Lisa Romero  
Ms. Sherial Connor-Scott

**Staff Present**

Mr. Christopher Williams, CEO  
Ms. Veronica Figaro  
Ms. RoxAnne Chaisson-Pitre  
Ms. Ruth Foote  
Mr. Rosalie Brannon  
Ms. Irma Bourgeois  
Ms. Vanessa Williams  
Ms. Ethel Senegal  
Ms. Patricia Butler  
Mr. Paulma Johnson

Mr. Brian Bernard  
Mr. Michael Sorrell  
Ms. Sandy Pierre  
Ms. Jaime Gabriel  
Ms. Hilda Wiltz  
Ms. Nia Vernon

Mr. Marcus Bryant, Board Chair, announced that there was a quorum and the meeting could proceed.

### **Introduction of Guest(s) in the Audience**

Ms. Lisa Nelson, St. Martinville Parish Councilwoman, Ms. Marja Broussard Lafayette NAACP President, Ms. Veronica Francis, Former Employee, Ms. Debra Arceneaux, Mother of Africa Arceneaux, Ms. Claire Taylor, Daily Advertiser, Ms. Africa Arceneaux, Former Board Member and Mr. Kendall Wiltz, Former Board Member were guests in the audience.

### **Executive Session**

Motioned by Ms. Vonda LeBlanc and second by Ms. Geri Brown to enter into Executive Session to discuss pending legal matters. Motion carried.

Motioned by Mr. Richard Potier and second by Mr. John Billiot to come out of Executive Session. Motion carried.

### **Seating of Board Members (Lafayette)**

Motioned by Ms. Deidre Ledbetter and second by Ms. Geri Brown to seat Ms. Janice Dixon of the Private Sector for NAACP for Lafayette parish to the board of directors. Motion carried. There was five (5) nays.

### **Acceptance of the Minutes**

Motioned by Mr. Richard Potier and second by Ms. Deidre Ledbetter to accept the January 23, 2017 board of director's minutes with corrections if any. Motion carried.

### **Chairman of the Board Report**

Mr. Marcus Bryant, SMILE Board President stated he wants to give everyone his contact information in case there was anything going on within their community or your local Head Start that would help your community progress as a whole. Mr. Bryant stated his email address is [marcus@warriorjustice.com](mailto:marcus@warriorjustice.com) and his cell number is (504) 451-0595. He stated before next month's meeting he will be looking into getting some training dates on Ethics, Conflict Resolution and Properly Sitting on a Board.

### **Verbal Report of the Human Resource Committee February 15, 2017**

Ms. Deidre Ledbetter, HR Chairperson reported the HR Committee meeting was called to order by at 8:10 p.m. on Wednesday, February 15, 2017. The meeting was held via phone conference.

Ms. Ledbetter reported members on the call were **Committee Members** Ms. Geri Brown, Ms. Vonda LeBlanc, Ms. Deidre Ledbetter and Ms. Peggy Paul. **Staff members** were Mr. Christopher Williams, CEO, Ms. Brenda Foulcard, CFO, Rosalie Brannon, HR Director and Ms. Mary Russell Cobb, HS/EHS Director.

Ms. Ledbetter led the committee in prayer.

### **OLD BUSINESS**

#### **Review of Personnel Policies & Procedures Manual Update**

Ms. Ledbetter reported updates that were discussed at the February 4<sup>th</sup> meeting will be typed and sent to the committee members prior to the March 11<sup>th</sup> meeting.

She reported the next Personnel Policy & Procedures Manual meeting will be held March 11, 2017 at the St. Martin CAC. Dr. Williams will contact Paulma Johnson for availability of the building.

#### **Update of Policy 804.1**

Motioned by Ms. Geri Brown and second by Ms. Peggy Paul to approved update of Policy 801.4. Motion carried.

#### **NEW BUSINESS**

Motioned by Ms. Vonda LeBlanc and second by Ms. Geri Brown to approve the Personnel Actions Motion carried.

Ms. Ledbetter reported there was an amendment to the agenda to add new personnel items to the actions. The actions were as follows:

Transfer of Vanessa Williams to the Health & Wellness Coordinator

Nia Vernon to the Parish Manager

Patricia Roberts to Temp. Asst. Parish Manager

Lillian Benoit to Temp. Family Shelter Coordinator in Lafayette

We will hire two (2) Temporary Case Managers to replace the two temporary Case Managers moving into other temporary positions. Ms. Ledbetter reported there was discussion regarding if there was budget availability.

Ms. Ledbetter reported it was moved by Ms. Geri Brown and second by Ms. Peggy Paul to accept the additional actions pending financial approval. Motion carried.

Ms. Ledbetter reported it was moved by Ms. Geri Brown and second by Ms. Vonda LeBlanc to adjourn. Motion carried. The meeting ended at 8:38 p.m.

Ms. Rosalie Brannon, Director of Human Resources reported that the CEO's updated job description needs approval to include the salary range and reviewers signature for submittal to our funding source. Discussion followed.

Motioned by Mr. Richard Potier and second by Ms. Deidre Ledbetter to accept the CEO's updated job description. Motion carried.

Motioned by Mr. Richard Potier and second by Mr. John Billiot to accept the Human Resources Committee report of February 15, 2017. Motion carried.

#### **Report of the Finance Committee of February 13, 2017**

Ms. Vonda LeBlanc, Finance Chairperson reported the meeting was called to order at 5:31 pm. in St. Martinville, LA. The Finance committee had a moment of silence.

**Member in attendance** were Ms. Vonda LeBlanc, Finance Committee Chairperson, Mr. Wallace Ozenne, Mr. Zachary Landry and Mr. Thomas Guidry. **Absent:** Lise Romero, Policy Council Chairperson. **Members Absent** were Ms. Lisa Romero, Policy Council Chairperson. **Staff in attendance** were Ms. Brenda Foulcard, Chief Financial Officer, and Mary Russell Cobb, Head Start/ Early Head Start Director.

## **New Business**

### **Fiscal Workshop**

Ms. LeBlanc reported the committee discussed and agreed to begin the process of reviewing the fiscal management handbook. Ms. Foulcard stated the current policies will be sent to management and the committee for review. She stated a scheduled telephone conference will be held before the workshop to discuss any additions to the handbook. The fiscal workshop is schedule for March 11, 2017 from noon to 2:00 p.m. which will begin immediately after the Human Resource Committee meeting at the St. Martinville Community Action Building.

### **2017-2018 Propose Head Start Budget**

Ms. LeBlanc reported Ms. Foulcard submitted the proposed 2017-2018 Head Start budget to the committee. She explained that the salary line was increase due to the future projection of staff receiving degrees and certifications. She reported decreases were in operational line items such as building insurance, and building maintenance. Ms. Foulcard reported that the budget will need to be monitored closely, especially, pertaining to budgetary items such as building maintenance, transportation and insurance. Ms. Foulcard also reported that there has not been any increases for operational costs for over 10 years. Ms. LeBlanc reported the committee expressed concern on travel, playground equipment and class room supplies. Ms. LeBlanc reported the committee requested to be kept informed of any budget changes, especially, in the salary line.

### **January 2017 Statement of Revenue and Expenditure**

The Finance Chair addressed last month's credit card inquiry. She stated it was error due to the vendor and the charge was reversed. The committee expressed concerns about future funding and monitoring all expenses. Ms. LeBlanc further explained that there was a charge on the credit card statement that should not have been there. The mistake was not due SMILE making the error it was the vendor. Ms. LeBlanc reported the meeting adjourned at 7:15 pm.

Ms. LeBlanc reported the finance committee had an emergency call committee meeting pertaining to the 2017 CSBG budget<sup>9</sup> at 5:37 p.m. She reported Ms. Foulcard requested approval for the 2017 CSBG budget. She reported Ms. Foulcard stated the 2017 CSBG budget remains the same as the 2016 CSBG budget.

Ms. LeBlanc reported there was an Emergency call meeting for the finance committee. The meeting was held this evening at 5:00 p.m. pertaining to the 2017 CSBG Budget.

She reported Ms. Foulcard requested the committee for approval of the 2017 CSBG budget. She stated the 2017 CSBG budget remains the same as the 2016 CSBG budget except in Program costs restating the Health and Wellness position of \$33,321.60 plus fringe benefits and adjusting annual salary costs due to salary transfers and vacancies. Line items decreased were travel in the amount of \$7611.50, Direct CSBG activities pertaining to emergency services of \$12,611.50 and the Other Support Cost Line pertaining to the consultant line of \$5,000. The increases were Salaries of \$21,923.00 and fringe in the amount \$3,300. The total budget adjustment is \$25,223.00. This amount plus the differences in the salary's transfers and vacancies will support the Health Wellness position.

Motioned by Mr. Thomas Guidry and second by Mr. Zachary Landry to accept the 2017 CSBG budget. Motion carried. She reported the meeting adjourned at 5:48 p.m.

Motion by Mr. Richard Potier and second by Mr. John Billiot to accept the Finance Committee report of February 13, 2017. Motion carried.

**Report of the Planning Committee of February 13, 2017**

Mr. Thomas Guidry, Planning Committee Chairperson deferred to Ruth Foote, Director of Grants/Communications to give the report for the Planning Committee. Ms. Foote reported the committee did not meet but have a couple of items that needs approval. She reported the Head Start Continuation grant is due March 1, 2017. Also, needing approval is the 2017-2018 Technical Assistance and Training plan that was reported on in the Finance committee in detail and has not changed from last year's budget.

Ms. Mary Russell Cobb, Director of HS/EHS gave a brief overview on the HS/EHS Self-Assessment. She stated she wanted to thank everyone that helped serve on the Self-Assessment committees. She reported 189 compliance measures were assessed, we had 187 incompliance, one non-compliance and one area did not apply to our Head Start area.

Motioned by Mr. Scody Prade and second by Ms. Deidre Ledbetter to accept the Planning Committee's verbal report of February 20, 2017. Motion carried.

**Verbal Report of the Equal Opportunity Committee**

Ms. Geri Brown, EO Chairperson reported the EO Committee did not meet in the month of February 2017. The following is being reported to the full Board of Directors for their consideration:

**Old Business:**

None

**New Business:**

**Review of Equal Employment Opportunity Policy 201.1 – 201.2**

Ms. Brown reported all EO Committee Members were provided with the current Policy 201.1 – 201.2 – Equal Employment Opportunity to review and recommend revisions. The proposals will be discussed at the March EO Committee meeting. Once drafted, the proposed revisions will be given to the Human Resources Committee for their review.

**Compliance Postings**

Ms. Brown reported with the new year upon us, compliance postings are being replaced at all SMILE locations throughout the tri-parish area. Ms. Chaisson-Pitre is also reviewing all signage and inspecting parking lots for possible restriping.

**Announcements:**

None

Ms. Brown stated this completes the report of the EO Committee for the month of February 2017.

Motioned by Mr. Zachary Landry and second by Mr. John Billiot to accept EO Committee's verbal report. Motion carried.

### **Chief Executive Officer's Report**

Dr. Christopher Williams, CEO reported that his report is as submitted. In addition to his report he needs approval of the January 2017 CSBG report.

Dr. Williams reported he recently received a letter from Mr. Patrick Lewis concerning the property to be acquired by SMILE located at the corner of South Pierce and Bucannon Streets here in Lafayette. He noted the name of the developers is Brook Pointe, LP out of Louisville, KY. The project consists of 800 apartment complexes and space for SMILE CAA approximately 3.2 acres. He noted the company intends to closeout this deal by the end of 2017.

Dr. Williams asked for approval to begin the process of negotiations to acquire information and proposals regarding the acquisition of land and building renderings for new the SMILE Administrative Office but not getting into any financial obligations without seeking approval of the board.

Dr. Williams stated the next plan would be to find a location that have space of 3.2 acres of land and build an administration building on it if we do not decide to go with the first plan.

Dr. Williams requested approval to utilize the last four of the agency approved paid days on the following dates: Mardi Gras – February 27<sup>th</sup> & March 1<sup>st</sup> and 4<sup>th</sup> of July – July 3<sup>rd</sup> & July 5<sup>th</sup>.

Dr. Williams stated that the board of directors should have received his thirty day work report if not he will get a copy after the meeting.

Dr. Williams informed the board that he met with Mayor Joel Robideaux regarding getting some assistance with community needs such as bus passes for our clients, shelter needs, STEM and lighting around the central office. He stated Mayor Joel Robideaux also had a public hearing meeting on Monday whereby he discussed the 1.6 billion fund allocation that will be handed down by the State in April or May as a result of the great flood of 2016 and will be needing board resolution to apply.

He also reported he met with Secretary Shaun Wilson about expanding transportation services around the tri parish area, Acadia, Jeff Davis and Opelousas.

He reported the agency will be hosting a Crawfish Fundraiser next month. We stated we are looking to sell 1000 crawfish orders with your assistance. He noted tickets are \$15.00 and if we sell a thousand orders we will profit \$4000.00.

He reported he attended a collaborating function with United Way of Acadiana to talk about what initiatives they have going on. He reported RSVP will be having their annual volunteer recognition luncheon on March 16, 2017 from 11:30 a.m. – 1:30 p.m. and would be happy if you could attend if your schedule allows.

Dr. Williams reported our SMILE Head Start was on KATC News as being a high performing Head Start program. Ms. Mary Russell Cobb, HS/EHS Director stated the reason for being on KATC News is: we passed our Office of Head Start onsite "CLASS" review and thanked everyone who was involved.

Dr. Williams reported will be meeting with Dr. Nancy Gomez regarding some Hispanic initiatives and will be coming to you sometime in April with some ideas so that we may reach out to the Hispanic community.

Dr. Williams stated he will be taking time out to visit all of our agency sites within the next few months.

Motion by Mr. Zachary Landry and seconded by Mr. Fernando Perez-Viart to accept the CEO's report and CSBG Activity report for the month of January 2017. Motion carried.

### **Resolutions**

Motion by Ms. Deidre Ledbetter and second by Ms. Geri Brown to send condolence resolutions out to the families. Motion carried.

### **Correspondences**

Motion by Ms. Deidre Ledbetter and second by Ms. Geri Brown to accept the correspondences included in packet. Motion carried.

### **Unfinished Business**

#### **Revised Bylaws**

Mr. Marcus Bryant informed the board that the revised bylaws will be voted upon at the next board meeting due to it needing to be reviewed fourteen days in advance.

#### **New Business**

Mr. Marcus Bryant, Board President informed the board that Ms. Monica Bergeron has sent her letter of resignation from SMILE Board of Directors.

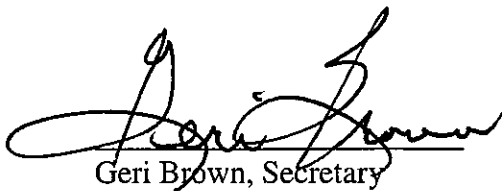
### **Announcements**

Mr. Williams informed the board that Ms. Rita McCoy is out ill and Ms. Veronica Figaro set in for the meeting in her place.

Staff within the audience introduced themselves to the board. Mr. Williams informed the board that Ms. Vanessa Williams's daughter was selected to be Mardi Gras Queen for Lafayette.

### **Adjournment**

Motion by Mr. Zachary Landry second by Ms. Peggy Paul to adjourn at 7:50 p.m. Motion carried.



Geri Brown, Secretary  
SMILE Board of Directors