



SMILE Community Action Agency

– Serving St. Martin, Iberia and Lafayette Parishes –

Christopher Williams, Ph.D.
Chief Executive Officer

SMILE Board Officers
Marlon Lewis
President

Mary Batiste
Vice President

Geri Brown
Secretary

Vonda LeBlanc
Treasurer

Lindsey Halley
Parliamentarian

SMILE BOARD OF DIRECTORS MEETING NOTICE

ST. MARTIN PARISH

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

IBERIA PARISH

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

LAFAYETTE PARISH

Ms. Janice Dixon
Ms. Mary Batiste
Mr. John Billiot
Ms. Lindsey Halley
Ms. Africa Arceneaux
VACANT

Chief Executive Officer: Christopher Williams, Ph.D.

Departmental Directors

Irma Bourgeois, Director of Field Operations
Stephen Woods, Temporary Chief Financial Officer
RoxAnne Chaisson-Pitre, Temporary Director of Human Resources
Ruth Foote, Director of Grants/Communications
Vanessa Williams, Health & Wellness Project Director
Hilda Wiltz, Resource Program Manager
Susannah Malbreaux, RSVP Project Director
Rita McCoy, Executive Administrative Assistant

FROM: GERI BROWN, SECRETARY
SMILE BOARD OF DIRECTORS

DATE: January 16, 2018

SUBJECT: SMILE BOARD OF DIRECTORS MEETING

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

DATE: Monday, January 22, 2018
PLACE: Iberia CAC
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

Updated
SMILE Community Action Agency
Board of Directors Meeting Agenda
Monday, January 22, 2018
St. Martinville, LA

- I. Call to Order
- II. Installation of 2018 Board of Director's Officers
- III. Meditation
- IV. Pledge of Allegiance
- V. 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.
- VI. 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.
- VII. Roll Call
- VIII. SMILE Board of Director's Meeting Protocol (Please be guided by our Protocol located in the front of your board binder.)
- IX. Public Comment – (Blue Cards shall be turned in no later 5:45 p.m.)
- X. Approval of the SMILE Board of Director's Meeting Minutes of December 18, 2017
- XI. Committee Reports
 - a. Verbal Report of the Finance Committee of January 16, 2018
 - b. Verbal Report of the Human Resources Committee of January 16, 2018
- XII. Action Items
 - a. Mutual of America 401K – Finance
 - b. December 2017 Statement of Revenue & Expenditure – Finance
 - c. Revised Job Description for Health & Wellness Coordinator – Human Resources
 - d. Revised Job Description for Resource Program Developer – Human Resources
 - e. New Job Description for Data Entry Clerk/Dispatcher – Human Resources
 - f. Personnel Actions – Human Resources
- XIII. CEO's Report for the month of January 2018
 - a. Approval of CSBG Activity Report for the Month of December 2017
 - b. Update on SMILE HS/EHS
 - c. Organization Chart

XIV. Resolution

a.

XV. New Business

a. None

XVI. Executive Session

- a. Keith Stutes vs. St. Martin Iberia Lafayette Community Action Agency, Fifteenth Judicial District Court, #C-20172108 G
- b. Royal Hill vs. SMILE Community Action Agency, Fifteenth Judicial District Court, #C-20165045 L
- c. SMILE vs. U.S. Department of Health and Human Services, et al, United States District Court for the Western District of Louisiana, 6:17-CV-00966
- d. Wendell Garrett and Tristyan Garrett individually and on behalf of their minor child Dajah Garrett vs. Lawanna Thibodeaux and SMILE, Fifteenth Judicial District Court , #C-20172181 G

XV. Announcements

XVI. Adjournment