



# SMILE Community Action Agency

– Serving St. Martin, Iberia and Lafayette Parishes –

**Craig A. Mathews**  
Executive Administrative Consultant

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

<b>ST. MARTIN PARISH</b>	<b>IBERIA PARISH</b>	<b>LAFAYETTE PARISH</b>
Mr. Scody Prade	Mr. Wallace Ozenne	Ms. Janice Dixon
Ms. Vonda LeBlanc	Ms. Sandra Moore	Ms. Mary Batiste
Mr. Thomas Guidry	Ms. Geri Brown	Mr. John Billiot
Mr. Richard Potier	Ms. Peggy Paul	Ms. Lindsey Halley
Mr. Zachary Landry	Ms. Lois Boutte	Ms. Africa Arceneaux
Mr. Christopher Bourda	Mr. Marlon Lewis	Mr. Ronald Cormier

**Executive Administrative Consultant:** Craig A. Mathews

### Departmental Directors

- Irma Bourgeois, Director of Field Operations
- Stephen Woods, Temporary Chief Financial Officer
- TBA – Human Resources Director
- 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:** June 20, 2018

**SUBJECT:** SMILE BOARD OF DIRECTORS MEETING

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

**DATE:** Monday, June 25, 2018

**PLACE:** Breaux Bridge Library  
205 N. Main Street  
Breaux 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 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, June 25, 2018  
Breaux Bridge, LA  
(1968-2018)**

- I. Call to Order
- II. Meditation
- 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 your board binder.)
- VIII. Public Comment – (Blue Cards shall be turned in no later 5:45 p.m.)
- IX. New Business
  - a. Introduction of Executive Administrative Consultant
  - b. Remarks – Craig A. Mathews, Executive Administrative Consultant
- X. Approval of the SMILE Board of Director's Meeting Minutes of May 29, 2018
- XI. Approval of the SMILE Board of Director's Special Called Meeting Minutes of May 31, 2018
- XII. Approval of the SMILE Board of Director's Executive Committee Meeting Minutes June 11, 2018
- XIII. Committee Reports Verbal
  - a. SMILE BOD Special Call Meeting of May 31, 2018
  - b. SMILE BOD Executive Committee Meeting of June 11, 2018
  - c. Finance Committee Report of June 11, 2018
  - d. Human Resources Committee Report of June 11, 2018
- No Report** - Appraisal Committee, Equal Opportunity Committee, Planning Committee, Booster Committee, Audit and Risk Oversight Committee, Bylaws Committee, Communications Committee and For Profit Committee
- XIV. Action Items
  - a. May 2018 Statement of Revenue & Expenditure – Finance
  - b. Update on Agency Wide Budget – Finance
  - c. Personnel Actions – Human Resources
    - o Hiring of Substitute Driver, Temporary Data Entry/Dispatcher

- Administrative Action – Employee Benefits Specialist additional duties reverted back to Employee Benefits Specialists
- Resignations – Temporary Data Entry Dispatcher, CEO and Temporary CFO.

d. Approval of CSBG Activity Report for the Month of April-May 2018 – Executive Adm. Consultant

XV. Executive Administrative Consultant Report for the month of June 2018

- a. Initial Assessment of Internal Systems of Control, General Operations, Organizational Restructuring
- b. Employee Morale and Workplace Environment
- c. Public Relations and Release of Public Records
- d. 50<sup>th</sup> Anniversary Celebration – Vote for One
- e. Update on SMILE HS/EHS
- f. New Program Opportunities

XVI. Resolutions

- a. None

XVII. Correspondence

- a. Stephen Woods, Temporary CFO Resignation Letter
- b. 50<sup>th</sup> Anniversary Celebration Recommendations

XVIII. Executive Session

- a. LWCC Re: Sandra Williams vs. SMILE Community Action Agency & LWCC Docket No. 17-05322; District 04 Claim No: 189045.

XIX. Announcements

XX. Adjournment