



# 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
- Chantelle Joseph, Chief Financial Consultant
- 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:** July 18, 2018

**SUBJECT:** SMILE BOARD OF DIRECTORS MEETING

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

**DATE:** Monday July 23, 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

**SMILE Community Action Agency  
Board of Directors Meeting Agenda  
Monday, July 23, 2018  
New Iberia, 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 packet.)
  - VIII. Public Comment – (Blue Cards shall be turned in no later 5:45 p.m.)
  - IX. New Business
    - a. Introduction of Chief Financial Consultant
  - X. Approval of the SMILE Board of Director's Meeting Minutes of June 25, 2018
  - XI. Committee Reports Verbal
    - a. Finance Committee Report of July 9, 2018
    - b. Human Resources Committee Report of July 9, 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
- XII. Action Items
    - a. June 2018 Statement of Revenue & Expenditure – Finance
    - b. Update on Bank Signature Cards – Finance – EAC
    - c. Audit Update – Finance – EAC
    - d. Adjustment of EAC Compensation – Finance & HR
    - e. Chief Financial Consultant Contract - EAC
    - f. Advertise for Human Resources Director - EAC
    - g. Proposed Substance Abuse Policy – Human Resources
    - h. CEO / EAC Succession Plan Draft – EAC
    - i. Personnel Actions – Human Resources
      - o Administrative Action – Executive Administrative Assistant additional duties assigned

- Other – Employee Benefits Specialist – Job Abandonment
- j. Approval of CSBG Activity Report for the Month of June 2018 – Executive Adm. Consultant
- XIII. Executive Administrative Consultant Report for the month of July 2018
  - a. 50<sup>th</sup> Anniversary Celebration – Vote for One
  - b. New Program Opportunities
- XIV. Resolutions
  - a. None
- XV. Correspondence
  - a. None
- XVI. Executive Session
  - a. Jaime Gabriel/SMILE Prospective Employment Discrimination Litigation
- XVII. Announcements
- XVIII. Adjournment