



# SMILE Community Action Agency

– Serving St. Martin, Iberia and Lafayette Parishes –

Craig A. Mathews  
Interim CEO

SMILE Board Officers

Marlon Lewis  
President

Mary Batiste  
Vice-President

Geri Brown  
Secretary

Vonda LeBlanc  
Treasurer

VACANT  
Parliamentarian

## SMILE BOARD OF DIRECTORS MEETING NOTICE

ST. MARTIN PARISH	IBERIA PARISH	LAFAYETTE PARISH
Mr. Scody Prade	VACANT	Ms. Janice Dixon
Ms. Vonda LeBlanc	Ms. Sandra Moore	Ms. Mary Batiste
Mr. Thomas Guidry	Ms. Geri Brown	Mr. Ronald Cormier
Mr. Richard Potier	Ms. Peggy Paul	VACANT
Mr. Zachary Landry	Ms. Lois Boutte	VACANT
Mr. Christopher Bourda	Mr. Marlon Lewis	VACANT

**Interim Chief Executive Officer:** Craig A. Mathews

### Departmental Directors

Irma Bourgeois, Director of Field Operations  
 Chantelle Joseph, Interim 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:** October 18, 2018

**SUBJECT:** SMILE BOARD OF DIRECTORS MEETING

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

**DATE:** Monday October 22, 2018

**PLACE:** Iberia Community Action Center  
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, October 22, 2018  
Lafayette, 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. Seating of Board Members (Iberia & Lafayette Parishes)
- X. Old or Unfinished Business
  - a. Reorganization Process Update
  - b. HR Audit Update
- XI. New Business
  - a. None
- XII. Approval of the SMILE Board of Director's Meeting Minutes of September 24, 2018
- XIII. Committee Reports
  - a. Finance Committee Report of October 22, 2018
  - b. Human Resources Committee Report of October 22, 2018
  - c. Planning Committee Report of October 17, 2018
- No Report** - Appraisal Committee, Equal Opportunity Committee, Booster Committee, Audit and Risk Oversight Committee, Bylaws Committee, Communications Committee and For Profit Committee
- XIV. Action Items
  - a. September 2018 Statement of Revenue & Expenditure – Finance
  - b. Approval of CSBG Activity Report for the Month of September 2018 – CEO
  - c. Revised Job Descriptions - HR
  - d. Personnel Actions - HR

XV. CEO Report for the month of September 2018

XVI. Resolutions

- a. Mary Ann White – Rosemary Robertson’s Mother – New Iberia CAC
- b. Francis “Junius” Rubin – Patricia Butler’s Uncle – Lafayette Central Office
- c. Brandon Jude Senegal Adams – Hilda Wiltz’s Nephew – Lafayette Central Office

XVII. Correspondence

- a. Louisiana Workforce Commission Equal Opportunity and Compliance Division Monitoring Report
- b. Resignation Notification from Lindsey Halley

c. Announcements

None

d. Adjournment