



# SMILE Community Action Agency

– Serving St. Martin, Iberia and Lafayette Parishes –

Craig A. Mathews  
Chief Executive Officer

## SMILE Board Officers

Marlon Lewis  
President

Ronald Cormier  
Vice-President

Lois Boutte  
Secretary

Vonda LeBlanc  
Treasurer

Mary Batiste  
Parliamentarian

## SMILE BOARD OF DIRECTORS MEETING NOTICE

### ST. MARTIN PARISH

Mr. Scody Prade  
Ms. Vonda LeBlanc  
Mr. Thomas Guidry  
Mr. Zachary Landry  
Ms. Helen Wiltz  
Ms. Charae Benjamin

### IBERIA PARISH

VACANT  
Ms. Sandra Welcome  
Ms. Margaret Olivier  
VACANT  
Ms. Lois Boutte  
Mr. Marlon Lewis

### LAFAYETTE PARISH

Mr. Michael Toussaint  
Ms. Mary Batiste  
Mr. Ronald Cormier  
Ms. Nanette Phillips  
Mr. Robert Mouton, Sr.  
Mr. Amos Williams

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

### Departmental Directors

Irma Bourgeois – Director of Services  
Chantelle Joseph – Chief Financial Officer  
Freddia Roberson – Chief Operations Officer/HR Manager  
Ruth Foote – Director of Grants/Communications  
Marcus Harris – Affordable Housing Development Director  
Vanessa Williams – Special Projects Coordinator  
Hilda Wiltz – Resource Program Coordinator  
Cynthia Lewis – RSVP Project Coordinator  
Rita McCoy – Executive Administrative Assistant/HR Assistant

**FROM:** LOIS BOUTTE, SECRETARY  
SMILE BOARD OF DIRECTORS

**DATE:** April 20, 2021

**SUBJECT:** SMILE BOARD OF DIRECTORS MEETING

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

**DATE:** Monday April 26, 2021

**PLACE:** Lafayette Central Office and via Zoom  
501 St. John Street  
Lafayette, LA 70501

**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. For those that would like to participate by **via Zoom** the meeting number is as follows: **(346) 248-7799 – Meeting ID: 847 5244 9717 – Passcode: 993396.**

(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, April 26, 2021  
Lafayette, LA  
(1968-2020)**

- I. Call to Order
- II. Moment of Silence
- 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. Guest in the Audience (if any)  
None
- X. Approval of the SMILE Board of Director's Meeting Minutes of March 22, 2021  
Approval of the SMILE Board of Director's Executive Committee Minutes of April 12, 2021
- XI. New Business
  - a. None
- XII. Old or Unfinished Business
  - a. Personnel Policies & Procedures Manual Section 100 for Review
  - b. St. Martin Parish School Board (SMPSB) EHS Center Update
  - c. Board of Director's Retreat
- XIII. Committee Reports
  - a. Executive Committee Report
  - b. Human Resources Committee
  - c. Planning Committee Report

e. Finance Committee Report

**No Reports** - Bylaws Committee, CHDO Committee and Equal Opportunity Committee

- XIV. Action Items (for approval)
- a. March 2021 Statement of Revenue & Expenditure Report & Balance Sheet – Finance
  - b. Approval of CSBG Quarterly Activity Report - CEO
  - c. Approval of CSBG FY20 National Performance Indicators and Annual Expenditures – CEO
  - d. Approval of CSBG Activity Report March 2021 – CEO
  - e. Customer Satisfaction Survey Results – CEO
  - f. FY20 CSBG Annual Performance Evaluation and Organizational Standards Assessment – and CEO Report (Oral) CEO
  - g. Personnel Actions April 2021 – HR
- XV. Resolutions
- a. Resolution to Approve Contract with Lafayette Consolidated Government for CDBG Small Business Recovery Program \$275,000
- XVI. Correspondence
- a. LWCC/Haik Insurance 2020 Dividend Payment
  - b. Annual Insurance Renewal
  - c. LWC/CSBG Response to Executive Committee Request for Waiver to “Skip” CEO 2020 Evaluation
  - d. SMILE Updated Fund Charts
  - e. Wage Comparability Study
  - f. Board Duties & Responsibilities
  - g. FYE 2020 Audit Report Update
  - h. Preis Law Firm St. Martin Parish School Board (SMPSB) EHS Center Update
- XVII. Executive Session
- a. CEO Evaluation Process/Compensation Plan Review Calendar Year Ending December 2020
- XVII. Discussion and Action Relative to the 12/28/2020 Election of Officers for SMILE Board of Directors
- XIX. Announcements
- None
- XX. Adjournment