



# 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

Mr. Jessie Boudreaux  
Ms. Sandra Welcome  
Ms. Margaret Olivier  
Mr. Whiland Williams  
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:** August 24, 2021

**SUBJECT:** SMILE BOARD OF DIRECTORS MEETING

\*\*\*\*\*

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

**DATE:** Monday August 30, 2021

**PLACE:** Iberia Parish Government  
Robert B. Green Veterans Memorial Building  
1201 Field 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, August 30, 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)

X.Approval of the SMILE Board of Director's Special Call Board of Director's Meeting Minutes of June 21, 2021

XI.New Business

- a. Discussion and action regarding Board of Director's meeting schedule.
- b. Discussion and action regarding CEO Annual Evaluation and Salary review.
- c. Discussion and action regarding updated COVID 19 Policy re: Emergency Preparedness & Response Plan; and other Policy Revisions
- d. "Mission in Action" Professional Training of BOD's.

XII.Old or Unfinished Business

None

XIII.Committee Reports

- a. Finance Committee Report
- b. Human Resources Committee
- c. Planning Committee

**No Reports** - Bylaws Committee, CHDO Committee, Equal Opportunity Committee and Executive Committee Report.

**XIV. Action Items (for approval)**

- a. May - July 2021 Statement of Revenue & Expenditure Report & Balance Sheet – Finance
- b. Agency Wide Budget – Finance
- c. Fiscal Policy Revision - Finance
- d. Form 990 - Finance
- e. Approval of CSBG Quarterly Activity Report April thru June 2021 – CEO
- f. Approval of CSBG Activity Report July 2021– CEO
- g. SMILE CAA Comprehensive Emergency Management Plan (Transportation) – CEO
- h. Personnel Actions - HR
- i. CEO Oral Report

**XV. Resolutions**

- a. Kolby Louis Luke LeBlanc – Vonda LeBlanc’s Son – St. Martin Parish Board Member
- b. Deborah Zenon – Cynthia Lewis’ Sister – SMILE RSVP Coordinator
- c. Alexander Davis, Jr. – Kevin Davis’ Dad – Step It Up Acadiana

**XVI. Correspondence**

- a. Nanette Phillips Resignation
- b. LHC – Louisiana LIHEAP American Rescue Plan Act (ARP) Supplemental Funding
- c. LCG LEAP/ERAP Rental Assistance Program Amendment
- d. LHC – FY 2021 (July 1, 2021 – June 30, 2022) CHDO Re-certification
- e. Audit Engagement Letter Pitts & Matte- CEO

**XVII. Executive Session to discuss the following legal matters:**

- a. St. Martin Iberia Lafayette CAA vs. St. Martin Parish School Board 16<sup>th</sup> JDC Docket Number: 90652; Division H.
- b. Attorney to report regarding findings of possible legal violations by a SMILE Board Member.

**XVIII. Discussion and action regarding formal charges for Removal of Board Member for “Cause”**

**XIX. Announcements**

**XIX. Adjournment**