



Total Community Action, Inc.  
Annual Board Meeting  
December 20, 2023  
12:00 PM

- I. **Call to Order** **Mr. James M. Singleton**  
**Executive**
- II. **Prayer** **Mr. Glenis M. Scott, Sr.**
- III. **Roll Call** **Ms. Carol Lofton**
- IV. **Adoption of Board Agenda**
- V. **Adoption of Board & Executive Committee Minutes**
  - Minutes of September 25, 2023 Regular Board Meeting
  - Minutes of September 29, 2023 Executive Committee Meeting
  - Minutes of December 18, 2023 Executive Committee Meeting
- VI. **Board Committee Reports for Receipt and Retention**
  - **Personnel Committee** **Mrs. Connie Andry**
    - Human Resource Profile
  - **Program Committee** **Mrs. Deidre Jones**
    - Head Start/Early Head Start/EHS-CCP Program Report
    - FY 2023 Community Action Plan (29) Report
    - LIHEAP & LIHWAP Service Report
  - **Budget, Finance, Audit & Compliance Committee**
    - Grant Budget Expenditure Report (through 09/30/2023)
- VII. **Ratification of Executive Committee Action Items**
  - **Adoption of HR Salary Administration Policy Updates –OS 7.1**
    - Updating SAP Structure for Starting wages
    - Adding a Longevity Pay Increase Structure
  - **Reinstatement of the Personal Leave Policy for HS Center Based Employees –OS 7.1**
  - **Adoption of the CEO Performance Appraisal Instrument & Timeline –OS 7.4**
  - **Receipt of the CEO Compensation Plan Survey – OS 7.5**
  - **Adoption of 2023-2024 Holiday Schedule – (TCA Holiday & Other Leave Policy) – OS 7.1**
  - **Adoption of the Review & Revisions to Accounting & Financial Management Policies & Procedures- OS 8.7,8,10,8.11**





- Adoption of Budget – OS 8.9
- RFPs for Auditor Property Appraisal - OS 8.5
- Adoption of an Amendment to HS January Program Calendar
- Authorizing CEO to respond to CCEOC Request by letter & Resolution- approving the relocation and specifying other corrective actions relative to EHS and HS equipment, installation and service model
- Adoption of Revised FY 2024 Community Action Plan (CAP) (initially approved 09/25/2023) –OS 4.2
- Adoption of the Revisions to Strategic Plan Timeline – OS 6.1
- Authorizing CEO to proceed with purchase of 1514 S Norman C. Francis Parkway (this additional facility will provide TCA storage and program space to accommodate TCA's Good 360 Warehouse).
- Adoption of CEO request for Leave Balance Excess Buy Down

#### **VIII. CEO Action Items**

- Adoption of the FY 2023-2024 Risk Assessment OS 4.6
- Adoption of the Updated Succession Plan OS 4.5
- Adoption of the CEO Performance Appraisal –OS 7.4
- Adoption of FY 2023-2026 Community Needs Assessment OS 3.1-3.5

#### **IX. Public Comment**

#### **X. Adjournment**

*Happy Holidays to All*