

**Meeting of Shutesbury, MA Community Action Pioneer Valley  
Tuesday November 19, 2019 5:30 PM EST**

Family Center 90 Federal St., Greenfield

**Board of Directors Meeting**

Call to Order & Quorum Jackie Brousseau-Pereira 5:30pm

1. Consent Agenda:Head Start & Early Learning Programs:HS

1302.102(d)(1)(i)Jackie Brousseau-Pereira 5:30pm

a. August 2019 Approved Minutes

b. October 2019 Materials

c. 2018-19 Progress on Program Goals

d. PIR Summary and Analysis

(VOTE to Accept 1a through 1d)

e. Community Action:September 17, 2019 Board

Minutes(VOTE to Approve 1e)DHCD

29.06(5)(g)(4)

2. HS&ELP Governance Training HS 642 (d)(3)HS 1302 (m)(l)

Anat Weisenfreund 5:40pm

3. HS&ELP Self-Assessment HS 642(d)(2)(f) Anat

Weisenfreund 6:00pm

4. Community Action Board Training:

a. History of Community Action CSBG5.7 CSBG5.8 Clare

Higgins 6:05pm

b. Programs & People Clare Higgins 6:10pm

c. Board Roles & Responsibilities Clare Higgins 6:20pm

d. Budget Overview Laura LaBounty 6:30pm

e. Financial Oversight Responsibilities Laura LaBounty 6:35pm

f. CSBG Overview Becky Himlin 7:00pm

5. Financial Reports:

a. CAPV September 2019 CSBG 8.7 Laura LaBounty 7:10pm

b. CA Enterprises FY19 End of Year Report (VOTE to Accept  
5a and 5b)

c. Harmon/CAPV Management Agreement

6. CARSP and Strategic Plan Update CSBG 6.5 Becky Himlin

Ann Darling 7:20pm

7. Executive Director's Report

October 2019 (VOTE to Accept) CSBG 5.9 Clare Higgins

7:35pm

8. Election of Policy Council Member:

Ellen Cain – Community Member/Liaison (VOTE to

Approve)Clare Higgins 7:50pm

9. Update on Board Membership CSBG 5.5 Clare Higgins

7:55pm  
10. Conflict of Interest Form CSBG 5.6 Clare Higgins 8:00pm  
VOTE to ENTER Executive Session Jackie Brousseau-Pereira  
11. 8:10pm Executive Director Performance Review (VOTE to  
Approve) CSBG 7.4 Jackie Brousseau-Pereira  
VOTE to CLOSE Executive Session Jackie Brousseau-Pereira  
VOTE to CLOSE the Meeting Jackie Brousseau-Pereira  
8:30pm