**VITA, Inc.**

**Minutes of the Regular Meeting of the Board of Directors**

**LOCATION:** VITA Office

**Date(s):** October 21, 2020

**TIME:** 11:30 a.m. – 1:00 p.m.

**BOARD OFFICERS:**

*President:* Ken Villemarette

*Vice President*: Jude Ramsay

*Treasurer:* John Hebert

*Secretary:* Larry Gage

**PRESENT:** Jeff Ackermann, Donald Aguillard, Jeanette Barras, Bill Edwards, Larry Gage, Janet Hiatt, Kenray Landry, Ken Villemarette, Robert Wheeler

**ATTENDED VIA ZOOM:** Carolyn French, Barbara Kinchen, Mary Neiheisel, Bruce Snow

**ABSENT:** Jerry Callier, John Hebert, Jude Ramsay, Helen Umstead, Huey McCauley

**EXECUTIVE DIRECTOR:** April Porterfield

1. Call to Order and Agenda Approval – Ken Villemarette

*Motion to Approve the Agenda:* Donald Aguillard *Second:* Robert Wheeler

Motion Carried.

1. Approval of Minutes of Board of Directors’ September 16, 2020 Meeting – Ken Villemarette

*Motion to Approve the Minutes:* Robert Wheeler *Second:* Janet Hiatt

Motion Carried.

1. President’s Report – Ken Villemarette

As a reminder, it’s time for Board Members to pay dues for the upcoming year. Dues are $10.00 per year as a sustained Board Member. If you are not sure of your current status, check with Ken. An email was received from Jennifer Benoit on Monday, October 5, 2020, indicating her decision to resign as a member of the VITA Board of Directors. She indicated that she had enjoyed her time on the Board and wished everyone the best.

*Motion to Accept President’s Report:* Jeff Ackermann *Second:* Donald Aguillard

Motion Carried.

1. Financial Report – Presented by Kenray Landry in Mr. Hebert’s absence

 INCOME EXPENSES

September 2020: $47,335.01 $36,118.64

Year to Date $71,030.22 $124,724.81

*Motion to Approve the Financial Report:* Donald Aguillard *Second:* Jeanette Barras Motion Carried.

1. Executive Director’s Report – April Porterfield (See Attached)

The VITA Executive Director’s Report for the period extending from September 16, 2020 – October 20, 2020 is attached. This report provides specific detailed administrative information addressing the areas of financial, personnel and program operations for the designated time period. The Director has provided facts key to operational success!

*Motion to Accept Executive Director’s Report:* Janet Hiatt *Second:* Jeff Ackermann

Motion Carried.

1. Unfinished Business – Ken Villemarette

None to report at this time.

1. New Business – Ken Villemarette

 Board Resolution for April Porterfield to authorize the Audit Firm of Wright and

 Moore to begin conducting their audit.

 *Motion to approve the Resolution: Jeff Ackermann Second: Robert Wheeler*

 Motion Carried.

 Board Resolution to purchase a new copy machine for the St. Landry office.

 *Motion to approve the Resolution:* Jeff Ackermann *Second:* Janet Hiatt

Motion Carried.

 *Motion to Accept the New Business Report:* Jeff Ackermann *Second:* Janet Hiatt

Motion Carried.

1. Announcements – Ken Villemarette

No Executive Board Meetings will be held for the month of November, 2020 and December, 2020. The next meeting is scheduled for January 20, 2021.

1. Adjournment

Meeting adjourned at 1:10 P.M.

Motion to Adjourn: Janet Hiatt Second: Robert Wheeler Motion Carried.

 **VITA Executive Director’s Report**

**September 16, 2020 – October 20, 2020**

I. Administrative

 A. Financial:

 1. VITA received reimbursements from LCTCS federal and state for July and August in the amount of $41,507.23.

 2. September reimbursements for LCTCS were submitted on October 14, 2020 for the amount of $13,513.92.

 3. VITA received the final reimbursement from LCG in the amount of $1,989.00.

 4. Stephanie Chavis-Rideaux has opted out of the Health Insurance Plan for the 2020-21 Fiscal Year.

 5. Received LCTCS RFP on October 1st and it is due on November 30th.

 **B. Personnel:**

 1. VITA has received 7 resumes for the position in Lafayette for HiSET Coordinator/Instructor. I will interview 3 of the candidates Thursday, October 22, 2020.

 2. Staff will attend four days of the LAPCAE Conference virtually beginning October 30th.

**C. Programs:**

 1. VITA will resume a normal schedule in November.

 2. At present, 13 classes are offered once a week and 4 classes are offered twice a week for students. Essential Education and E-learn online programs are offered as distance learning.

 2. U.S. Citizenship classes resumed on Monday, September 28th.

 3. Zoom presentation for citizenship students presented by Ann Hackett, Community Relations for USCIS, on October 20 at 11:30 am for interested ESL students.

 4. Principals of elementary schools are being contacted for approval of sending VITA flyers home with children for parents needing to improve their reading skills.

 5. Currently we have served 237 students in the 20-21 fiscal year. Thirty of these students are distance learning.