



## EXECUTIVE COMMITTEE MEETING MINUTES

April 14, 2020 – 11:11 AM

**Attendees:** Charleen Knox, Janet Proctor, Amelia Dent, Angenell Nolton, Anna Marie Baity, Annette Hill, Conneva Hall, Frankie Pendergrass, Pat Jackson, Rochelle Evans, Lorine Bizzell, Bettye Davis, Erica King, Bridgette Thompson, Sharon Lewis-Glass, Tyrone Bailey.

**Other Attendees:** Charlene Love, Cynthia Donnell, Dorothy Wright, Doris Jenkins, Wilma Byrd, Patricia and Bill White, Lorene Knight, Charles Shanks, Beverly Wadley, Charles Jackson, Brenda Goodman.

Charleen Knox, COE President, called the meeting to order at 11:11 am. This meeting was conducted virtually via ZOOM online due to Coronavirus quarantine. Everyone was welcomed, followed by the introduction of the COE Executive Committee and visitors. Charleen Knox called for the reading of March 10, 2020 Minutes by Secretary, Lorine Bizzell. Pat Jackson stated that the Community Services and Outreach Committee's training included the Electoral College and voting education, but not voting machines. Revision will be added to the final March 10, 2020 Minutes. Janet Proctor motioned to approve the Minutes with necessary revisions; seconded by Annette Hill.

### Council of Excellence (COE) Committee Reports

**ISSUES AND CONCERNS:** Chair, Frankie Pendergrass reported only two issues are open.

**PROGRAM:** Chair, Rochelle Evans conducted conference call meeting and updated everyone on the future ZOOM Instructor Training.

**SPECIAL EVENTS:** Chair, Angenell Nolton, notified all March 18, Spoken Word Event participants of event cancellation due to LWSC Quarantine closing. New member, Doris Jenkins was welcomed to Committee.

**CLUBS, CLASSES, AND GROUPS:** Chair, Amelia Dent cancelled committee meeting due to LWSC closing. Activities will continue to focus on missed reports from clubs, classes, and groups.

**COMMUNITY SERVICES AND OUTREACH:** Chair, Pat Jackson notified COE that only new voter education and electoral college training occurred. When LWSC reopens, will schedule training by an elected official to discuss how Electoral College works in Georgia. October Paint Party still scheduled. Betty Davis requested volunteers to help Dekalb County residents complete 2020 Census registration. Please notify Pat Jackson if you would like to volunteer.

**COURTESY AND SUNSHINE:** Lorene Knight, committee member, reported that cards have been sent to the families of four LWSC members who have passed away since center closing.

**DECORATING, HEALTH AND WELLNESS, HOSPITALITY AND WELCOME:** No reports due to shut down.

**NOMINATIONS AND ELECTIONS:** Chair, Annette Hill introduced new committee members: Patricia White and Beverly Wadley.

**SAFETY:** Chair, Anna Marie Baity shared safety tips and cleaning items with Safety Team and various community groups.

### **OLD/UNFINISHED BUSINESS**

1. Janet Proctor, Anna Marie Baity, Pat Jackson, and Dorothy White will hold ZOOM conference call regarding feasibility of holding LWSC events at Porter Sanford Performing Arts Center which is currently closed due to quarantine.
2. Bettye Davis said that SPLOST funds are being used beginning April 15 for work on HVAC. Letter to Dekalb County Commissioners will not be necessary.

### **NEW BUSINESS**

1. Memorial Bricks Fundraiser Update: Janet Proctor will report updates of 2019 Brick Fundraiser Report at COE May 12, 2020 meeting.
2. April COE Reports on LWSC website.
3. There will be an instructors' ZOOM training on Wednesday, April 15; COE Committee is invited to attend.

### **DIRECTOR'S COMMENTS (Bettye Davis, Erica King, Bridgette Thompson)**

1. NCOA Accreditation delayed due to COVID-19 shelter in place.
2. COE should receive Dekalb County Human Services newsletter. Notify Jonquil Harris of COE updated emails for database; Lorine Bizzell and Charleen Knox will send list.
3. LWSC Staff are working closely with Dekalb County CEO's Taskforce to roll out different county plans.
  - LWSC site will be the central distribution for 4500 meals to food banks, non-profits, etc. During this 6-week project 50-60 low income LWSC members will also receive some meals. Five LWSC security staff will handle meal distribution.
  - On April 13, 2020 four Senior Centers opened daily for congregate meals for Low income senior members.
4. Staff are ensuring accurate completion of renovations to classrooms, Victory Room, locker rooms and other areas. COE was able to see photos of various renovations.
5. Victory Room chairs will be delivered in May.
6. Supreme Fish and Golden Krust are partnering as new LWSC cafeteria food vendor in an approved 3-year contract; staff will no longer serve meals. Vendor will offer more variety with opportunity for member suggestions at the same meal price as former vendor.

7. LWSC staff conducting wellness checks and updating database for 3,000 members; have completed 1800 calls. Social Workers are available for membership if necessary.
8. Security at Center until midnight daily, and janitorial services continues to ensure facility is clean and secured. Handling Kiosks issues internally.
9. Bettye Davis is currently reviewing four pool vendor proposals.
10. LWSC will be launching and running Virtual Learning Classes online for a month for membership beginning April 20. This will be a great homebound learning opportunity for members:
  - Members will receive Newsletter to determine classes, instructors, how to register and participate
  - LWSC staff will assist in setting up classes and visuals as they occur.

**IV. ANNOUNCEMENTS:**

- Email Address: [LWSCCouncilofexcellence@gmail.com](mailto:LWSCCouncilofexcellence@gmail.com)
- COE Phone Number: 770.322.2935 (currently unavailable due to construction)
- Link to Lou Walker website to see COE Monthly Committee reports, minutes, etc. after monthly meeting.
- COE Committee Chairpersons' monthly reports due by Friday, May 1, 2020 send reports to: [LWSCCouncilofexcellence@gmail.com](mailto:LWSCCouncilofexcellence@gmail.com)
- Council of Excellence Monthly Meeting, Tuesday May 12, 2020.

**V. ADJOURNMENT:**

Meeting adjourned at 12:40 PM motioned by Anna Marie Baity and seconded by Janet Proctor.