



Board Agenda  
January 19, 2017  
5:00 p.m.  
Holiday Inn Resort  
Wrightsville Beach NC 28480

1. Call to Order
2. Invocation
3. Membership Roll Call
4. Excused Absences
5. Approval of Agenda
6. Approval of November 16, 2016 Minutes
7. Chief Executive Officer's Report – Ericka J. Whitaker
8. Financial Updates
  - i. Financial Audit Statement for the year ending June 30, 2016- Andy Deal of Anderson Smith & Wike PLLC
    - a. Independent Auditors' Report
    - b. Form 990
  - ii. Statement of Financial Position – Cynthia Demery, Finance Committee Chair  
Liyong Reeder, Chief Financial Officer
    - a. Credit Card Expenditure Report
    - b. 2017 Per Diem Rate (mileage)
    - c. Head Start Program Budget FY 2017-18 Approval
    - d. Fiscal Policy – Authorized signers Approval
9. Head Start Program – Carol Burney, Assistant Head Director/Child Dev. Coordinator
  - i. Training and Technical Assistance Plan FY 2017-2018 Approval
10. Community Services Block Grant Program – Kim Clark, Program Director
  - i. Refunding Application
  - ii. Conflict of Interest Policy Approval
  - iii. Refunding Budget Approval
  - iv. Onsite Assessment Corrective Action Worksheet
  - v. Financial Management Policy Revision Approval
  - vi. Emergency Request Protocol for Capital Expenditures Approval
11. Section 8 HUD Program – Tiffany Anthony, Housing Director
  - i. Housing Choice Voucher Process Overview
  - ii. Grievance Procedure for Reporting Discrimination and Harassment
  - iii. Reporting Form Explaining How to Report Housing Discrimination to HUD
12. Executive Session §143-318.11 Closed Session –Bernest Hewett, Board Chairman
  - (a.) Permitted Purposes. It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a session and exclude the public only when a closed session is required:
    - (i.) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
      - Personnel Matters
13. Adjourn



Southeastern Community & Family Services, Inc.  
Called Board of Directors Minutes  
November 16, 2016

Southeastern Community & Family Services, Inc. Board of Directors met on Wednesday, November 16, 2016 at 11:30 a.m. The meeting was held at Carter's Catering in Lumberton, NC.

Bernest Hewett, Board Chairman, called the meeting to order. Jay Merritt, Board Member gave the invocation.

**Roll Call:** A quorum was established based on 13 members in attendance:

**Bladen**

Cynthia Demery  
Josephine Smith

**Brunswick**

Ronnie Jenkins  
Bernest Hewett  
Jay Merritt

**Columbus**

Dorene Evans

**Pender**

Edmond Coston

**Robeson**

Earlena Lowry  
Gwendolyn Chavis

**Scotland**

Walter Brown  
Sandy Connor  
Linda McLaughlin  
Scott Witten

**Excused Absences:** Phyllis Chavis, Mark Coleman, Wanda Killens, Felicia Watkins

**Recommendation and Seating of New Board Members** – Ronnie Jenkins, Nominations and Governance Committee Chairman:

John Alford – Scotland County Commissioner – Public Sector  
Charles Huggins – Columbus County – Consumer Sector (in attendance)  
Sylvietta M. Pace – Policy Council Representative

*Dorene Evans offered a motion to approve the recommendation and seating of the new Board Members made by the Nom. & Gov. Committee seconded by Edmond Coston. Motion approved.*

**Legal Counsel was in attendance:** Faith Chima, Attorney at Law

**Agenda:**

Ronnie Jenkins offered a motion to approve the Agenda as presented, seconded by Dorene Evans. Motion approved.

**Minutes:**

Ronnie Jenkins offered a motion to approve the minutes of September 16, 2016, seconded by Walter Brown. Motion approved.

**Introduction of Region IV Office of Head Start:**

Ericka J. Whitaker, CEO introduced and presented to the Board of Directors Captain Robert (Bob) Bialas, Regional Manager; Sharon Myles, Program Specialist; and Bruce Chandler, Grant Specialist.

Captain Bialas addressed the Board concerning their responsibility of overseeing the Head Start Program. He formed the Board of the new Performance Standards that was effective as of November 07, 2016. To ensure proper training of the Performance Standards TA will provide the training for the Board; Early Education and Grant Specialist can provide the governing training.

Captain Bialas is concerned about the pay of the teaching staff, are we paying enough to retain them in comparison with the public school system. There are no supplemental dollars from Region IV for pay increases except for COLA. If we are not paying the staff enough the concern is how to increase their salaries- his recommendation is to reduce the number of children that we serve as a means to increase salaries for teachers.

Another concern is the damages that were done to the Head Start Centers due to Hurricane Matthew. Bruce Chandler is going to visit all 15 centers to do an assessment of the damages incurred from the storm. There is available a one-time emergency request to help recoup the dollars spent on repairs.

**Proposed Fiscal Policies & Procedures**– Bradley Locklear, Payroll & Purchasing Administrator  
The Fiscal Policies were presented to the Nominations and Governance Committee for review and approval. They are presented to this full Board for ratification and approval.

*Dorene Evans offered a motion to approve the fiscal policies as presented in September 16, 2016, Board package, seconded by Ronnie Jenkins. Motion approved.*

**Financial Report** – Cynthia Demery, Finance Committee Chair and Liying Reeder, Interim CFO  
Liying Reeder presented the statement of financial position as of September 30, 2016, total Liabilities and Equity \$2,496,031.52; the Revenue and Expenditure Report for all programs was presented, and the Credit Card Summary August through September 2016 total expenditures \$3,729.

*As the fiduciary responsibility of the Board, Ronnie Jenkins offered a motion to approve the statement of financial position of the Agency, seconded by Dorene Evans. Motion approved.*

**Section 8 HUD Program** – Kim Clark, Program Director

Section 8 Performance report is on target with the number of people enrolled.

Kim Clark presented the Section 8 Management Assessment Program (SEMAP) Certification for Board approval. *Walter Brown offered a motion to approve the SEMAP Certification, seconded by Earlena Lowry. Motion approved.*

Ms. Clark requested approval from the Board to reopen the Section 8 Waiting List effective January 5, 2017, through June 29, 2017. *Dorene Evans offered a motion for the Wait List to be reopened, seconded by Ronnie Jenkins. Motion approved.*

There were discussions concerning funds to help displaced victims of Hurricane Matthew. Ms. Whitaker received a call from Verna Best informing her that carryover funds from the 15 – 16 program year may be used. Ms. Best could not give a date when the funds would be released. If an agency does not expend all of the carry over funds requested within this program year; funds will be cut by that amount for the 2017-18 program year. These dollars are inclusive of your allotted contract. The Agency is waiting for more information from the Office of Economic Opportunity.

Ms. Clark stated that the staff is onsite targeting The Key Program – FEMA will not give enough money to replace what the clients previously had, they are only giving the bare minimum only the basics. There is disaster replacement plan for those that were displaced due to Hurricane Matthew through the HUD effective only through December 2016, but we must still follow HUD guidelines for releasing vouchers.

**Multifunctional Printers and Copiers Bid Request**- John Spence IT Consultant

John Spence presented the recommendation from the evaluation committee for the printers and copiers bid proposal. A request was made for the vendors to include in the proposals the 5<sup>th</sup> year buyout of the old copiers, only one vendor included the buyout in their proposal. The vendor will absorb the cost for lease buyout of the old copiers and provide to us new copiers. There will be tremendous savings to the Agency with the new lease agreement. There will be a monthly savings of \$3,400 per month by moving forward with the new technology.

*Dorene Evans offered a motion to approve the recommendation for the new printer/copiers, seconded by Walter Brown. Motion approved.*

**Nominations and Governance Committee Report** – Ronnie Jenkins, Chairman

For the record Mr. Jenkins informed the Board of Mr. Hewett participating in making motions in one of Nominations & Governance Committee meetings, since the votes were unanimous, there is no change to the votes.

Mr. Jenkins presented the recommendations coming from the Nominations and Governance Committee of the Agency's Bylaws to be ratified by the Board. *Dorene Evans offered a motion to approve the recommendations from the committee, seconded by Charles Huggins. Motion approved.*

Ms. Whitaker introduced Tiffany Anthony- Keys the new Section 8 HUD Director to the Board.

**Closed Executive Session:** General Statute §143-318.11 A1.

Dorene Evans offered a motion to enter closed Executive Session at 12:37 p.m., seconded by Ronnie Jenkins. Motion approved.

Josephine Smith offered a motion to exit closed session at 1:09 p.m., seconded by Charles Huggins. Motion approved.

**Summary of Closed Session** – Bernest Hewett, Board Chairman

There were two staff positions discussed in closed and a change of the meeting date for the next Board meeting to include a retreat.

*Dorene Evans offered a motion to approve Liying Reeder as the new Chief Financial Officer, seconded by Linda McLaughlin. Motion approved.*

Edmond Coston offered a motion to approve the reclassification of Tamara Monroe's position from Human Resources Director to Deputy Director, Human Resources & Operations. Ronnie Jenkins offered an amendment to the motion to table the reclassification until the next Board meeting, seconded by Earlena Lowry. After some discussion, Ronnie Jenkins rescinded his amendment to the motion.

*The motion to approve the reclassification of the Human Resource Director to Deputy Director, Human Resources and Operations eleven members voted to approve, and three members voted in opposition. Motion approved.*

The Board of Directors is planning a Board Retreat/Training the tentative dates are January 19<sup>th</sup> and 20<sup>th</sup>, 2017 in Wilmington, NC. On the evening of Thursday, January 19, 2017, will be the replacement date for the Board meeting, and on Friday, January 20<sup>th</sup> the retreat will conclude.

*Walter Brown offered a motion to change the date of the regular scheduled Board Meeting to January 19, 2017, in conjunction with a Board Retreat/Training, seconded by Dorene Evans. Motion approved.*

By consensus, the Board voted to adjourn the meeting at 1:18 p.m.

Respectfully submitted by,



Scott Witten, Board Secretary

