



Revised Board Agenda
March 07, 2017
6:00 p.m.
Two Hawk Employment Services
Lumberton NC 28358

1. Call to Order
2. Invocation
3. Mission Statement - *“ To improve and empower the lives of the families we serve ”*
4. Roll Call
5. Excused Absences
6. Approval of Agenda
7. Approval of Minutes for January 19th and 20th, 2017
8. Head Start Program – Tonie Brite, Head Start Director
 - i. 2017 Community Assessment
 - ii. Head Start Unit Plans 2017-2018
9. Community Services Block Grant Program – Kim Clark, Program Director
 - i. Program Updates
 - ii. Organizational Standards Calendar of Events
 - iii. Community Needs Assessment Survey
10. Section 8 HUD Program – Tiffany Anthony, Program Director
 - i. Program Updates
 - ii. Update on acquisition of Greenfield Property
11. Financial Update - Cynthia Demery, Finance Committee Chair & Liying Reeder, Chief Financial Officer
 - i. Financial Manual Policies – (Approval) - Bradley Locklear
 - ii. HUD Section Budget 2017 – 2018 (Approval) - Liying Reeder
 - iii. Agency Budget 2017-2018 (Approval)
 - iv. Cost Allocation Plan 2017 -2018 (Approval)
 - v. Statement of Financial Position – Liying Reeder
 - vi. Credit Card Expenditures – December 2016 – January 2017
12. Governance and Nominations Report – Ronnie Jenkins, Chairman
 - i. Minutes – February 16, 2017
 - ii. Bylaws – revisions
13. 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:

approve the amendment to the Conflict of Interest Policy, seconded by Sylvietta Pace. Motion approved.

Ms. Clark requested that all Board members sign a copy of the Conflict of Interest Policy as required by the Organizational Standards.

CSBG 2017-2018 Budget

Ms. Clark presented the Community Services Block Grant 2017-18 Budget there is a reduction from last year, for Board approval. This budget was presented to the Finance Committee on January 12, 2017 and it is their recommendation to the full Board to approve this budget. *Josephine Smith offered a motion to approve the CSBG 2017-18 Budget, seconded by Earlena Lowry. Motion approved.*

Ms. Clark presented the N.C. Community Services Block Grant Onsite Assessment Corrective Action Worksheet. There were three findings, but no paybacks are required.

- SCFS did not follow its procurement policy – (bid procedures) corrective action training was provided to the CSBG staff on the procurement policy.
- SCFS is noncompliant with capital expenditures for improvements to building – (did not receive pre-approval of expenditures) corrective action developed an emergency request protocol for capital expenditures.
- SCFS is non-compliant with its contract requirements (staff did not follow policy for purchases and the use of requisitions) – training was provided on requisitions and an executed copy of requisition will remain with the invoice.

These fiscal policies “Emergency Protocol for Equipment and Capital Expenditures” and revisions, “match the invoice with the contract or purchase order which shall include a copy of the fully executed requisition” were presented to the Finance and Governance Committees via email for review and approval. They are recommending these policies and revisions to the full Board for approval. *Dorene Evans offered a motion to approve the policies, revisions, and corrective action worksheet, seconded by Josephine Smith. Motion approved.*

Section 8 HUD Program:

Tiffany Anthony-Keys, informed the Board of the Section 8 Waiting list reopening on January 5, 2017 and is now accepting applications on Thursdays until June 29, 2017. There are currently 434 vouchers. On hand there is 146 applications to pull from to meet the goal of 437 vouchers.

Ms. Keys provided information to the Board on grievance procedures for reporting discrimination complaints or unlawful harassment for Section 8 applicants. A copy of the housing discrimination complaint form is provided to all applicants. The Consumer guidebook training information is shared with all applicants that go through the training on housing discrimination.

Ms. Keys informed the Board of the new office space directly next door to their already location for CSBG and Section 8 Laurinburg Offices. The office space is larger and will provide them with the type of location that is needed to better serve their clients. Plans are to relocate by February 1, 2017.

Board Chairman's Travel Request:

Dorene Evans offered a motion to approve for the Board Chairman, Bernest Hewett to attend the Head Start Region IV Conference in Atlanta during the week of February 5-9, 2017, seconded by Sylvietta Pace. Motion approved.

An observation was made that there is a great need to finish the Bylaws and all policies in the very near future.

Earlena Lowry offered a motion to adjourn the meeting at 7:05 pm., seconded by Felicia Watkins. Motion approved.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Scott Witten", with a long horizontal flourish extending to the right.

Scott Witten, Board Secretary



Southeastern Community & Family Services, Inc.
Called Board Meeting Session
January 20, 2017
Holiday Inn at Wrightsville Beach NC
11:30 a.m.

During the Board of Directors' Summit held at Wrightsville Beach North Carolina on Friday, January 20, 2017 Vice Chairman Felicia Watkins called for a Board business session. Having established a quorum Ronnie Jenkins offered a motion to open for a business session to adopt a new Mission Statement for the Agency, seconded by Walter Brown. Motion approved.

Attendance Roster: (13 in attendance)

Cynthia Demery, Ronnie Jenkins, Felicia Watkins, Gwendolyn Chavis, Earlena Lowry, Sylvietta Pace, John Alford, Sandy Connor, Walter Brown, Scott Witten, Linda McLaughlin, Dorene Evans, Josephine Smith

Dorene Evans offered a motion to adopt the following mission statement, seconded by Josephine Smith:

"To improve and empower the lives of the families we serve."

The motion was unanimously approved by the Board Members in attendance.

Ronnie Jenkins offered a motion to close the business session at 11:32 a.m. Motion approved.

Respectfully submitted,



Scott Witten, Board Secretary

