



Board Agenda
May 02, 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. Seating of New Board Members (Recommendations by Ronnie Jenkins)
 7. Approval of Agenda
 8. Approval of Minutes for March 07, 2017
 9. Head Start Program – Tonie Brite, Head Start Director
 - a. Waiver for Non-Federal Share (approval)
 - b. Tabor City Head Start Proposal (approval)
 - c. Extended Day Child Care Proposal
 10. Community Services Block Grant Program – Kim E. Clark, Program Director
 - d. Performance Report (All Counties)
 - e. Statistical Report (All Counties)
 - f. Customer Success Story – (Brunswick County)
 11. Financial Update – Cynthia Demery, Finance Committee Chairperson & Liying Reeder, Chief Financial Officer
 - g. Indirect Cost Budget Fiscal Year 2017 – 2018 (approval)
 - h. Credit Expenditures February 14, 2017 through March 13, 2017
 - i. Statement of Financial Position
 12. Administration – Tamara Monroe, HR Management and Deputy of Operations
 - j. Community Awards Update
 13. Governance and Nominations Report – Ronnie Jenkins, Chairperson
 - k. Election of Executive Committee Officers (2017-2018)
 14. Executive Session §143-318.11 Closed Session – Bernest Hewett, Board Chairperson
 - (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 Matter



15. Presentations

16. Adjourn



Southeastern Community & Family Services, Inc.
Board of Directors Minutes
March 07, 2017
6:00 p.m.

Southeastern Community & Family Services, Inc. Board of Directors met on Tuesday, March 07, 2017 at 6:00 p.m. The meeting was held at Two Hawk Employment Services in Lumberton North Carolina.

Bernest Hewett, Board Chairperson called the meeting to order. The invocation was given by Edmond Coston, and the Agency's Mission Statement was recited by all in attendance.

Roll Call: A quorum was established base on thirteen (13) members in attendance:

Bladen

Cynthia Demery
Mark Coleman
Josephine Smith

Brunswick

Bernest Hewett

Columbus

Wanda Killens
Dorene Evans

Pender

Felicia Watkins
Edmond Coston

Scotland

John Alford
Linda McLaughlin
Sandy Connor
Walter Brown
Scott Witten

Excused Absences: Ronnie Jenkins; Earlena Lowry; Phyllis Chavis; Sylvietta Pace

Legal Counsel Jose Coker of The Charleston Group was in attendance via conference call.

Letter of Resignation:

Bernest Hewett, Board Chairperson presented to the Board a letter of resignation from Charles Huggins. He is resigning his seat on the Board due to health reasons for his family and himself.

John Alford offered a motion to approve the resignation of Charles Huggins due to health reasons, seconded by Dorene Evans. Motion approved.

Agenda:

Bernest Hewett requested an addition to the revised Agenda, Item #10 (Section 10A) Board approval of the Strategic Planning Consultant. ***Felicia Watkins offered a motion to approve the revised agenda with one addition to item 10 (Section 10A) approval of strategic planning consultant, seconded by Walter Brown. Motion approved.***

Minutes:

Edmond Coston offered a motion to approve the minutes of January 19th and 20th, 2017as presented in the Board packages, seconded by Scott Witten. Motion approved.

Head Start Program:

Tonie Brite, Head Start Director presented for Board approval the 2017 Community Assessment that is conducted every 5 years, determining the needs, community strengths and resources. This assessments helps the Head Start program to etermine their goals and objectives in the services area of the children that we serve. ***Wanda Killens offered a motion to approve the 2017 Community Needs Assessment, seconded by Walter Brown. Motion approved.***

Ms. Brite presented the Head Start Unit plans for 2017-2018 program year for Board approval. ***Felicia Watkins offered a motion to approve the HS Unit Plans for 2017-18 program year, seconded by Wanda Killens. Motion approved.***

Ms. Brite referenced the one time grant that was approved for submittal in March 2016 for the request of five (5) head start buses. She requested board approval to resubmit the request for a one time grant to purchase five (5) 30 passenger buses by March 31, 2017. ***John Alford offered a motion to approve Head Start to resubmit the request for a one time grant to purchase five head start buses, seconded by Linda McLaughlin. Motion approved.***

Community Services Block Grant Program:

Kim Clark, Program Director presented the Performance Report for all counties. Presently there are 225 participants enrolled in the program the goal is to serve 345 participants during this program year. Seventeen families rose above poverty; 25 families obtained employment; 9 obtained better employment; 4 obtained jobs with medical benefits; 10 completed education/training programs; 14 families secured standard housing; 37 families were provided emergency assistance; 36 families were provided employment supports; and 14 families were provided educational support.

Ms. Clark provided a summary of the Organizational Standards – the agency must meet 85% of the goals to avoid being categorized as a high risk agency, listed as a high risk agency can affect your continued operation of the CSBG program. At our last review we meet only 84% of our goals.

The CSBG Community Needs Assessment Survey was presented, all board members were encouraged to complete this survey which is done every three years. The Community Needs Assessment is a survey/tool used to identify the basic living needs of a community to ensure that every family has a chance at achieving a better quality of life.

Section 8 HUD Program:

Sharon Whitted, Housing Inspector gave an update on the Section 8 Housing Program that is operated in Scotland County only. The program has 437 vouchers and we now have secured 437 active tenants, meaning we are currently lease up. There were three (3) consumer guidebooks classes held, with 75 clients attending the training. It is the goal of the Section 8 Program to add 20 more new vouchers in the future, and to lease up to 450 vouchers.

CEO's Report:

Ericka J. Whitaker, CEO informed the Board of the completion of the RFP for the Strategic Planning Consultant. As a result of the request for proposals ten (10) responses were received. The committee met and graded the proposals based on price, which was our major concern; technical approach, experience; references; and availability. The prices ranged from 2,000 – 150,000.00. After reviewing all the vendors' qualifications and cost we are recommending to this Board to utilize the Professional Organization Development Solutions, Inc. (PODS); President Patricia Beier as the Consulting firm for the strategic planning process.

Dorene Evans offered a motion to approve PODS, Inc. to develop and implement the strategic planning services, seconded by Walter Brown. Motion approved.

Financial Report:

Bradley Locklear, Payroll and Purchasing Administrator presented the Financial Management Manual with updated and revised policies for Board approval. The Finance Committee met on February 16, 2017 to review and revise the manual and now it is presented to this Board for ratification.

Dorene Evans offered a motion to approve the updates and revisions to the Financial Management Manual, seconded by Linda McLaughlin. Motion approved.

Statement of Financial Position:

Liyng Reeder, Chief Financial Officer presented the Statement of Financial position for the period ending January 31, 2017. Total liabilities and equity 2,531,966.54. The total revenue and expenditure report for all programs with project details was presented.

Credit Card Report:

Liying Reeder, CFO presented the credit card expenditures for December 14, 2016 through January 13, 2017 total expenditures \$877.00.

HUD Section 8 Program Budget for Fiscal Year 2017 -2018

Liying Reeder presented the HUD Section 8 Program budget totaling \$2,290,727.00 for Fiscal Year 2017-2018 for Board approval. Included in this budget proposal HUD Section 8 is requesting a 3% salary increase for two staff members.

Dorene Evans offered a motion to approve the budget and the 3% salary increases for two Section 8 staff, seconded Edmond Coston. Motion approved.

Total Agency 2017-18 Fiscal Year Budget

Liying Reeder, Chief Financial Officer presented the following budget for Board Approval:

Total Agency's Budget totaling \$13,412,894.00 for Fiscal Year 2017-2018.

The Community Services Block Grant Program will be cut by approximately sixty-four thousand dollars for next fiscal year. The On the Job Training Program will be eliminated and one vacant position.

Felicia Watkins offered a motion to approve the Agency's 2017-18 fiscal year budget, seconded by Josephine Smith. Motion approved.

Cost Allocation Plan Fiscal Year 2017 – 2018

Liying Reeder, Chief Financial Officer presented the 2017-2018 Cost Allocation Plan for all programs for Board approval. The information that was presented to the Board included an agency-wide shared costs, CSBG cost allocation between programs based on salary, space cost allocation for the Lumberton Office, parking cost allocation for the Lumberton Office, janitorial expenses for cost allocation – Lumberton Office space cost allocation – Laurinburg Office; shared cost for Laurinburg office; Whiteville Office space cost and janitorial services; shared facilities (CSBG and Head Start Centers); and leasing services and cost for copiers. ***Josephine Smith offered a motion to approve the 2017-2018 fiscal year Cost Allocation Plan, seconded by Dorene Evans. Motion approved.***

Governance and Nominations Report

In the absence of Ronnie Jenkins, Chair Person, Ericka J. Whitaker, CEO presented the Nominations and Governance report for Board Approval. The Committee met on February 16, 2017 to review and revised the completion of the amendments to the Agency's Bylaws to be ratified by this full Board. The Minutes of February 16th and changes to the Bylaws were mailed to all Board Members for review prior to coming to this meeting. ***Felicia Watkins offered a motion to approve the Minutes and revisions made to the Bylaws, seconded by Wanda Killens. Motion approved.***

Closed Session

Walter Brown offered a motion to enter closed executive session at 6:45 p.m. to discuss a personnel matter and fiscal matter, seconded by Dorene Evans. Motion approved.

Walter Brown offered a motion to reconvene out of closed session at 7:39 p.m., seconded by Josephine Smith. Motion approved.

Bernest Hewett Board Chairperson gave a summary: there were three major items discussed in closed session in regards to the CEO's evaluation.

Dorene Evans offered a motion to approve the excellent evaluation of Ericka J. Whitaker, CEO; she excelled in all of her duties, seconded by Walter Brown. Motion approved.

Mr. Hewett informed the session that a meeting will be scheduled to discuss the CEO's contract, a severance package, and salary. No action was taken; it was recommended that other similar agencies are researched in comparison to ours. Regarding to severance packages and salaries a meeting will then be scheduled for the full Board's discussion and approval. The Board requested Jose Coker Attorney at Law to research other agencies and report back to the Board his findings.

Board Travel for Approval

Cynthia Demery and Felicia Watkins requested approval to attend the NC Head Start Conference in Raleigh the week of March 15-17, 2017.

Ernest Hewett requested approval to attend the National Head Start Conference in Chicago the week of April 6-10, 2017.

Scott Witten and Felicia Watkins requested approval to attend the NCCAA Conference in Concord NC the week of May 9-12, 2017.

Dorene Evans offered a motion to approve all those requesting Board travel, seconded by Linda McLaughlin. Motion approved.

Walter Brown offered a motion to adjourn the meeting at 7:44 p.m. The motion was unanimously 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, Secretary