



Board Agenda
June 23, 2017
12:30 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 May 02, 2017 Minutes
7. Head Start Program – Tonie Brite, Head Start Director
 - i. Cost of Living Adjustment Increase (COLA) supplemental application – approval*
 - ii. 3% Salary increase for Head Start Administrative Staff included in 2017-18 Budget
8. 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.
 - Board Matters
9. Governance & Nominations Committee Report – Ronnie Jenkins, Chairperson
 - i. Recommendation for seating of newly appointed Board Members - approval*
10. Board Committees Appointments – Bernest Hewett, Board Chairperson
 - i. Tentative Board Meeting Date July 11, 2017 – approval*
11. Adjourn



Southeastern Community & Family Services, Inc.
Board of Directors Minutes
May 02, 2017
6:00 p.m.

Southeastern Community & Family Services, Inc. Board of Directors met on Tuesday, May 02, 2017 at 6:00 p.m. The meeting was held at Carter's Catering 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 on based on fifteen (15) members in attendance:

Bladen

Cynthia Demery
Josephine Smith
Mark Coleman

Brunswick

Ronnie Jenkins
Jay Merritt
Bernest Hewett

Columbus

Dorene Evans

Pender

Felicia Watkins
Edmond Coston

Robeson

Earlena Lowry
Gwendolyn Chavis

Scotland

John Alford
Sandy Connor
Linda McLaughlin
Scott Witten

Excused Absences: Sylvietta Pace Wanda Killens

Legal Counsel Attorney Jonathan Charleston was in attendance.

Seating of New Board Members: Arthur Bullock representative of Bladen County Commissioners
Carolyn Crocker representative of Columbus County Consumer Sector

Edmond Coston offered a motion to approve the recommendation from the Nominations and Governance Committee to seat Arthur Bullock and Carolyn Crocker, seconded by Felicia Watkins. Motion approved.

Agenda:



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Ronnie Jenkins requested to change the Agenda move item #14 Executive Session to item #8 on the Agenda. *Earlena Lowry offered the motion to approve the revision of the Agenda, seconded by Scott Witten. Motion approved.*

Closed Session: Arthur Bullock offered a motion to enter closed session for permitted purposes, subparagraph section (6) employment matter, seconded by Edmond Coston. Motion approved.

Ronnie Jenkins offered a motion to reconvene open session at 6:45 p.m., seconded by Dorene Evans. Motion approved.

Summary of Closed Session: Based on the performance evaluation, the Executive and Personnel Committees recommended to the Board of Directors a 6% salary increase for the Chief Executive Officer effective July 1, 2017, and a 3% salary increase for the Indirect Administrative Staff based on their performance evaluations.

Dorene Evans offered a motion to approve a 6% salary increase to begin July 1, 2017 for the Chief Executive Officer based on her Performance Evaluation, due to the restraints of the budget a severance package will not be offered; also the Board is recommending a 3% salary increase for the Indirect Administrative staff based on their Performance Evaluations to begin July 1, 2017, seconded by Edmond Coston. Motion approved.

Minutes:

Dorene Evans offered a motion to approve the minutes of March 07, 2017 as presented in the Board packages, seconded by Linda McLaughlin. Motion approved.

Head Start Program:

Tonie Brite, Head Start Director presented to the Board for approval to submit a waiver for a portion of Non-Federal Share (In-kind contributions) due to the lack of resources in the aftermath of Hurricane Matthew. *Dorene Evans offered a motion to approve for the Head Start Program to submit the waiver of Non-Federal share, seconded by Josephine Smith. Motion approved.*

Tabor City Head Start Center Relocation Proposal: The lease for the Tabor City Head Start Center will not be renewed after this program year. The school is tearing down the building. We have exhausted all avenues to find a replacement for this site in Tabor City. One possibility was a church, to purchase this church alone would cost 151,000.00. . The Head Start Program does not have available funds to purchase and renovate this property.



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Option 2 is to relocate 40 children to So. Robeson Head Start Center, we will lose 20 children in Tabor City but will pick them up in Hoke County to keep the enrollment at 1000. There will be no loss of jobs the staff will be relocated to other sites.

Dorene Evans offered a motion to approve relocating 40 children to So. Robeson Head Start Center and adding the additional 20 children to Hoke Head Start Center. Motion approved.

Extended Day Child Care: SCFS, Inc. is planning to offer extended day child care services beginning in August 2017. The services will be fee based for those that are interested in participating. This program is available to parents who need longer hours of child care to support them while they attend work and school. The hours of services: Morning: 6:00 a.m. – 8:00 a.m.; Afternoon: 4:00p.m. – 6:00 p.m. and the summer hours: 7:00 a.m. – 6:00 p.m. We are planning to start a summer day camp using the enrollees from the 2016-2017 calendar year. The locations of the extended day child care services will be Laurinburg, Red Springs and Hoke Head Start Centers. The funds from this program will be unrestricted dollars, an estimated gross after operational expenses \$17,428 per center. We are still in the planning stages, but 60 people have already shown their interest in utilizing this program. The parents will have to provide their own transportation at 6:00 a.m. and 6:00 p.m., if the child leaves at 3:00 p.m. we can provide transportation. All head start enrollees will qualify for these services, and we can make it available to private paying customers.

Community Services Block Grant Program:

Kim Clark, Program Director presented the Performance Report for all counties the total number of participants from July 1, 2016 – March 31, 2017 was 255. The Statistical report beginning July 01, 2016 – March 31, 2017 a total of 422 family members were served.

Success Story – Ms. Rosalie Hill from Brunswick County presented her successful accomplishments as a client of the Brunswick Neighborhood Service Center with the assistance provided to her and her family by Jerry Merrick, CSBG Case Manager.

Statement of Financial Position:

Liyng Reeder, Chief Financial Officer presented the 2017-2018 Indirect Cost Budget for Board approval. The Indirect Cost allocation amount is \$884,689. ***Dorene Evans offered a motion to approve the Indirect Cost 2017-18 budget, seconded by Ronnie Jenkins. Motion approved.***

The Credit Card Expenditures report was presented for February 14, 2017 – March 13, 2017 total amount of expenditures \$5,870.

The Statement of Financial Position was presented for the period ending March 31, 2017, the total liabilities and equity \$2,630,345.36. The Revenue and Expenditure Report for the period ending March 31, 2017 was presented to the Board for their review.

Human Resources Report:



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Tamara Monroe, Deputy Director, HR & Operations presented the Community Awards update. The goal is to fundraise and friend-raise to triple the amount that was raised last year.

Governance and Nominations Report – Election of Officers for 2017-18 Py:

Ronnie Jenkins, Chairperson presented the recommendations from the Governance and Nominations Committee for the 2017-18 officers. The opportunity was provided to all Board members to write in their choice of candidates for officers.

Chairperson

Bernest Hewett received 14 votes (Brunswick County)

John Alford received 2 votes

Vice Chairperson

Felicia Watkins uncontested (Pender County)

Treasurer

Cynthia Demery 15 votes (Bladen County)

Scott Witten 1 vote

Secretary

Sandy Connor uncontested (Scotland County)

Board Out of Area Travel

John Alford offered a motion to approve travel for Cynthia Demery and Bernest Hewett to attend the CapLaw Conference in Denver Co. June 6-9, 2017, seconded by Dorene Evans. Motion approved.

Expiring Board Terms

The following Board Members terms will expire June 30, 2017. Volunteer Service Awards were presented in appreciation for serving on the SCFS, Inc. Board of Directors:

Earlena Lowry; Jay Merritt; Gwendolyn Chavis; Edmond Coston; Ronnie Jenkins; Sylvietta Pace

Ericka J. Whitaker, CEO was the recipient of an award for her outstanding leadership and volunteer services in the aftermath of Hurricane Matthew.

The meeting adjourned at 7:37 p.m.

Humbly submitted,



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Scott Witten, Board Secretary