



Board Agenda  
July 11, 2017  
6:00 p.m.  
RCC BB&T Conference Room

1. Call to Order
2. Invocation
3. Mission Statement (*RECITE*) - *“To improve and empower the lives of the people we serve”*
4. Membership Roll Call
5. Excused Absences \*
6. Approval of Agenda \*
7. Approval of June 23, 2017 Minutes \*
8. Approval of Vision Statement- *“Everyone overcomes adversity to achieve a sustainable future.”* \*
9. Head Start Program – Carol Greer, Child and Adult Care Food Program Director
  - i. Food and Dairy Bids Award – 2017-18 FY \*
10. Community Services Block Grant Program – Kim Clark, Program Director
  - ii. CSBG Performance Report June 26, 2017
  - iii. Community Needs Assessment 2017-18 \*
11. HUD Section Program
  - iv. Customer Success Story
12. Statement of Financial Position – Cynthia Demery, Finance Committee Chairperson and Lying Reeder, Chief Financial Officer
  - v. Revenue and Expenditure Report with Project Details
  - vi. Credit Card Expenditures April 4<sup>th</sup> – May 13<sup>th</sup>, 2017
13. 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.
      - Board Matters
14. Governance and Nominations Committee Report
  - vii. Recommendation - Seating of newly appointed Board Members \*
15. Board Committee Appointments – Bernest Hewett, Board Chairperson
16. Adjourn



Southeastern Community & Family Services, Inc.  
Called Board of Directors Minutes  
June 23, 2017

Southeastern Community & Family Services, Inc. Board of Directors met on Friday, June 23, 2017 at 1:00 p.m. The location of this meeting was Wilmington/Wrightsville Beach Holiday Inn in Wrightsville Beach NC.

Bernest Hewett, Board Chairperson called the meeting to order, and gave the invocation.

**Roll Call:** A quorum was established based on 14 members in attendance:

**Bladen**

Arthur Bullock  
Cynthia Demery  
Josephine Smith  
Mark Coleman

**Brunswick**

Ronnie Jenkins  
Bernest Hewett

**Columbus**

Carolyn Crocker  
Dorene Evans

**Pender**

Felicia Watkins

**Robeson**

Earlena Lowry  
Gwendolyn Chavis

**Scotland**

John Alford  
Walter Brown  
Scott Witten

**Excused Absences:**

Ronnie Jenkins      Edmond Coston      Jay Merritt      Wanda Killens      Linda McLaughlin

**Agenda:**

*John Alford offered a motion to revise the Agenda, seconded by Arthur Bullock for the following reasons:*

- i. Table the recommendations of the Governance and Nominations Committee for seating newly appointees to the Board until July 11, 2017 meeting.
- ii. Board Committees' appointments
- iii. Approval of the Vision Statement

*Motion approved.*

**Minutes:**

*Walter Brown offered a motion to approve the minutes of May 02, 2017 as received, seconded by Carolyn Crocker.*

*Motion approved.*

**Head Start Program:**

Tonie Brite, Head Start Director presented the Cost of Living Adjustment Increase supplement of 1.0 percent to increase the salaries of head start staff for Board approval. Ms. Brite is requesting approval to increase all head start staff salaries by 1.2 percent with an effective date of July 1, 2017.

*Dorene Evans offered the motion to approve the cost of living increase for all head start staff by 1.2 %, seconded by Josephine Smith. Motion approved.*

Ericka J. Whitaker, CEO explained to the Board the Head Start 2017-18 Budget, that was approved at the March 07, 2017 meeting. Inclusive in this budget is a 3% salary increase for the Head Start Administrative staff only.

**Board Meeting Schedule Change:**

Due to the holiday of July 4<sup>th</sup>, Chairperson Hewett is requesting approval to reschedule the date of the meeting to July 11<sup>th</sup>, 2017. *Dorene Evans offered a motion to schedule the July 4<sup>th</sup> meeting date to July 11<sup>th</sup>, 2017 at 6:00 p.m., seconded by Walter Brown. Motion approved.*



*Dorene Evans moved to adjourn the meeting at 1:43 p.m., seconded by Arthur Bullock. Motion approved.*

Respectfully submitted,

Cynthia Foskey  
Executive Administrator