



Board of Directors' Agenda

August 02, 2016

6:00 p.m.

Two Hawk Employment Services
118 W. 5th St., Lumberton NC 28360

1. Call to Order
2. Invocation
3. Membership Roll Call
4. Excused Absences
5. Public Comments (Please limit to 3 minutes)
6. Approval of Agenda
7. Approval of Minutes – June 07, 2016 and July 11, 2016
8. Head Start Program – Tonie Brite, Head Start Director
 - i. Pembroke Head Start Center Reassignment
 - ii. Early Head Start – Child Care Partnerships
 - iii. USDA Food and Dairy Bids
 - iv. Printing Bid
9. Financial Update – Bradley Locklear, Payroll/Purchasing Administrator
 - i. Proposed changes to Fiscal Policy and Procedures Manual
 - ii. Statement of Financial Position Period Ending: 6/30/2016
10. Executive Session – Bernest Hewett §143-318.11 Closed Session
 - 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 closed session and exclude the public only when a closed session is required:
 1. To prevent the disclosure of information that is privileged or confidential and pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 12 of the General Statutes.
11. Nominating and Governance Committee Report – Ronnie Jenkins, Chairman
12. Review of 2016-17 Board Meeting Schedule
13. Adjourn



Southeastern Community & Family Services, Inc.
Board of Directors Meeting Minutes
June 07, 2016

Southeastern Community & Family Services, Inc. Board of Directors met on Tuesday, June 07, 2016 at 6:00 p.m. The meeting was held at Robeson Community College Workforce Development Center in Lumberton, NC.

Davian Ellison, Board Chair, called the meeting to order. Edmond Coston, Board Member, gave the Invocation.

Roll Call:

A quorum was established based on sixteen (16) members in attendance:

Bladen

Joseph Rozier
Cynthia Demery
Josephine Smith
Mark Coleman

Brunswick

Ronnie Jenkins
Bernest Hewett

Columbus

Wanda G. Killens

Hoke

Ellen McNeill

Pender

Edmond Coston

Robeson

Jason King
Gwendolyn Chavis

Scotland

Davian Ellison
Linda McLaughlin
Walter Brown
Sandy Connor
Scott Witten

Excused Absences:

John Ferguson, Earlena Lowry, Jay Merritt

Legal Counsel was in attendance:

Johnathan Charleston, Faith Chima

Public Comment (limited to 3 minutes) no public comments.

Agenda:

Ellen McNeill offered a motion to approve the Agenda, seconded by Walter Brown. Motion approved.

Consent Agenda:

Minutes of May 03, 2016; CACFP Report PY 2015 -16; Early Childhood Dev. and Health Services Unit Summary Report March 2016; Teaching Strategies Report May 26, 2016; HS Enrollment and Attendance August 2015 – April 2016; Kindergarten Readiness; Maintenance and Transportation Report 2016.

Ronnie Jenkins offered a motion to approve the Consent Agenda with the exception of removing the Transportation/Maintenance Report to Item 10 of the regular Agenda, seconded by Bernest Hewett. Motion approved.

Head Start Program – Fiscal Review:

A Fiscal Review was conducted on February 22, 2016, there was only one area of noncompliance, concerning donated space cost for St. Pauls and Baltimore Head Start Centers. No appraisals were done to document lease cost. We are now in the process of completing the appraisals and will have this completed within 60 days.

Cost of Living Increase Adjustment:

Notification has been received announcing a funding increase of \$154,875. These funds are earmarked to provide Head Start staff with a Cost of Living Adjustment of at least 1.8 percent, dependent upon a final funding decision. Tonie Brite, Head Start Director, asked for Board approval to provide the Head Start staff with a 2.3 percent increase instead of the 1.8 percent since there are available funds.

Bernest Hewett offered a motion to approve the 2.3 percent salary increase for all Head Start staff, seconded by Ronnie Jenkins. Motion approved.

Davian Ellison, Board Chairman, asked that it be reflected in the minutes that it was suggested that the Executive Committee approve the Minutes to be included in the supplemental application due June 15, 2016.

Wanda Killens offered a motion to submit the June 7, 2016 draft Minutes along with the supplemental application for the Cost of Living Adjustment for the Head Start staff salary increase of 2.3 percent, the Minutes will be approved by the Board at the next meeting, seconded by Walter Brown. Motion approved.

Community Services Block Grant Program:

Kim Clark, Program Director, presented the Agency's Organizational Standards Implementation Plan and Calendar for Board approval.

Jason King offered a motion to approve the Implementation Plan and Calendar of the Organizational Standards, seconded by Gwendolyn Chavis. Motion approved.

Head Start Maintenance and Transportation Report:

Tonie Brite, Head Start Director, gave an update on the transportation and maintenance of the buses and center repairs. We have not received any information on the approval of new buses at this time.

Closed Executive Session – General Statute §143-318.11 A1.

Bernest Hewett offered a motion to enter closed Executive Session at 6:42 p.m., seconded by Ronnie Jenkins. Motion approved.

A motion was made to exit closed session at 7:18 p.m. Approved by consensus of the Board.

Summary of Closed Session – Davian Ellison, Chairperson

The Board entered closed session to discuss personnel matters, Board membership, and the Nominations and Governance Committee. No action was taken.

Nominations and Governance Committee Report:

Jason King is listed as the responsible agent for the agency on the Articles of Incorporation. It is recommended that the Agency list CT Corporation as the Agent and file the appropriate paperwork with the Secretary of State. The Board of Directors unanimously agreed to this change.

The Bylaws will be presented at the next Board of Directors meeting for input from the full membership.

Nominating Committee:

Ronnie Jenkins, Chairman, presented a list of candidates to serve on the Executive Committee for program year 2016 – 17. Board members have the right to submit other names from the floor for nomination.

Recommended Slate of Officers:

Bernest Hewett – Board Chairman (Brunswick County)

Felicia Watkins – Vice Chairman (Pender County)

Cynthia Demery – Treasurer (Bladen County)
Scott Witten – Secretary (Scotland County)

Staff in the Agency will be asked to assist the Executive Committee. There were no recommendations from the floor for nominations.

Edmond Coston offered a motion to approve the slate of officers recommended by the Nominating and Governance Committee, seconded by Josephine Smith. Motion approved.

Special Presentations:

Erica J. Whitaker, CEO, and Jason King, Vice Chairman, presented Davian Ellison with a Leadership Award for serving as Board Chairman for the 2015-16 program year and term ending June 30, 2016.

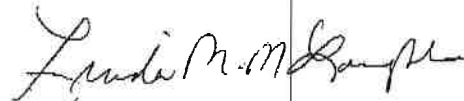
The following members whose terms are expiring on June 30, 2016 were presented with Service Award Certificates: Joseph Rozier, Jr., Ellen McNeill, and Jason King.

Next Board of Directors Meeting:

Linda McLaughlin offered a motion to change the July 5, 2106 Board meeting to July 11, 2016 at 6:00 p.m., seconded by Ellen McNeill. Motion approved.

By consensus the meeting was adjourned at 7:34 p.m.

Submitted by:



Linda McLaughlin/Board Secretary