



Board Agenda

November 01, 2016

6:00 p.m.

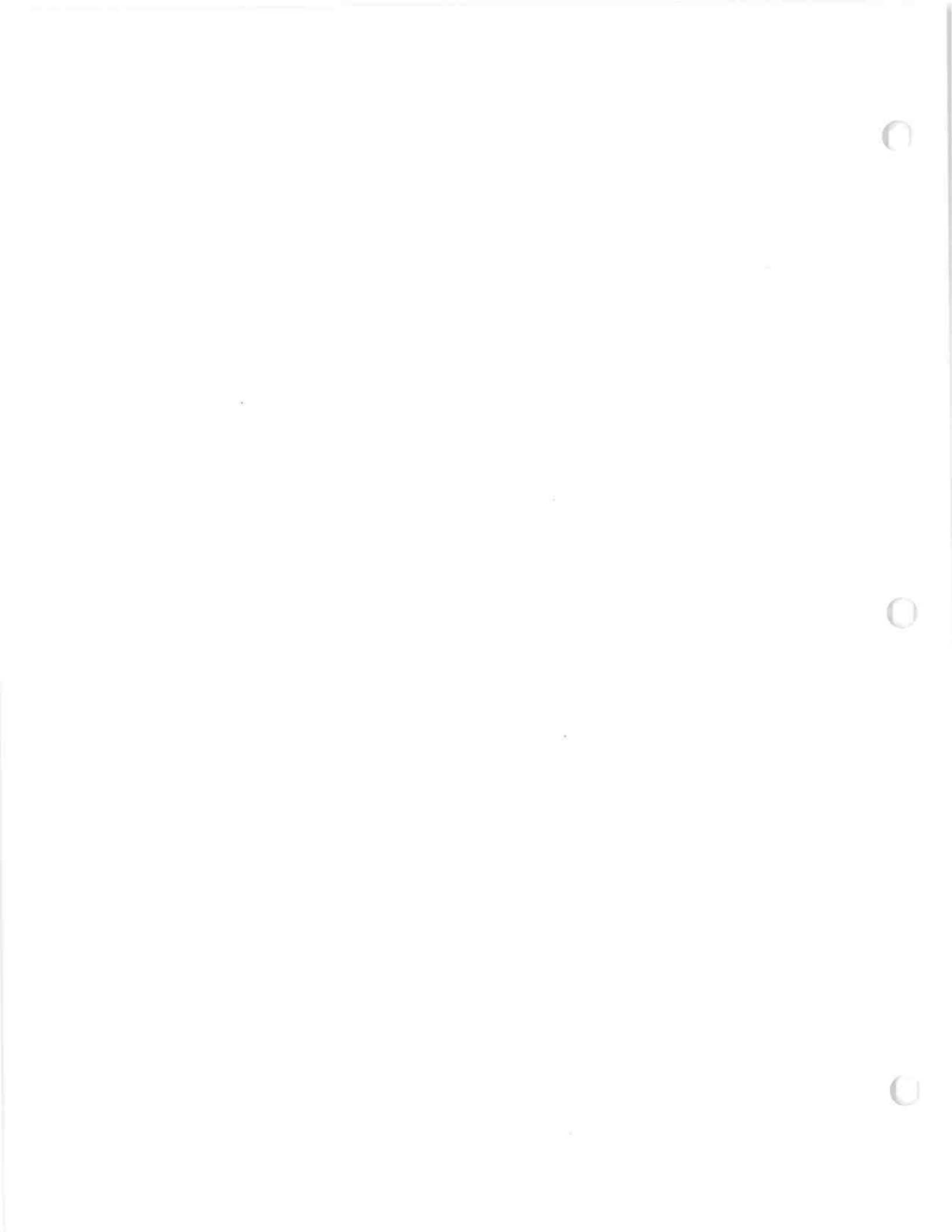
RCC SBC Workforce Development Center, Building 18

5160 Fayetteville Rd., Lumberton NC 28358

1. Call to Order
2. Invocation
3. Membership Roll Call
4. Excused Absences
5. Recommendations & Seating of New Board Members – Ronnie Jenkins- Nominations & Governance Committee Chairman (Board Approval)
6. Public Comments (Please limit to 3 minutes)
7. Approval of Agenda
8. Approval of September 06, 2016 Minutes
9. CEO's Report: Update on the Agency – Ericka J. Whitaker
10. Multifunction Printers and Copiers Bid Request Approval – John Spence, IT Consultant
11. Head Start Program – Tonie Brite, Head Start Director
 - i. Update on Head Start Centers – Hurricane Matthew Aftermath
 - ii. CACFP Audit Report Letter
 - iii. CACFP Meal Count Report
 - iv. Early Childhood Dev. & Health Services Unit Summary Report – August 2016
 - v. Head Start Menus – October 2016
 - vi. HSTARS Cluster Quarterly Report- LPI
 - vii. Enrollment & Attendance Monthly Attendance per Center – August 2016
 - viii. Suggested Activities for Volunteers – FYI only
12. CSBG Program; HUD Section 8; Helping Hand Home Fund – Kim Clark, Programs Director
 - i. Update on HUD & CSBG Clients – Hurricane Matthew Aftermath
 - ii. CSBG Performance Report
 - iii. Section 8 Management Assessment Program (SEMAP) Certification
 - iv. Section Waiting List Announcement



- v. Duke Energy Helping Home Fund
- 13. Fiscal Policies (Board Approval) – Bradley Locklear, Payroll & Purchasing Administrator
- 14. Statement of Financial Position – Cynthia Demery, Finance Committee Chair & Liying Reeder- Interim Chief Financial Officer
- 15. Credit Card Expenditures (August 13, 2016 through September 13, 2016) – Liying Reeder, Interim Chief Financial Officer
- 16. Executive Session – Bernest Hewett, Board Chairman §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 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 Statues.
- 17. Nominations and Governance Committee Report – Ronnie Jenkins, Chairman
- 18. Adjourn





Southeastern Community & Family Services, Inc.
Board of Directors Meeting Minutes
September 06, 2016

Southeastern Community & Family Services, Inc. Board of Directors Annual Governance Training and Board meeting was held on Tuesday, September 06, 2016. The training began at 5:00 p.m. and the regular Board meeting began at 6:00 p.m. The training and meeting was held at Carter's Catering in Lumberton, NC. Patricia Beier, Executive Director of WAGES facilitated the training.

Bernest Hewett, Board Chairman called the meeting to order. Jay Merritt gave the invocation.

Roll Call:

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

Bladen

Cynthia Demery
Josephine Smith
Mark Coleman

Brunswick

Ronnie Jenkins
Jay Merritt
Bernest Hewett

Columbus

Wanda Killens
Dorene Evans

Hoke

Phyllis Chavis

Pender

Felicia Watkins

Robeson

Earlena Lowry
Gwendolyn Chavis

Scotland

Linda McLaughlin
Walter Brown
Sandy Connor
Scott Witten

Excused Absence:

Edmond Coston requested to be excused due to a conflict with another appointment.

Legal Counsel was in attendance:

Esq. Jonathan Charleston and Faith Chima

Public Comments (limited to 3 minutes) no public comments

Agenda:

Earlena Lowry offered a motion to revise the Agenda, by moving Item 8 number 3 Pembroke Head Start Center Update ; and Item eleven Governance and Nominating Committee Report to closed session, seconded by Felicia Watkins. Motion approved.

Jay Merritt offered a motion to approve the Agenda with the two changes, seconded by Walter Brown. Motion approved.

Minutes:

Ronnie Jenkins offered a motion to approve the Minutes for August 02, 2016, seconded by Walter Brown. Motion approved.

Head Start Program: Tonie Brite, Head Start Director reported that the children at Piney Grove Head Start Center is back in school. All corrections have been made in regards to the removal of lead paint that was in the facility.

Enrollment: On the first day of school we lost 18 enrollees to the NC Pre-K Program. These slots were readily filled from our waiting list from the affected centers. We have our full enrollment of 1000 children and a waiting list.



Financial Update: Liying Reedier, Interim Chief Financial Officer presented the financials for all programs for the period ending 07/31/16.

Credit Card Summary Report: For the period of July 12, 2016 through August 11, 2016 total expenditures \$1,478.

Financial Policies and Procedures: Any policies or revisions must first be presented to the Nominations and Governance Committee for review and recommendation to the full Board of Directors for approval.

Ericka Whitaker, CEO presented to the Board of Directors highlights in regards to the Corrective Action Plan and response that must be submitted to Region IV and the ACF Office of Head Start.

Wanda Killens offered a motion to authorize the Agency to submit their corrective action plan response to include the proposed fiscal policies and procedures which were reviewed by the Board of Directors to Region IV and the Office of Head Start, seconded by Dorene Evans. Motion approved.

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

Ronnie Jenkins offered a motion to enter closed Executive Session at 6:32 p.m., seconded by Walter Brown. Motion approved.

Ronnie Jenkins offered a motion to exit closed session at 7:34 p.m., seconded by Wanda Killens. Motion approved.

Board of Directors Meeting schedule: Bernest Hewett, Board Chairman asked the members of the Board to email their concerns and ideas to Cynthia Foskey in regards to the meeting schedule.

Bernest Hewett, Board Chairman requested approval to attend the OEO Subcontractors Training in Cary NC, October 2-6, 2016. *Dorene Evans offered a motion to approve the travel of the Board Chairman to attend the Subcontractors Training Conference, seconded by Walter Brown. Motion approved.*

Nominations and Governance Committee: *Ronnie Jenkins offered a motion to approve the recommendation from the Governance Committee using the criteria and schedule that was presented in closed session to reduce the size of the Board:* The goal of this recommendation is to have 18 - (21 being the maximum) Board Members with equal representation in each county for each tripartite sector. Three seats will be filled immediately: Bladen County Public Sector; Scotland County Public Sector; and Columbus County Consumer Sector. This process will be completed in 2019 when the final Private Sector seat in Pender County is filled; however there should be at all times be 21 Board Members seated. *The motion was seconded by Earlena Lowry. Six members voted to approve the recommendation; five voted against the recommendation. Motion and recommendation was approved by majority vote.*

Earlena Lowry offered a motion to adjourn the meeting at 8:15 p.m., seconded by Jay Merritt. Motion approved.

Respectfully submitted by:



Scott Witten, Board Secretary

