



Board of Directors' Agenda  
October 10, 2017  
6:00 p.m.  
Robeson Community College  
5160 Fayetteville Rd.  
Lumberton NC 28356

1. Call to Order
2. Invocation
3. Recite Mission Statement – “To improve and empower the lives of the people we serve”
4. Membership Roll Call
5. Excused Absences\*
6. Approval of Agenda \*
7. Nominating and Governance Committee Report – Arthur Bullock, Chairperson
  - a. Seating of Newly Appointed Board Members \*
    - i. Melissa Oxendine (Private Sector Representing Robeson Community College)
    - ii. Darlene Adams (Consumer Sector Representing Pender County Community)
8. Approval of Minutes – August 8, 2017\*
9. Public Comments – limit 3 minutes
10. Head Start Program – Tonie Brite, Head Start Director
  - b. Approval of Head Start Program Printing Bid \*
  - c. Head Start Testimonial
11. Community Services Block Grant Program – Beatrice Sams, Field Supervisor
  - d. CSBG Planning Calendar of Year 1 of Three Year Plan \*
    - iii. Presentation of CSBG Program Director – Ericka J. Whitaker, CEO
12. Statement of Financial Position – Cynthia Demery, Finance Committee Chairperson and Lying Reeder, Chief Financial Officer
  - e. Board Approval of Bid Awards for Janitorial and Web Services Providers\*
  - f. Executive Committee Approval of Financial and 403b Auditing Services \*
  - g. Revenue and Expenditure Report with Project Details
  - h. Credit Card Expenditures August 14<sup>th</sup> through September 13, 2017
13. Board Travel Approval for Chairperson Bernest Hewett to attend the SEACAA Annual Conference October 31 – November 03, 2017 in Biloxi MS \*
14. Next Scheduled Board Meeting TBD?\*
15. Adjourn

**\*Board Approval Required**



Southeastern Community & Family Services, Inc.  
Board of Directors Called Meeting Minutes  
August 8, 2017

Southeastern Community & Family Services, Inc. Board of Directors met on Tuesday, August 8, 2017 at 2:00 p.m. The location of the meeting was the Administrative Office Building 405 N. Elm St.; Lumberton NC.

Bernest Hewett, Board Chairperson called the meeting to order. William Ballard, Board Member gave the invocation.

The Mission Statement was recited by all in attendance: "To improve and empower the lives of the people we serve."

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

**Bladen**

Arthur Bullock  
Cynthia Demery

**Brunswick**

Bernest Hewett  
William Ballard

**Columbus**

Dorene Evans  
Wanda Killens  
Carolyn Crocker

**Hoke**

Phyllis Chavis

**Pender**

Felicia Watkins

**Robeson**

Sanford Locklear

**Scotland**

John Alford  
Linda McLaughlin  
Walter Brown

**Excused Absences:**

Mark Coleman

Josephine Smith

**Official Welcome of New Board Members:**

Bernest Hewett, Board Chairperson welcomed all new Board Members that were in attendance:

- i. William Ballard – Brunswick County Commissioners – Public Sector
- ii. Sanford Locklear – Robeson County Commissioners – Public Sector

Orientation was provided to all new Board Members on July 26, 2017.

**Revised Agenda:**

Arthur Bullock offered a motion to approve the revised Agenda to move the addition item #8 Presentation of Hurricane Matthew Student Scholarship after item #10 Items for Board Approval, seconded by William Ballard. Motion unanimously approved.

**Minutes:**

Carolyn Crocker offered a motion to approve the minutes of July 11, 2017 as presented, seconded by Dorene Evans. Motion unanimously approved.

**Items for Board Approval:**

- **The Succession Plan for the CEO** was presented for review, discussion and approval by the full board: Organizational Standard 4.5 (see attachment I). The Board has the responsibility to approve compensation for the person placed in an Interim position as CEO.  
*William Ballard offered a motion to approve the Succession Plan of the CEO as presented, seconded by John Alford. The motion was unanimously approved.*
- **Agency's Strategic Plan** was presented for review, discussion and approval by the full Board: Organizational Standard 4.3;6.1;6.2;6.3 (see attachment II) *John Alford offered a motion to approve the Agency's Strategic Plan as presented, seconded by Felicia Watkins. Motion was unanimously approved.*



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- **SCFS Customer Satisfaction Survey** was presented for review, discussion and approval by the full Board: Organizational Standard 6.4 (see attachment III) **Carolyn Crocker offered a motion to approve the Customer Satisfaction Survey, seconded by Walter Brown. Motion was unanimously approved.**
- **Agency's Travel Policy** was presented for review, discussion and approval by the full Board (see Attachment IV). **Felicia Watkins offered a motion to approve the updated travel policies as presented, seconded by Wanda Killens. The motion was unanimously approved.**
- **Before and After Care Program Plan Policy** – Tonie Brite, Head Start Director presented the 2017-2018 Before and After Care Program Plan Policy. The Agency has an anticipated date of launching the before and after school care program in September 2017. Since this is not a head start function we can only utilize the centers that we own: Red Springs, Laurinburg, South Robeson and Hoke. The hours of operations in the mornings from 6:00 a.m. – 8:30 a.m. and the afternoon 3:00 p.m. – to 6:00 p.m. Monday through Friday. This program will help the Agency to generate non-restricted funds. The projected budget was presented to the Board. As part of the policy the agency will only accept cash or money orders, no checks. **Dorene Evans offered a motion to approve the plans as written, seconded by Wanda Killens. The motion was approved unanimously.**
- **Amendment to July 17, 2017 Personnel Appeal Hearing Minutes** – In open session the Board accepted the decision that was made by Administration, but did not offer a motion. **John Alford offered a motion to uphold the personnel corrective action procedures made by Administration, seconded by Linda McLaughlin. Motion approved.**

Ericka Whitaker, CEO informed the Board of Kim Clark, CSBG Program Director's resignation after 32 years of employment with the Agency. Kim is resigning to pursue another career, her last day will be August 18, 2017.

Mrs. Whitaker, introduced to the Board, Maya McNeill the recipient of the Hurricane Matthew Scholarship Award. Maya will be attending East Carolina this fall. Maya was selected to receive this scholarship after attending a Black Girls' T.R.A.I.N.I.N.G. Camp. Maya gave a testimonial of her family's survival in the aftermath of Hurricane Matthew. Ms. Kewanda Merritt, Visionary and Event Coordinator organized this event as way of giving back to the community. The camp is available to any young lady interested in participating, regardless of the where they reside.

**Next Board of Directors Meeting:** Due to the Labor Day holiday weekend, the Board by consensus agreed to meet on Tuesday, September 12, 2017 at Two Hawk Employment Services time 6:00 p.m.

There being no further business to discuss the meeting was adjourned by consensus at 3:26 p.m.

Respectfully Submitted,

Dorene Evans, Board Secretary