



Board of Directors' Agenda  
November 14, 2017  
6:00 p.m.  
Carter's Catering  
110 Nigel Rd., Lumberton NC 28358

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. Approval of Minutes - October 10, 2017\*
8. Public Comments – (*Limit 3 minutes*)
9. Head Start Program – Tonie Brite, Head Start Director
  - b. Approval of Head Start Program Bus Bids\*
  - c. Red Springs Head Start Center Landscaping Bid \*
10. Section 8 HUD Program – Tiffany Anthony
  - d. Success Story
11. Statement of Financial Position – Cynthia Demery, Finance Committee Chairperson and Lying Reeder, Chief Financial Officer
  - e. Revenue and Expenditure Report with Project Details Period ending 10/31/17
  - f. Credit Card Expenditures September 14<sup>th</sup> through October 13<sup>th</sup>, 2017
12. Strategic Plan Update – Ericka J. Whitaker, Chief Executive Officer
13. Next Scheduled Meeting – January 18, 2018 at Holiday Inn Resort (1706 N. Lumina Ave., Wrightsville Beach NC 28480)  
Board of Directors Summit January 19, 2018
14. Adjourn

Southeastern Community & Family Services, Inc.  
Board of Directors Meeting Minutes  
October 10, 2017

Southeastern Community & Family Services, Inc. Board of Directors met on Tuesday, October 10, 2017 at 5:00 p.m. for their annual Board Governance Training, facilitated by Patricia Beier. Following the training the regular Board of Directors meeting began at 6:00 p.m. The location of the training and meeting was Robeson Community College, BB& T Conference room 5160 Fayetteville Rd.; Lumberton NC.

Bernest Hewett, Board Chairperson called the meeting to order, and gave an 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 fifteen (15) members in attendance:

**Bladen**

Arthur Bullock  
Cynthia Demery  
Mark Coleman

**Brunswick**

William Ballard  
Bernest L. Hewett

**Columbus**

Wanda Killens  
Carolyn Crocker  
Dorene Evans

**Pender**

Felicia Watkins

**Robeson**

Sanford Locklear  
Sandy Mallory  
Melissa Oxendine

**Scotland**

John Alford  
Linda McLaughlin  
Scott Witten

Excused Absences: Josephine Smith, Walter Brown, Darlene Adams

**Agenda:** John Alford offered a motion to approve the Agenda, seconded by William Ballard. Motion approved.

**Nominating and Governance Committee Report:**

Arthur Bullock, Chairperson recommended to the Board of Directors the following persons to be officially seated on the Board:

Melissa Oxendine – Private Sector (Representing Robeson Community College)

Darlene Adams – Consumer Sector (Representing Pender County Community)

John Alford offered a motion to approve the seating of the newly appointed members Melissa Oxendine and Darlene Adams, seconded by Felicia Watkins. Motion approved.

**Approval of Minutes for August 8, 2017:** William Ballard offered a motion to approve the Minutes of August 8, 2017 as presented, seconded by Arthur Bullock. Motion approved.

**Public Comments:** (limited to 3 minutes) There were no public comments.

**Head Start Program:** Tonie Brite, Head Start Director presented to the Board for approval the 2017-18 Printing Bid for all Head Start forms. The bid was awarded to Bill Evans Company of Laurinburg, the lowest bidder. Carolyn Crocker offered a motion to approve the award of the printing bid to Bill Evans Company, seconded by Felicia Watkins. Motion approved.

**Head Start Success Story:** Latonia Marshall a former Head Start enrollee shared with the Board her journey from a Head Start recipient to now a business owner in the community of Scotland County. She stated, "The benefits Head Start offers to families are a gift and should not be taken lightly, and I want you all to know it was a gift for my family. It is not how you started it's how you finish." She is the owner of Early Beginnings Childcare.

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**Community Services Block Grant Program:** Beatrice Sams, Case Manager/Field Supervisor presented the CSBG Family Empowerment Self Sufficiency Project Planning Calendar of Year 1 of the Three Year Work Plan July 2018 – June 2021 for Board approval. John Alford offered a motion to approve the Planning Calendar for Year 1 of the Three Year Plan, seconded by Arthur Bullock. Motion approved.

- i. The CSBG Program Statistical Report for all counties July 1- September 21, 2017 was presented for informational purposes only.

Ericka J. Whitaker, CEO presented to the Board the new CSBG Program Director, Stephanie Ashley.

Bernest Hewett, informed all the new board members that they will be called upon to serve on various committees of the Board.

**Statement of Financial Position:**

Cynthia Foskey, Executive Administrator presented to the Board for approval the following bid awards: stating that the Agency is required to bid contractual services every three – five years dependent upon the type of services:

- ii. Janitorial Cleaning Services: Clean World USA/Dennis Hempstead

Felicia Watkins offered a motion to approve the awarding of the bid to Clean World USA, seconded by Arthur Bullock. Motion approved

- iii. Web Services: Web Service, Inc./John Spence

William Ballard offered a motion to approve the awarding of the IT Web Services bid to Web Services, Inc., seconded by Carolyn Crocker. Motion approved.

Lying Reeder presented to the Board the recommendation from the Executive and Finance Committees for the approval of Anderson Smith and Wike to perform the annual tax and auditing services for the Agency. The Board voted to sustain the recommendation of the Executive and Finance Committees.

***Financial Report:*** Lying Reeder, CFO presented to the Board of Directors the Statement of Financial Position including the Revenue and Expenditure Report with Project Details for all programs for the period ending August 31, 2017. The Credit Card Expenditure Report was for the period of August 14<sup>th</sup> – September 13<sup>th</sup>, 2017 total expenditures \$3,294.

***The Board unanimously accepted the financial updates of the Agency.***

**Board Chairperson's Travel:** Felicia Watkins offered a motion to approve Bernest Hewett/Chairperson travel to the SEACCA Annual Conference in Biloxi, MS October 31<sup>st</sup> through November 3<sup>rd</sup>, 2017, seconded by Arthur Bullock. Motion approved.

**Board of Directors' Meetings:** Due to Election Day, a motion was offered by William Ballard to move the date of the meeting to November 14<sup>th</sup>, 2017 at 6:00 p.m. for a year ending meeting. Motion unanimously approved. The location of this meeting is Carter's Catering in Lumberton NC. There will not be a meeting in December.

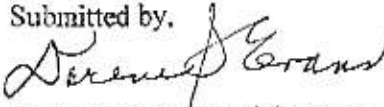
January 2<sup>nd</sup> is the day after New Year's. Instead of meeting on the 2<sup>nd</sup> the Board Chair and CEO discussed having the Annual Planning Board Summit in Wrightsville Beach NC. On Thursday evening, January 18, 2018 hold the Board meeting and on Friday, January 19, 2018 do a half day summit to plan for the rest of the program year. William Ballard offered a motion to move the meeting date to January 18<sup>th</sup>, and hold the

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Planning Summit on the 19<sup>th</sup>, 2018 at Wrightsville Beach Holiday Inn, seconded by Carolyn Crocker. Motion approved.

Adjourn: Dorene Evans offered a motion to adjourn the meeting at 6:49 p.m., seconded by Linda McLaughlin. Motion approved.

Submitted by.



Dorene Evans, Board Secretary