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MEMORANDUM

TO: Members of the Board of Directors
FROM: Bernest L. Hewett, Board Chairperson
SUBJECT: Board of Directors’ Meeting

A meeting of the Board of Directors of Southeastern Community & Family Services, Inc. has been scheduled for Tuesday, April 03, 2018 at 6:00 p.m. The location for this meeting is **Two Hawk Employment Services** 118 W. 5th Street, Lumberton NC 28360.

A copy of the Agenda is attached along with other pertinent information. Please mark your calendars to be in attendance for this very important meeting.

Should you have any questions or if you are unable to attend, please contact Cynthia Foskey at 910/277-3521.


Bernest L. Hewett, Board Chairperson

BH/cf

Attachments:

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Board Agenda
April 03, 2018
6:00 p.m.
Two Hawk Employment Services
118 W. 5th Street
Lumberton NC

1. Call to Order
2. Invocation
3. Mission Statement Recital: *"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 February 22, 2018 Minutes *
8. Public Comments (*Please limit to 3 minutes*)
9. Statement of Financial Position – Cynthia Demery, Finance Committee Chair
Liyong Reeder, Chief Financial Officer
 - a. HUD Section 8 Program Budget *
 - b. Cost Allocation Plan 2018-2019*
 - c. Revenue and Expenditure Report with Project Details
 - d. Credit Card Expenditures Report January 14th thru February 13th, 2018
10. Community Services Block Grant Program – Stephanie Ashley, Program Director
 - a. Family Empowerment Self-Sufficiency (FESS) Success Story
11. Head Start Program – Tonie Brite, Head Start Director
 - a. Request for Non-Federal Share Waiver *
12. Deputy Director/HR & Operations Report – Tamara Monroe
13. Executive Session § 143-318.11 Closed Session –Bernest Hewett, Board Chairman
 - (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.
14. Nominations/Governance Committee – Linda McLaughlin, Chairperson
 - a. Bylaws addendum recommendation*
 - b. Election of Officers (2018-2019)
15. Approval for Board Members to attend Conferences *
North Carolina Community Action Association Conference – May 8-11, 2018 Asheville, NC
Board Chair to attend National Head Start Conference – April 23-27, 2018 Anaheim, CA
16. Next Board meeting – June 5, 2018 at 6:00 p.m. (Location TBD)
17. Adjourn



Southeastern Community & Family Services, Inc. Board of Directors met on Thursday, February 22, 2018 at 5:00 pm. The location of the meeting was Holiday Inn 1706 N. Lumina Ave. Wrightsville Beach NC.

Bernest L. Hewett, Board Chairperson called the meeting to order. John Alford led grace and the invocation. The Mission Statement was recited by all in attendance.

Roll Call: A quorum was established based on fourteen (14) members in attendance.

Bladen

Arthur Bullock
Cynthia Demery
Mark Coleman

Brunswick

Bernest L. Hewett
William Ballard

Columbus

Carolyn Crocker
Dorene Evans

Hoke

Brittany Ware

Pender

Darlene Adams

Robeson

Sanford Locklear
Melissa Oxendine

Scotland

Scott Witten
John Alford
Linda McLaughlin

Excused Absences: Josephine Smith; Wanda Killens, Sandy Mallory

Approval of Agenda: Arthur Bullock offered a motion to approve the Agenda to include a statement from the Board Chairperson between items 11 and 12, seconded by Sanford Locklear. Motion approved.

Approval of Minutes for January 25, 2018: Carolyn Crocker offered a motion to approve the minutes of January 25, 2018 as presented, seconded by Scott Witten. Motion approved.

Statement of Financial Position: Lying Reeder, Chief Financial Officer presented to the Board the Statement of Financial Position to include the Revenue and Expenditure Report with Project Details for the period ending January 31, 2018 for all programs. The Credit Card Expenditure Report for the period of 12/14/2017 – 01/13/18 total expenditures \$4,710.

The Financial updates were accepted by the Board of Directors.

Head Start Program: Tonic Brite, Head Start Director:

Head Start Program Unit Plans and Training and Technical Assistance Plan for fiscal year 2018-19 were presented for Board approval. The unit plans details how the agency will operate the head start program, there are no changes from last year in the plans.

Brittany Ware and Dorene Evans offered a motion to approve the 2018-19 Head Start Unit Plans, seconded by John Alford. Motion approved.

The Training and Technical Assistance Plans are a results of the Community Needs Assessment, defining areas of training that is needed and mandatory training. Carolyn Crocker offered a motion to approve the T/TA Plan for 2018-19, seconded by Sanford Locklear. Motion approved.

Conversion/Reduction of Head Start Enrollment Slots: Tonic Brite Head Start Director presented to the Board for approval the plan to reduce the 1000 children to 920 slots maintaining the same funding level. This would mean taking 80 children converting their slots to early head start, but we will be able to keep the same

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funding level. We will serve two and three year olds, maintain the same staff, but the staffs' pay will not be the same because their credentials will be lower. Ms. Brite's recommendation is to convert slots, will not close any centers, maintain the same funding level, serving two and three year old children, each staff's child ratio will be 4 children (we have a waiting list of three year olds).

William Ballard offered a motion to approve the reduction of 1000 enrollees to 920, converting 80 slots to early head start (two and three year olds), not closing any centers or losing any funding, seconded by John Alford. Motion approved.

Executive Session: John Alford offered a motion to entered closed session at 5:49 pm. to prevent the disclosure of confidential personnel matters, seconded by Cynthia Demery. Motion approved.

Reconvening of open Session: By consensus the Board reconvened open session at 6:17 p.m.

Administrative Policies and Procedures Revisions: Walter Brown Personnel Chairperson Tamara Monroe, Deputy Director of HR & Operations presented to the Board the following recommendations from the Personnel Committee for Board approval:

- Removal of the appeals process
- Change the components of the Reduction-in-Force (RIF): remove attendance add knowledge, skills, and abilities- equaling 10% of the individual rating form
- Performance will be rated at 65%
- Seniority rated at 10%
- Education, Certifications rated at 15%
- Removed the section on disabilities under the Termination Policy
- Remove Career Development

John Alford offered a motion to approve the revisions of the Administrative Policies and Procedures recommended by the Personnel Committee, seconded by Linda McLaughlin. Motion approved.

Terms of officers:

Bernest Hewett informed the Board of the ending of terms of officers. All officers of the Board of Directors shall be elected for terms of one year and may be reelected for one succeeding term – Article VII. The Nomination and Governance Committee will need to meet before the next Board meeting and bring back a list of candidates' names for officers. The Nominations and Governance Committee Chair: Linda McLaughlin, members: Wanda Killens and adding Sanford Locklear. Mr. Hewett will meet with the committee, but cannot vote.

The meeting was adjourned with a closing prayer by William Ballard at 6:45 p.m.

Respectfully submitted:


Dorene Evans, Board Secretary