

Southeastern Community & Family Services, Inc.
Board of Directors Minutes
April 3, 2018

Southeastern Community & Family Services, Inc. Board of Directors met on Tuesday, April 3, 2018 at 6:00 p.m. The location for this meeting was Two Hawk Employment Services 118 W. 5th Street, Lumberton NC 28360.

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

Roll Call: A quorum was established based on twelve (12) members in attendance.

Bladen

Josephine Smith
Mark Coleman

Brunswick

William Ballard
Bernest Hewett

Columbus

Wanda Killens
Dorene Evans

Hoke

Brittany Ware

Pender

Darlene Adams

Robeson

Sandy Mallory

Scotland

John Alford
Linda McLaughlin
Scott Witten

Excused Absences: Melissa Oxendine; Arthur Bullock; Carolyn Crocker

Legal Counsel was in attendance: Attorney Jonathan Charleston, Esquire

Approval of Agenda: William Ballard offered a motion to approve the agenda as presented, seconded by John Alford. Motion approved.

Approval of Minutes for February 22, 2018: William Ballard offered a motion to approve the minutes of February 22, 2018, seconded by John Alford. Motion approved.

Public Comments: There were no public comments.

Statement of Financial Position: Lying Reeder, Chief Financial Officer presented HUD Section 8 Program Budget fiscal Year July 1, 2018 through June 30, 2019 for Board approval. Total amount of this budget is \$2,287,462. Josephine Smith offered a motion to approve the 2018-19 HUD Budget as presented, seconded by John Alford. Motion approved.

Cost Allocation Plan FY 2018-2019 was presented for board approval. John Alford offered a motion to approve the 2018-19 Cost Allocation Plan as presented, seconded by Scott Witten. Motion approved.

Revenue and Expenditure Report: Lying Reeder, Chief Financial presented the statement of financial position with project details for all programs for the period ending February 28, 2018. Total liabilities and equity \$2,780,520.40.
The Credit Card Expenditure Report for the period of January 14, 2018 to February 13, 2018 total expenditures \$21,131.91.

Community Services Block Grant Program Success Story: Stephane Ashley, Program Director presented Ms. Selena Bullard a customer of the program. Ms. Bullard enrolled in the FESS Program in July 2017. Ms.

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Bullard shared her experience of being on the program and how helpful the staff of the Red Springs NSC was with providing her with assistance in finding a job and her educational needs. Ms. Bullard stated, "The program works!"

Head Start Program Request for Waiver: Denita Campbell, Assist. Head Start Director/FCP Manager referenced the request for Non-Federal Share Waiver for PY 2017-18 justification. The Head Start Program has seen a considerable decrease in In-kind contributions and volunteer hours for Non-Federal Share. We have been dealing with this for over a year now. Next year it is our plan to have concrete items on the calendar so that everyone will know in advance so that we may increase our volunteer hours. The HS Program is seeking a waiver of \$1,844,650.46 of Non-Federal Share to assist in covering this shortage. We are asking Board approval to submit this In-Kind waiver justification for PY 2017-18 in the amount of \$1,844,650.46. Josephine Smith offered a motion to approve the submittal of the Non-Federal Share Waiver request, seconded by Dorene Evans. Motion approved.

Deputy Director/HR & Operations Report: Tamara Monroe gave an update on the 2018 Community Awards Event. Each Board member was asked to sell a table for \$210.00 totaling eight tickets in support of this annual event. They were also asked to nominate someone from their county to be the recipient of the leadership award.

Executive Session: William Ballard offered a motion to enter closed executive session at 6:15 p.m.; seconded by Scott Witten. Motion Approved.

William Ballard offered a motion to reconvene open session at 7:04, seconded by Mark Coleman. Motion approved.

There were no actions taken, the board will meet again in the near future to discuss one amendment to the Bylaws, and the election of officers.

Approval for Board Members to attend Conferences: Carolyn Crocker, Bernest Hewett and Arthur Bullock to attend the NCCAA Conference in May 2018 and Bernest Hewett to attend the National Head Start Conference April 22-27, 2018. Josephine Smith offered a motion for the board members to attend the conferences, seconded by Dorene Evans. Motion approved.

There will be a called meeting and everyone will be contacted about the date, time and location. The next regular scheduled Board of Directors meeting is scheduled for June 5, 2018 at 6:00 p.m. location TBD.

Dorene Evans moved to adjourn the meeting at 7:08 p.m. So moved.

Submitted by



Dorene Evans, Board Secretary