



Agenda  
August 7, 2018 - 6:00 p.m.  
118 W. 5<sup>th</sup> Street  
Lumberton NC 28358

1. Call to Order
2. Invocation
3. Recital of Mission Statement: *"to improve and empower the lives of the people we serve"*
4. Membership Roll Call
5. Excused Absences
6. Seating of New Board Members
7. Approval of Agenda
8. Approval of Minutes – June 5, 2018
9. Statement of Financial Position – Scott Witten, Finance Committee Chairperson and Lying Reeder, Chief Financial Officer
  - i. Revenue and Expenditure Report with project details
  - ii. Credit Card Summary May 14<sup>th</sup> through June 13<sup>th</sup> 2018
  - iii. Credit Card Policy \*
  - iv. Cost Allocation Plan for HR Coordinator \*
10. Community Services Block Grant Program – Stephanie Ashley, Program Director
  - v. CSBG Program Report – Updates
  - vi. Grantee Year-End Report of Project Outcomes Approval\*
11. Section 8 HUD Program – Tiffany Anthony
  - vii. Request to Open HCV Section 8 Program Waiting List Approval \*
  - viii. Section 8 Management Assessment Program
12. Head Start Program – Tonie Brite, Head Start Director
  - ix. Items for Board Approval
    - a. Food and Dairy Bids Award – FY 2018-19\*
    - b. T&TA Consultant Contract Award\*
    - c. Printing Bid \*
13. Board Meeting Calendar Dates- Arthur Bullock, Board Chairperson
  - \* Locations TBD (6:00 p.m.)
  - October 9, 2018 the 2nd conflicts with HS Directors' Caucus
  - December 4, 2018
  - February 12, 2019 the 5<sup>th</sup> conflicts with Region IV Annual Conference
  - April 7<sup>th</sup>, 2019
  - June 4, 2019
14. Approval for Board Chairperson to attend SEACAA 2018 Conference in Orlando September 18-21, 2018.\*
15. Adjournment



Southeastern Community & Family Services, Inc.  
Board of Directors Minutes  
June 5, 2018

Southeastern Community & Family Services, Inc. Board of Directors met on Tuesday, June 5, 2018 at 6:00 p.m. The location for this meeting was Robeson Community College in the Workforce Development Building 1560 Fayetteville Rd., Lumberton NC 28360.

Prior to this meeting at 5:15 the Board of Directors met to complete the Chief Executive Officer's annual performance evaluation.

Bernest Hewett, Board Chairperson called the meeting to order. William Ballard gave the invocation and recited the mission statement.

Roll Call: A quorum was established based on seventeen (17) members in attendance:

**Bladen**

Arthur Bullock  
Cynthia Demery  
Josephine Smith  
Mark Coleman

**Brunswick**

William Ballard  
Bernest L. Hewett

**Columbus**

Wanda Killens  
Carolyn Crocker  
Dorene Evans

**Hoke**

Brittany Ware

**Pender**

Darlene Adams

**Robeson**

Sanford Locklear  
Melissa Oxendine

**Scotland**

Walter Brown  
Linda McLaughlin  
John Alford  
Scott Witten

Excused Absence: Sandy Mallory

**Agenda Approval:**

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

**Public Comments:** Cynthia Demery thanked the Board for their participation in the annual fundraiser.

**Minutes Approval:**

John Alford offered a motion to approve the minutes of April 3<sup>rd</sup> and April 18<sup>th</sup>, 2018, seconded by Arthur Bullock. Motion approved.

**Statement of Financial Position:**

Liying Reeder, Chief Financial Officer referenced page 9-23 the Revenue and Expenditure Report with project details for all programs. This period ended April 30, 2018.

**Credit Card Report:**

Expenditures reported were for the period of March 14<sup>th</sup> through April 13, 2018; total expenditures \$8,475.16.

Financial Management Manual Update:

Liyong Reeder presented to the Board for approval to update the Financial Management Manual to reference the micro purchase of goods and services OMB 200.320 aggregate dollar amount from \$3000 to \$3500.

Sanford Locklear offered a motion to approve updating the Financial Management Manual to reflect the \$3500 micro purchase of goods and services, seconded by Arthur Bullock. Motion approved.

Indirect Cost Budget July 1, 2018 through June 30, 2019:

Liyong Reeder presented to the Board for approval the Indirect Cost Rate for Fiscal Year 2019 in the amount of \$885, 278. This budget includes a 7% pay increase for the Chief Executive Officer and a 5% increase for the Administrative Staff.

William Ballard offered a motion to approve the Indirect Cost Budget for FY 2019, the 7% pay increase for the CEO and 5% pay increase for the Administrative Staff seconded by Walter Brown. Motion approved.

Community Services Block Grant Program:

Stephanie Ashley, Program Director presented the CSBG Program Support outcomes for FY 2017-18. All goals have been met and exceeded for all counties. Wanda Killens acknowledged the CSBG Program for exceeding all of their goals.

The month of May is Community Action month. The Agency partnered with Attorney General Office, UNCP, and AACC as host to a Financial Literacy workshop.

The CSBG Program is currently working on a Youth Enrichment Camp. The intent is to have two locations for the camp Lumberton and Whiteville. There is no cost to the participants. Activities include leadership training, nutrition and wellness, tour of UNCP and FSU, Wonder works in Myrtle Beach, SC, an etiquette class with a formal luncheon to showcase what the Youth learned.

Head Start Program:

Tonie Brite, Head Start Director reference the letter from the Office of Head Start. The Consolidated Appropriations Act, 2018, contains an increase of approximately \$610 million for programs under the HS Act for FY 2018. A portion of the increase provides a COLA of 2.6 percent to increase salaries for the HS staff and fringe benefits and offsetting higher operating costs.

The Head Start Staff of the Agency must receive at least a 2.6 percent cost of living increase from this award. Tonie Brite, Head Start Director, requested Board approval to give all HS Staff a total of 3.7 percent increase. The funds are available to give the 3.7 percent increase.

Walter Brown offered a motion to approve the 3.7percent increase for all HS Staff, seconded by Sanford Locklear. Motion approved.

William Ballard voiced a concern that there is not a Head Start facility in the Northern area of Brunswick County. He stated that there is a need and the cliental is large enough for a center in this area. He is asking the Agency and Board to look into the possibility of having a center in the Northern area of Brunswick County. Ericka Whitaker, CEO stated that we are trying to address and meet the needs of all of the counties in our service area.

Five Year Service Awards:

The following Board Members received a five year service award as volunteer Board Members. Their terms will officially end June 30, 2018: Bernest L. Hewett, Board Chairperson; Walter Brown, Dorene Evans, Board Secretary; Josephine Smith, Mark Coleman. Brittany Ware Head Start Policy Council Representative received a one year award for her volunteer services as the Parent Representative.

Bernest Hewett, Board Chairperson, gave remarks saying that he was turning over the chairmanship to Arthur Bullock (newly elected Chairperson) and William Ballard (newly elected Vice Chairperson).

John Spence, IT Specialist was given special recognition for his outstanding service, and going over and beyond the call of duty.

Bernest Hewett ended the meeting with prayer. Dorene Evans offered a motion to adjourn the meeting at 7:00 p.m. Motion unanimously approved.

Respectfully submitted

*Cynthia Fosky for Dorene Evans*

Dorene Evans, Board Secretary