



January 25, 2022
Board of Directors Meeting Minutes
6:00 p.m.

Southeastern Community Action Partnership, Board of Directors meeting was held on January 25, 2022, via Zoom. Arthur Bullock, Board Chairperson, called the meeting to order, Keith Graham gave the invocation. Arthur Bullock, Board Chairperson, recited the mission statement: "to improve and empower the lives of the people we serve."

Attendance: the following members were in attendance, establishing a quorum:

Bladen

Arthur Bullock
Keith Graham

Brunswick

Valorie Hatten
Carl L. Parker

Columbus

Carolyn Crocker
Barbara Featherson
Melinda Lane

Hoke

Jordyn McCormick

Pender

Loretta Schmitzer
Patricia S. Walker

Robeson

Sandy Mallory
Melissa Oxendine
Sandford Locklear

Scotland

John Alford
Tony Spaulding
Renca Walker

Arthur Bullock, Board Chairperson, officially welcomed Jordyn McCormick as a member of the Board of Directors, representing Hoke County private Sector.

The following members called the Board Chair requesting to be excused from the meeting: William Ballard and Victor Singletary

Carolyn Crocker offered a motion to approve their request to be excused, seconded by Carl Parker. Motion approved.

Consent Agenda Items:

- a. Teaching Strategies Comparative Report - 2 year old's fall 2021/2022
- b. Enrollment and Average Monthly Attendance 12/1/2021 – 12/13/2021
- c. Family Partnership Monthly Summary Report – November 2021
- d. Mentor Coaching Monthly Summary Report – October 2021
- e. Disabilities Services Summary Report – October 2021

John Alford offered a motion to approve the Consent Agenda, seconded Carl Parker. Motion approved.

Agenda: January 26, 2022

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

Minutes: November 16, 2021



Carolyn Crocker offered a motion to approve the minutes of November 16, 2021 as presented, seconded by Carl Parker. Motion approved.

Audit Report: Andy Deal, Anderson Smith & Wike PLLC

Mr. Deal presented to the Independent Audit Report to the Board of Directors for the year ended June 30, 2021. The agency received an unmodified opinion (a clean report). This audit showed growth of the agency, the compliance report and internal controls received an unmodified opinion, report on major federal programs received an unmodified opinion.

Mr. Deal went over Form 990 informational return (the agency is tax-exempt), there are no items of violation to cause the agency to lose their tax-exempt status. Form 990 will be filed on time. General information – there was no difficulty in the completing the audit.

Keith Graham offered a motion to accept the June 30, 2021 audit report and Form 990, seconded by John Alford and Melinda Lane. Motion approved.

Chief Executive Officer's Updates: Dr. Ericka J. Whitaker

Dr. Whitaker updated on the Maxton Head Start Center's new facility; we are planning a ribbon cutting ceremony and will keep the board informed as to the schedule. The Laurinburg Head Start Center's modular unit is now being delivered to the site for installation/set up.

The Head Start Centers went virtual again due to COVID, and the Administration Office is teleworking, we will return on January 31st, for our regular working hours face to face.

Allenton Head Start Center passed inspection, enrollees will begin at this site on January 31, 2022.

The FA2 Head Start Monitoring Review: the Board did well, the agency's staff was very professional.

CSBG Review – is slated to begin on February 18, 2022.

Save the dates for March 7-9, 2022 for the Board and Executive Leadership Summit at the Marriott Resort & Spa Grande Dunes, Myrtle Beach, South Carolina. There is a requirement for everyone to wear masks. The agenda includes Health & Wellness, Head Start Performance Standards, the Strategic Plan, and CSBG Performance overview. The Board will need to discuss elections and nominations, and attendance.

Chief Operating Officer's Updates: Tamara Monroe

Ms. Monroe reported on the number of positive test results and the safety practices we are implementing: adding air purifiers, new temperature checks, and foggers for the offices.

Virtual Job Fair: tentatively scheduled for February 18, 2022, for the agency starting at 9:30-12:00 break for lunch and resume at 1:00 – 5:00. We will have flyers available, and the notification will also be on our Facebook page.

Statement of Financial Position: Lying Reeder, Chief Financial Officer

The statement of financial position is for the period ending November 30, 2021, with total liabilities and equity for this period being \$7,419,719.70. The revenue and expenditure report by

project detail is for the period ending November 30, 2021. Credit Card expenditures for November, 2021 totals were \$17,381.16.

John Alford offered a motion to accept the financial report, seconded by Carolyn Crocker. Motion approved.

Head Start/Early Head Start Program: Tonie Brite, Director

Mrs. Brite asked for Board approval to apply for funding for the base grant for the period of funding 07/01/2022 – 06/30/2023 in the amount of \$9,902,907 for the federal enrollment of 900 Head Start enrollees and 40 Early Head Start enrollees.

Melissa Oxendine offered a motion to approve submitting the refunding application, seconded by Carl L. Parker. Motion approved.

Mrs. Brite presented for information and approval the CACFP report for the PY 2021-2022. The reimbursement rates were effective July 1, 2021 – June 30, 2022. Carol Greer, Nutrition Program Specialist/CACFP Facilitator, will have an update available for the next board meeting.

Carolyn Crocker offered a motion to accept the CACFP report, seconded by Melinda Lane. Motion approved.

Sicily Galbreath, Program Health Specialist presented to the board the Early Childhood Development and Health Services Unit Summary Report for the month of October 2021. After a thorough overview of the year-to-date health summaries, there was a QA period.

Carl L. Parker offered a motion to approve the impressive presentation and informative report on the children's health services presented by Sicily Galbreath, seconded by Loretta Schmitzer. Motion approved.

Community Services Block Grant Program: Kathleen Lowe-Jacobs, Director

Ms Jacobs presented to the board to ratify the FESS Eligibility Requirements update to the policy. Through electronic voting, the board approved the policy update.

FESS Eligibility Requirements

Applicants for FESS Program must meet the following eligibility requirements:

- If not an unrelated individual, the applicant must be a family unit of two or more persons related by birth, marriage, and/or adoption who reside together. All such related persons are considered as members of one family. (If a household includes more than one unrelated individual, the poverty guidelines are applied separately to each family and/or unrelated individual - not to the household. If an unrelated individual lives with a family, the poverty guidelines are separately applied to each family unit.)

The update to this policy is to add the following eligibility criteria:

- When determining eligibility for a household temporarily housed by person(s) related by birth, marriage and/or adoption and are not receiving any monetary assistance from these household members, SCAP will apply the poverty guidelines to the applicant household only. Any such related person(s)' income will not be applied to the applicant family's household. The applicant family along with the related person(s) must sign an attestation reflecting this to be true. The applicant family must have a goal to obtain housing and be monitored by SCAP Staff every 90 days.



CSBG Refunding Budget for 2022-2023 standard grant total budget \$1,598,395:
Arthur Bullock was presented the department budget approval form for signature as representing board approval to submit the proposed budget for CSBG 2022-2023.

Motion to approve submitting the CSBG Refunding Budget for 2022 -23 by Keith Graham, seconded by John Alford. Motion approved.

Loretta Schmitzer offered a motion to approve the next regular scheduled Board meeting for March 8, 2022 (hybrid) and at Myrtle Beach, seconded by Carl Parker. Motion approved.

Meeting adjourned at 7:12 p.m.

Submitted by:

A handwritten signature in black ink that reads "Carolyn Crocker". The signature is written in a cursive, flowing style.

Carolyn Crocker, Board Secretary