



## Annual Program Governance Board Training and Meeting

September 14, 2021

Via Zoom

The Board of Directors held their annual Governance Training and regularly scheduled meeting on Tuesday, September 14, 2021, at 5:00 p.m. The location of this training was held virtually on ZOOM.

Arthur Bullock, Board Chairperson, called the training to order, William Ballard, Board Member, gave the invocation. Patricia Beier, Professional Organizational Development Solutions (PODS). Facilitated the training. (See Agenda). The training goals and objectives were:

- To give an overview of Head Start
- To review the roles and responsibilities of the HS Policy Council and Board Governance
- To discuss the concept of shared governance

Roll Call: Sixteen members were in attendance for the training, and the regularly scheduled board meeting, confirmation of a quorum determined.

### ***Bladen***

Arthur Bullock  
Keith Graham

### ***Brunswick***

William Ballard  
Valorie Hatten  
Carl Parker

### ***Columbus***

Barbara Featherson  
Carolyn Crocker  
Melinda Lane

### ***Hoke***

Shirley Hart  
Larry McLean

### ***Pender***

Darlene Adams  
Patricia Walker

### ***Robeson***

Sandy Mallory  
Melissa Oxendine

### ***Scotland***

John Alford  
Tony Spaulding

Arthur Bullock, the Chairperson, called the meeting to order at 5:43 p.m.

Arthur Bullock recited the Agency's mission statement "to improve and empower the lives of the people we serve."

Excused absences

Loretta Schmitzer and Victor Singletary sent requests for excusals from the meeting; Ms. Schmitzer was on travel, and Mr. Singletary was not feeling well.

Shirley Hart offered a motion to excuse Loretta Schmitzer and Victor Singletary from the meeting, seconded by William Ballard. Motion approved.

Agenda

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

Minutes of June 15, 2021



Carolyn Crocker offered a motion to approve the June 15, 2021, minutes, seconded by Melinda Lane. Motion carried.

#### Chief Executive Officer's Updates

Dr. Whitaker presented to the Board for approval of the policy on electronic voting. Although we are already implementing electronic voting for best practices, we need to make it an official policy. (See Policy). Carolyn Crocker offered a motion to approve the electronic voting policy, seconded by Shirley Hart. Motion carried.

COVID Vaccination Policy- it is executive orders that Head Start employees receive the vaccination. We are working on a policy to require that all employees receive the vaccination. If they do not receive the vaccination, they must be tested weekly and provide proof of a negative result. Once we have the written policy, we will send it to the Board for your review and approval.

#### Save the Date for the Big Popup in Robeson County

On November 9, 2021, Southeastern Community Action Partnership will host a big drive-through popup to estimate serving 2000 families in Robeson County. The event will be held at Robeson Community College in Lumberton, but other counties are welcome to come. We will need volunteers, Mr. Bullock; you will be on the agenda; if you cannot come, then the Vice-Chair or a representative from the Board. (Send flyers to all Board Members).

#### Board of Directors' Meeting Schedule for 2021 – 2022

November 16, 2021; January 11, 2022; March 01, 2022; May 03, 2022

Carolyn Crocker offered a motion to approve the calendar dates for the Board of Directors meeting instead of November 09, change the date to November 16, 2021, seconded by Melinda Lane. Motion approved.

#### Modular Unit Bid approval for the Laurinburg and Laurel Hill Head Start Centers

Tonie Brite, Head Start Program Director, presented to the Board for approval the recommendation to use Genesis Modular builders to construct the modular unit for Laurinburg/Laurel Hill Head Start Centers. There were three bids received; one vendor chose not to disclose their cost for constructing the building, Carolina Modular Builders were not in agreement to doing a complete setup, Genesis's proposal included doing the complete setup.

John Alford offered a motion to approve the use of Genesis Modular Builders to construct the head start modular building in Laurinburg, seconded by Shirley Hart. Motion approved.

#### Statement of Financial Position

Liyang Reeder, CFO, presented to the Board for information purposes only the statement of financial position ending July 31, 2021. The accounting department has not closed out this year, so this report is for informational purposes only.



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

The Credit Card expenditure report

The credit card expenditure report for the period ending July 2021 was presented; total expenditures were \$44,925.84.

There were no closed session items.

Arthur Bullock mentions the American Rescue and Recovery Plan, asking that every county consider requesting funding to offset educational disparities in all the Agency's service areas.

Mr. John Alford, Board Member, announced he would be retiring and resigning as a commissioner on December 31, 2021.

Adjourn

Carolyn Crocker offered a motion to adjourn the meeting at 6:25 p.m., seconded by William Ballard. Motion approved.

Submitted by

Carolyn Crocker, Board Secretary