



November 16, 2021
Board of Directors Meeting Minutes
4:00 p.m.

The Southeastern Community Action Partnership Board of Directors meeting was held on November 16, 2021, via Zoom. Arthur Bullock, Board Chairperson, called the meeting to order, and William Ballard 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:

<u>Bladen</u>	<u>Brunswick</u>	<u>Columbus</u>	<u>Hoke</u>
Arthur Bullock	William Ballard	Carolyn Crocker	Shirley Hart
Victor Singletary		Barbara Featherson	Larry McLean
		Melinda Lane	

<u>Pender</u>	<u>Robeson</u>	<u>Scotland</u>
Loretta Schmitzer	Sandy Mallory	John Alford
Patricia Walker	Melissa Oxendine	Tony Spaulding

The following members called and emailed requesting to be excused due to a conflict in scheduling:

Keith Graham	Valorie Hatten	Carl Parker
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William Ballard offered a motion to approve their request to be excused, seconded by John Alford. Motion approved.

Consent Agenda Items:

- i. Disabilities Services Summary Monthly Report – September 2021
- ii. ECD and Health Services Unit Summary Report – September 2021
- iii. Mentor Coaching Monthly Summary Report – September 2021
- iv. Enrollment and Average Monthly Attendance – August – October 2021

John Alford offered a motion to approve the Consent Agenda, seconded by Barbara Featherson. Motion approved.

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William Ballard offered a motion to approve the agenda, seconded by Victor Singletary. Motion approved.

Minutes: September 14, 2021

Shirley Hart offered a motion to approve the minutes of September 14, 2021, seconded Sandy Mallory. Motion approved.



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COVID Vaccination Policy (See Policy) Tamara Monroe, Chief Operating Officer, presented to the Board for approval of the Agency's COVID Vaccination Policy. The policy will go into effect thirty days after the date of approval by the Board (February 2022).

William Ballard offered a motion to approve the vaccination policy, seconded by Victor Singletary. Motion approved.

Child and Adult Care Food Program Report – Tonie Brite, Early Head Start/Head Start Director, presented the following report for the CACFP PY 2021 -2022: total breakfast count 2,322; lunch 2,338; PM Snack 2,306. Reimbursement rates effective July 1, 2021 – June 30, 2022:

Breakfast: \$1.97, Lunch: \$3.66; Snacks: \$1.00 and cash in lieu of commodities: \$0.2375.

John Alford offered a motion to approve the CACFP Report, seconded by Melissa Oxendine. Motion approved.

Section 8 Waiting List: Tamara Monroe, Chief Operating Officer, presented the Section 8 Waiting List Reopening for ratification of the entire Board. The Executive Committee approved the reopening of the waiting list in October 29, 2021; it is now before the Board to ratify the actions of the Executive Committee.

Shirley Hart offered a motion to sustain the actions of the Executive Committee, seconded by Victor Singletary. Motion carried.

CSBG First Quarter – Wanda Davis

The CSBG 1st FESS Quarter Report was made by Wanda Davis; the project type is CSBG Self-Sufficiency. The objective is to assist 20 families in obtaining self-sufficiency with income above the 25% federal poverty guidelines by June 30, 2022. The project budget to date is \$185,540.13. The number of participants is 131.

CARES NC First Quarter Performance Report, the project objective is to aid 350 citizens that have unmet needs due to COVID-19. The project budget to date is \$865, 688.88, and the number of participants is 105.

Relief NC First Quarter Report– Kathleen Lowe-Jacobs /Program Director

The grant is for those affected by Hurricane Florence from July through June 30, 2022. The project objective is to assist 300 families from Hurricane Florence with services by June 30, 2022. The number of participants was 99.

Client Services Survey 2020 – 2021 PY- Wanda Davis

The SCAP Satisfaction Survey is a requirement of the Organization Standards to receive Board approval. There was a total of 160 responses received. 61.64% of those taking the survey agreed that the agency's services were meeting their needs. 64.15% rated the agency's quality of services as very high-quality services. The overall satisfaction with the agency was 82.91% were very satisfied, 12.66% somewhat satisfied, and 3.16% were neither satisfied nor dissatisfied.



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Melissa Oxendine offered a motion to approve the client services survey for 2020-2021, seconded by Shirley Hart. Motion approved.

Statement of Financial Position – Lying Reeder, CFO

For the period beginning July 1, 2021, through September 30, 2021, Statement of Financial position total liabilities: \$1,524,844.29; total equity \$5,873,449.65.

Revenue and Expenditure Report for all programs for the period 07/1/2021 to 9/30////2021

Credit Card Expenditure Report for the month of September 2021 total expenditures: \$11,220.09.

Carolyn Crocker offered a motion to accept the financial report, seconded by Shirley Hart. Motion accepted.

Financial Management Manual Updates:

Changes to update the agency's name within the manual and to reflect new titles of Deputy Director, HR Operations to Chief Operating Officer, and Fiscal & Payroll Administrator to Payroll and Purchasing Specialist.

Shirley Hart offered a motion to approve the Financial Management Manual updates, seconded by Carolyn Crocker. Motion approved.

Closed Session – William Ballard offered a motion to table the closed executive session until another date, seconded by Melissa Oxendine. Motion approved.

The Big Pop-Up Event:

Dr. Ericka J. Whitaker, the CEO, gave an overview of the Community Event held on November 9, 2021, at Robeson Community College. Board Members that were in attendance also provided feedback.

Next Board of Directors Meeting Date: January 11, 2022

William Ballard offered a motion to approve the next regularly scheduled meeting date, seconded by Melinda Lane. Motion approved.

Closing prayer: Victor Singletary

Arthur Bullock, Board Chairperson, closed the meeting at 4:45 p.m.

Submitted by

Carolyn Crocker

Carolyn Crocker, Board of Directors Secretary