



September 28, 2022  
Board of Directors Minutes  
10:32 a.m.

The Southeastern Community Action Partnership Board of Directors meeting was held on Wednesday, September 28, 2022, at Holiday Inn Wrightsville Beach Resort in Wrightsville Beach, NC, in conjunction with the annual Board Governance Training Summit. Keith Graham gave the invocation. The mission statement was recited by the board.

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

**Bladen**

Rodney Hester  
Keith Graham

**Brunswick**

Valorie Hatten  
Carl Parker

**Columbus**

Pamela Young-Jacobs  
Dorene Evans

**Hoke**

Shirley Hart  
Larry McLean

**Pender**

Lori Kirkpatrick  
Amanda Howard

**Robeson**

William Locklear  
Phoebe Chavis-Harris  
Gwendolyn Gardner

**Scotland**

Tim Ivey  
Tony Spaulding

The following member sent an email requesting an excuse from the meeting due to a conflict in scheduling: Lorretta Schmitzer.

Dorene Evans offered a motion to excuse Loretta Schmitzer from the meeting, seconded by Tim Ivey. Motion approved.

***Consent Agenda Items***

Dorene Evans motioned to approve the consent agenda, seconded by Tony Spaulding. Motion approved.

***Agenda***

Dorene Evans motioned to approve the agenda, seconded by William Locklear. Motion approved.

***Minutes:*** June 07, 2022

Dorene Evans offered a motion to approve the June 7, 2022, minutes, seconded by Tony Spaulding.

***Administrative Policies and Procedures-*** Tamara Monroe, Chief Operating Officer

- Travel policy update: parents, staff, and board members cash advance and per-diem will now be provided by direct deposit only
- Staff must utilize (PTO) balances for absences; PTO cannot be reserved for a later date within the program year.

- Outside employment is allowable if it does not conflict with Agency's operations and must be approved by the CEO
- The threshold for purchasing is \$10,000 relating to securing bids
- Employee complaints protocol is first the department head, next is the Chief Operating Officer, and if needed, the Chief Executive Officer

The revised and updated Administrative Policies and Procedures will be reviewed by the Agency's attorney for final revisions after receipt of Board approval.

Carl Parker offered a motion to approve the revisions and updates to the Administrative Policies and Procedures, seconded by Dorene Evans. Motion approved.

#### ***Strategic Plan – Overview***

Deberry Tree Marketing and Strategy presented the results of the line of business review (Strategic Plan) from September 26, 2022. The Board unanimously approved the results of the Strategic Plan and agreed to continue to review and assess the goals and objectives.

#### ***Statement of Financial Position – Lying Reeder, CFO***

For informational purposes only, the statement of financial position was presented for the period ending June 30, 2022. The Project Financial Report for the period ending June 31, 2022, was presented. The Credit Card Expenditure Report for July and August 2022 was presented; total credit card expenditures for all programs were \$43,358.95.

Dorene Evans accepted the financial position report, seconded by Amanda Howard. The report was accepted.

#### ***Community Services Block Grant Program – Kathleen Lowe Jacobs, Program Director***

The Southeastern Community Action Partnership client satisfaction survey from June through July was presented. Three hundred seventy-eight people responded to the survey.

Tony Spaulding offered a motion to approve the client satisfaction survey, seconded by Pamela Young-Jacobs. Motion approved.

#### ***Section 8 Housing Choice Voucher Program – Tiffany Anthony Program Director***

Recommendation and Request to open Section 8 Housing Choice Voucher Program Wait List effectively October 6, 2022, to ensure we have an adequate pool of applicants.

Dorene Evans offered a motion to approve the opening of the Section 8 Housing Choice Voucher Programs beginning October 6, 2022, seconded by Tony Spaulding Motion approved.

Effective October 1, 2022, the payment standard for fair market rent is 110%; the payment standard is set between 90 percent and 110 percent of the 40<sup>th</sup> percentile published fair market rent.

#### ***Working Board Committees – Shirley Hart, Board Chairperson***



Please see Attachment A

Tim Ivey offered a motion to approve the 2022-23 Working Board Committees, seconded by William Locklear. Motion approved.

Phoebe Chavis-Harris was approved as the Board representative to serve on the Head Start Policy Council.

The next scheduled board meeting is November 1, 2022, at 6:00 p.m. at the Springhill Suites Lumberton, 5128 Fayetteville Road, Lumberton, NC 28360.

Discussion:

Will poll the Board members about changing the time of the meetings from 6:00 to possibly 3:00 p.m. The Board will vote on this matter in November.

Tim Ivey motioned to adjourn the meeting, seconded by Dorene Evans. The meeting adjourned at 11:25 a.m.

Submitted by   
Tony Spaulding, Board Secretary