



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

**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 offered a motion to approve the consent agenda, seconded by Tony Spaulding. Motion approved.

***Agenda***

Dorene Evans offered a motion 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 – Liying 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 Vouchers 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

The Southeastern Community Action Partnership Board of Directors meeting was held on Tuesday, November 01, 2022, at the Springhill Suites by Marriott Lumberton; Victor Singletary gave the invocation. The board recited the mission statement.

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

<b>Bladen</b>	<b>Brunswick</b>	<b>Columbus</b>	<b>Hoke</b>
Rodney Hester	Valorie Hatten	Dorene Evans	Shirley Hart
Keith Graham	Carl Parker	Lakisha Jordan	Larry McLean
Victor Singletary			

<b>Pender</b>	<b>Robeson</b>	<b>Scotland</b>
Loretta Schmitzer	William Locklear	Tim Ivey
Lori Kirkpatrick	Veronica McNeill	Tony Spaulding
Amanda Howard	Phoebe Chavis Harris	

**Seating of New Board Members:** Keith Graham, Nominating and Governance Committee Chair, presented the report of the Governance Committee and recommended to the Board for seating: Lakisha Jordan, Columbus County Private Sector, and Veronica McNeill, Lumberton NSC Consumer Sector.

Dorene Evans offered a motion to approve the seating of Lakisha Jordan and Veronica McNeill, seconded by Amanda Howard. Motion approved.

**Excused Absence:** Pamela Young Jacobs called requesting to be excused from the meeting due to illness; Dorene Evans moved to approve the request, seconded by Tim Ivey. Motion approved.

**Consent Agenda:** Dorene Evans moved to approve the Consent Agenda, seconded by Tony Spaulding. Motion approved.

**Agenda:** Dorene Evans offered a motion to approve the Agenda, seconded by Loretta Schmitzer. Motion approved.

**Minutes:** September 28, 2022

Rodney Hester moved to approve the minutes with one amendment; Amanda Howard was at the September 28<sup>th</sup> meeting, seconded by Dorene Evans. Motion carried.

**Statement of Financial Position:** Loretta Schmitzer, Finance Committee Chair & Liying Reeder, CFO:

Statement of Financial Position for September 30, 2022, total liabilities and equity \$10,615,844.22. The project details for the ending period of September 30, 2022, were reviewed. Credit Card Expenditures: August 22 through September 2022 totaled \$142,886.62; all programs incurred expenditures.

Dorene Evans motioned to accept the financial position report, seconded by Amanda Howard. Motion carried.

**Board of Directors Meetings Time: Chief Executive Officer:** Dr. Ericka J. Whitaker

The Board of Directors was polled to see if it would be acceptable to change the time of the regular meetings to 3:00 p.m. (usually the first Tuesday of every other month) with a virtual option for two meetings out of the year for those who cannot attend the meeting in person. The virtual option does not include board training summits. The plan is to have another Board Summit on the tentative dates of February 20-22, 2023; the location is to be determined. As much as possible, we will try to hold regular meetings in Lumberton, for example, at the Robeson Community College when available. When there is a need to have a called meeting, we will look at holding called meetings virtually as much as possible.

Dorene Evans offered a motion to change the regularly scheduled meetings of the first Tuesday of every other month from 6:00 p.m. to 3:00 p.m. with the option of those who cannot attend in person two opportunities for virtual options out of the year. The board member must notify in advance when they need to participate in a meeting virtually or to be excused from a meeting, seconded by Tim Ivey. Motion carried.

*Next meeting date:* January 24, 2023, due to the holidays at 3:00 p.m., location to be determined.

The tentative dates for the next board summit are February 20-22, 2023; the location is to be determined.

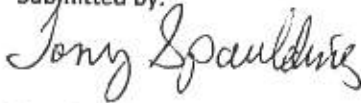
***Community Services Block Grant Program:*** Kathleen Lowe-Jacobs

Ms. Lowe informed the board that the program spent 2.2 million dollars of the 2.6 million dollars allocated for the NC Relief Disaster Grant. A YouTube video was presented as a testimonial of the services CSBG-funded programs provide to low-income citizens and communities in North Carolina. Please see the hyperlink to the Youtube video below:

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoutu.be%2Fa6EJQ4fj4do&data=05%7C01%7CCaroline.Kacmarsky%40acf.hhs.gov%7Cf497b4a807d64967881408da70dfcbb9%7Cd58add50534a808499ba4d944910df%7C0%7C0%7C637946403735756123%7CUnknown%7CTWFpbGZsb3d8evJWljoimC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IklhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C&sd ata=mKNqifnqNOB0SsZXP3WPqqRs3pSmzYQ5rZ8C%2BnFm62c%3D&reserved=0>

Adjourn: By consensus, the meeting adjourned at 7:12 p.m.

Submitted by:



Tony Spaulding, Board Secretary



Board of Directors Meeting Minutes  
January 24, 2023  
3:00 pm.

The Southeastern Community Action Partnership Board of Directors meeting was held on January 24, 2023, at Robeson Community College, Lumberton, NC, and via ZOOM. Cynthia Foskey gave the invocation. The board recited the mission statement.

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

<b>Bladen</b> Rodney Hester Keith Graham Victor Singletary	<b>Brunswick</b> Valorie Hatten Carl Parker	<b>Columbus</b> Dorene Evans Lakisha Jordan Pamela Young-Jacobs	<b>Hoke</b> Shirley Hart Larry McLean Jordyn McCormick
<b>Pender</b> Loretta Schmitzer Lori Kirkpatrick	<b>Robeson</b> William Locklear Veronica McNeill Phoebe C. Harris	<b>Scotland</b> Tim Ivey Tony Spaulding	

**Excused Absence:**

Amanda Howard called requesting to be excused from the meeting due to a conflict with her work schedule. Dorene Evans moved to approve the request, seconded by William Locklear. Motion approved.

**Approval of Consent Agenda**

Dorene Evans moved to approve the Consent Agenda, seconded by Lori Kirkpatrick. Motion approved.

**Agenda:** Tim Ivey moved to approve the agenda, seconded by Rodney Hester. Motion approved.

**Minutes:** November 01, 2022

Lori Kirkpatrick moved to approve the minutes of November 01, 2022, seconded by Dorene Evans. Motion carried.

**Audit Report:** Andy Deal, Anderson Smith & Wike PLLC

Mr. Deal presented the Independent Audit Report to the Board of Directors for the year ending June 30, 2022. The agency received an unmodified opinion ( a clean report). This audit showed the agency's growth, the compliance report and internal controls received an unmodified opinion, and the report on major federal programs received an unmodified opinion. General information – there was no difficulty in completing the audit.

Mr. Deal went over Form 990 informational return (the agency is tax-exempt), and there are no items of violation to cause the agency to lose its tax-exempt status. Form 990 will be filed on time.

Dorene Evans moved to accept and approve the 2022 Audit report and Form 990, seconded by Carl Paker and William Locklear.

**CEO Updates:** Dr. Ericka J. Whitaker

Dr. Whitaker presented to the Board that leadership team members are running the agency's grants with increased responsibilities. The plans are to have an open house for the new Maxton Head Start Center in March; the board will be kept posted on all updates.

The Laurinburg new modular building is coming along as well. There is some difficulty in getting the old modular unit moved and paving the driveway. If the licensure has yet to be closed, we may temporarily reopen the old modular so the enrollees can return to school until we can open the new modular building. We are working on trying to either move or sell the old modular the cost to move is estimated at 75,000.00; the building is of little value, so we may sell or donate it, and if we sell or donate, the recipient will be responsible for moving the modular. The board will be kept posted on the process and progress; the longer we stay closed, we lose our enrollees.

COMtech: Possible land purchase

Dr. Whitaker informed the Board of the possibility of purchasing land in COMtech in Pembroke, NC. The agency is working on applying for grant funds to build a new facility in Pembroke. We are looking at a three-acre plot of land selling at \$5000 per acre. The Agency's attorney reviewed the contract, we had the land appraised and tested, and we need to act on this purchase.

- Possible move the old Laurinburg modular on the COMtech land in Pembroke to house the Pembroke Head Start Center. We may not use the modular; we can't guarantee that the federal government will fund the building of a new facility within four years. Additional time may be granted if SCAP cannot begin construction for a good cause. If a good cause is not shown, then SCAP will remove the modular from the property, and COMtech will purchase the land per the contract agreement.
- If the land appraises for more than \$15,000 in the future, COMtech wants us to sell the land back to them for the same price we are purchasing from them, \$15,000. If we can build, it is not our plan to sell the land.
- The Agency needs Board approval to purchase three acres of land in COMtech at \$5000 per acre for a total of \$15,000 utilizing the American Rescue Grant funds. We cannot guarantee that we will get the funding within four years.

***Dorene Evans moved to approve for the Agency to purchase the land in Pembroke at COMtech for \$15,000, seconded by Tony Spaulding. Motion approved.***

IE Johnson, a former middle school in Scotland County: Possible donation of land:

- We have been meeting and working with the Scotland County Commissioners for the possible donation of land that is adjacent to our Laurinburg Head Start Center. There are approximately ten (10) acres of land and an annex of the school we are asking the county to donate to SCAP. We had an architecture company come and look at the property to see if it was worth the Agency investing in this property if the commissioners donated it to us. The architecture company recommended accepting the donation of the property. The vision is to serve the community by building affordable housing focusing on senior citizens' duplexes and apartment buildings, providing head start services. The commissioners want to see more from us; therefore, the architects will present a plenary plan design to the commissioners. We have not contracted with this company but will hire them to assist us in working through this process; this presentation is for informational purposes only, and the land has not been donated to us yet. The county is requesting that if the land is donated that we break ground within five years, we must first



Board of Directors Meeting Minutes

January 24, 2023

3:00 pm.

identify the grant funding for this project. The agency must show that this project will positively impact the entire county of Scotland.

Statement of Financial Position: Loretta Schmitzer, Board Finance Committee Chair  
Statement of Financial Position for December 31, 2022, total liabilities and equity \$10,412,387.68. The project details for December 31, 2022, were reviewed. Credit Card expenditures: November through December 2022 totaled \$29,613.04; all programs incurred expenditures.

Dorene Evans moved to accept the financial position report and seconded Lori Kirkpatrick. Motion carried.

Early Head Start/Head Start: Denita Campbell, Interim Head Start Director

- a. Reduction in Slots: The Executive Committee was polled in the absence of the board approving Ms. Brite to send the Regional office a request to reduce the number of slots for enrollees from 900 to 750. The reduction will reduce the base grant by 150 slots. The program will utilize 70 head start converted slots for pregnant moms and infants. SCAP will continue to target services to the low-income population in its service areas. Ms. Campbell is requesting the Board to sustain the actions of the Executive Committee to write the Regional Head Start Office requesting approval for the program option to reduce the base grant slots from 900 to 750 Head Start slots and convert seventy (70) of the slots for pregnant moms and infants.

Dorene Evans motioned to approve sustaining the actions of the Executive Committee, seconded by Lori Kirkpatrick. Motion carried.

- b. Request for Approval Bid Proposal for LED Signs: Philip McRae Maintenance Technician:

Mr. McRae asked for board approval to utilize Sign Plus for the purchase and installation of eight (8) LED signs starting with the Head Start Centers that the agency owns. We received six responses from the RFP, and Sign Plus proved to be more advantageous to the agency; the unit price for each sign is \$28,667.71 for a total price of \$229,341.68. Due to budget restraints, we will do the signs one at a time with Maxton first.

Loretta Schmitzer moved to approve Sign Plus as the recipient of the RFP for the purchase and installation of eight (8) LED signs, seconded by William Locklear. Motion approved.

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

A Risk Assessment Executive summary was presented to the Board for approval. The assessment includes recommendations related to risk management basics, risk oversight, and forming a risk assessment committee. Recommendations include drafting a risk management policy statement describing goals and risk management.

Lori Kirkpatrick moved to approve the Risk Assessment for the 2022-23 program year, seconded by Victor Singletary. Motion carried.

Next Board Meeting Date: March 07, 2023, at 3:00 p.m., the location to be determined.

Adjourn: By consensus, the meeting adjourned at 4:30 p.m.





Board of Directors Meeting Minutes  
January 24, 2023  
3:00 pm.

Submitted by: *Tony Spaulding*

Tony Spaulding, Board Secretary

The Southeastern Community Action Partnership Board of Directors meeting was held on March 7, 2023, at Robeson Community College, Lumberton, NC, and via ZOOM. Shirley Hart, Board Chairperson, called the meeting to order at 3:00 p.m. Victor Singletary gave the invocation. The Agency's mission statement and the Community Action Promise were recited.

*Membership Roll Call:* the following members were in attendance, establishing a quorum.

<b>Bladen</b> Rodney Hester Victor Singletary	<b>Brunswick</b> Carl Parker	<b>Columbus</b> Lakisha Jordan Pamela Young-Jacobs	<b>Hoke</b> Shirley Hart Larry McLean Jordyn McCormick
<b>Pender</b> Loretta Schmitzer Lorie Kirkpatrick Amanda Howard	<b>Robeson</b> William Locklear Phoebe Chavis-Harris Veronica McNeill	<b>Scotland</b> Tony Spaulding	

*Excused Absences:*

Dorene Evans called requesting to be excused due to a conflict with her work schedule. Tim Ivey called to request to be excused due to a conflict with the commissioners' meeting schedule. Amanda Howard moved to approve the requests, seconded by Phoebe Chavis-Harris. Motion approved.

*Approval of Consent Agenda*

Victor Singletary moved to approve the Consent Agenda, seconded by Amanda Howard. Motion approved.

*Agenda:* Rodney Hester moved to approve the agenda, seconded by Loretta Schmitzer. Motion approved.

*Minutes:* January 24, 2023

Amanda Howard moved to approve the minutes of January 24, 2023, seconded by Rodney Hester. Motion approved.

*CEO Updates: Dr. Ericka J. Whitaker*

- a. Maxton Head Start Center is complete; we are waiting on the lead testing results of the water. We estimate that this center will not open this academic year but in the fall of 2023. The fire inspection is complete, and we are adding a generator as a backup. We will inform the board of the anticipated date of the ribbon cutting/open house.
- b. Comtech Land Purchase – The Robeson County Commissioners approved our request to purchase the land in Pembroke at Comtech to build a new facility.
- c. Donation of property – The Scotland County Commissioners approved the donation of land and an annex. We are in the process of writing a grant to assist with the development of this property. Approximately 6,000,000,000 is the maximum amount we may request this amount will assist us in getting started with the project.

- d. Dr. Whitaker, Shirley Hart, and Phoebe Chavis-Harris attended the 2023 Region IV Head Start Conference in Atlanta, February 20-24, 2023. Ms. Hart and Mrs. Harris will attend the National Head Start Conference in May 2023.

*IT Support and Web Maintenance RFP Bid Results – Alfonza Jackson, IT Consultant*

Three bid responses were received due to the RFP for IT Support and Web Maintenance services. It is the recommendation of the RFP Committee to award this RFP to Sunshine Solves. The annual cost was higher for the other vendors, Unlimited Plus and Connect Cause. Sunshine Solves will provide support and hardware for current and future operational growth. The company's staffing meets the agency's requirements regarding availability. Sunshine Solves offers the best overall staff to support the agency, knowledge, skills, and cost.

It is the goal of the agency to have a company to maintain the technology and a consultant to be the go-between for the agency.

The committee requests board approval to award the contract/bid to Sunshine Solves.

Amanda Howard moved to approve the contract/bid to Sunshine Solves, seconded by Loretta Schmitzer. Motion approved.

*Statement of Financial Position – Loretta Schmitzer, Finance Committee Chair*

Statement of Financial Position for January 1, 2023, total liabilities and equity \$9,953,512.98. The agency has spent about 50% of its grants. The project details for January 1, 2023, were reviewed. Credit Card Expenditures: Total credit card expenditures for January 2023 are \$8,891.59.

Amanda Howard moved to accept the financial position of the agency, seconded by Rodney Hester. Motion carried.

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

CACFP Report PY 2022-2023, there was no reimbursement for October 2022, and the refunding application had not been renewed. The parents must complete all enrollment applications to receive reimbursement; the staff cannot complete these applications for the parents.

Head Start Base Grant FY 23-24 refunding application - we are requesting board approval for the FY 2023-24 proposed Head Start Base Grant Budget of \$10,176,233.00 and to submit the refunding application for the base grant.

Tony Spaulding moved to approve the Head Start 2023-24 Base grant budget and submitting of the refunding application, seconded by Phoebe Chavis-Harris. Motion approved.

*Community Service Block Grant – Kathleen Lowe-Jacobs, Program Director*

The CSBG to-date outcomes were presented for the Board's review, along with enrollment needed per county from July 1, 2022, through February 2023. Rising above poverty 22; gained employment 34; gained better employment 25; obtained housing 14; obtained employment support 53; obtained educational support 21; and completed education 5. The self-sufficiency



program enrollment needed per county is Bladen 10; Brunswick 12; Columbus 14; Hoke 9; Pender 7; Robeson 19; and Scotland 8.

*Next Board of Directors Meeting:* May 02, 2023; the location will be determined.

*Adjourn:* By consensus, the meeting adjourned at 3:46 p.m.

Submitted by:

  
Tony Spaulding, Board Secretary



Board of Directors Meeting Minutes  
April 24, 2023  
9:00 a.m.

The Southeastern Community Action Partnership Board of Directors meeting was held on April 24, 2023, at Marriott Ocean Front, Carolina Beach, NC. Shirley Hart, Board Chairperson, called the meeting to order, and Victor Singletary gave the invocation. The Agency's Mission Statement and the Community Action Promise were recited.

Membership Roll Call: the following members were in attendance, establishing a quorum.

Bladen

Rodney Hester  
Victor Singletary  
Keith Graham

Brunswick

Carl Parker  
Valorie Halten

Columbus

Lakisha Jordan  
Pamela Young Jacobs  
Dorene Evans

Hoke

Shirley Hart  
Jordyn McCormick

Pender

Loretta Schmitzer  
Amanda Howard

Robeson

William Locklear  
Veronica McNeill  
Phoebe Chavis Harris

Scotland

Tony Spaulding

Excused Absences:

Tim Ivey called requesting to be excused due to a family medical issue. Lori Kirkpatrick called requesting to be excused for medical reasons. Larry McLean asked to be absent due to his work schedule and medical reasons.

Dorene Evans moved to approve the requests, seconded by Tony Spaulding. Motion approved.

Approval of Consent Agenda

Dorene Evans moved to approve the Consent Agenda, seconded by William Locklear. Motion approved.

Agenda:

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

Minutes: March 07, 2023

Tony Spaulding moved to approve the minutes of March 7, 2023, seconded by Dorene Evans. Motion approved.

CEO Updates: Dr. Ericka J. Whitaker

- a. Scotland County donation of land: Commissioners donated the land and a portion of the former IEJ Middle School building; they are surveying the land so that we may obtain the deed to the property.
- b. NC Housing Finance Grant Opportunity: Tiffany Anthony and Dr. Whitaker are working on a Supportive Housing American Rescue Plan (SHARP) grant for funding; if awarded, the six-million-dollar award will only be enough to start the project of renovating the

- building and constructing the housing complex on the former HEJ Middle School property in Laurinburg.
- e. Pembroke Comtech Property: The agency has finalized the land purchase at Comtech in Pembroke; the goal is to build a head start center at this location.
  - d. Maxton Head Start Center: The water testing passed, and the fire inspection was done; next, we will have daycare licensing to come and do their inspection, and we are moving forward with getting the building ready to open, with the probability of the next program year. The waiting list is overflowing for the Maxton Head Start Center.
  - e. Landscaping: the landscaper is working on landscaping some of our centers, Maxton and Rennert is complete.
  - f. Partnerships: We are meeting with the county commissioners of our service areas to inform them of what we, as an agency, are doing in their communities.
  - g. Vacancies: We still have numerous staff vacancies throughout the agencies and Head Start/Early Head Start enrollees. We need Board assistance with enrollment and staffing; our responsibility is to ensure that our children are educated in our communities and prepared to go to kindergarten. A list and link to the job vacancies will be presented to the board. The agency has 208 employment slots; currently, there are thirty-eight vacancies, most of which are in Head Start.
  - h. Information Technology: We have secured an IT Company; they are transitioning our technology systems for a more secure operation.

Statement of Financial Position – Loretta Schmitzer, Finance Committee Chair

Statement of Financial Position for the period ending 03/31/2023 total liabilities and equity \$10,218,008.90. The American Rescue Grant ended. Credit Card Report for March 2023 total spent \$25,078.38.

HUD Section 8 Fiscal Year 2023-2024 Program Budget for Board Approval: The total budget, which includes salaries, fringe benefits, and operating expenses for the fiscal year beginning July 1, 2023, through June 30, 2024, is \$2,541,548.

Tony Spaulding offered a motion to approve the 2023-2024 HUD Section 8 Program Budget, seconded by Dorene Evans. Motion approved.

Agency-wide Fiscal Year Budget 2023-2024 for Board Approval:

The total Agency-wide Budget for Fiscal Year beginning July 1, 2023, through June 30, 2024, is \$17,668,439.

Tonie Spaulding offered a motion to approve the total operating budget FY2023-2024 for the Agency, seconded by Dorene Evans. Motion approved.

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

The CSBG fourth quarter outcomes from July 2022 through April 23, 2023: enrollment 183; PGL 37; Gained employment 48, better employment 31; benefits 21; education 8; and housing support 15.

Upcoming events: At the end of the program year, CSBG will host a graduation for their customers. On May 25<sup>th</sup>, 2023, there will be a resource fair in Pender County; on June 15<sup>th</sup>, 2023, the resource fair will be held in Bladen County.

Career Readiness Workshops May 1-4, 2023, in Robeson, Hoke, and Scotland Counties.  
May 15 –18 Bladen, Brunswick, Columbus, and Pender Counties.

Customers must be enrolled in the CSBG Program; a link will be sent to the Board instructing potential customers how to apply for the program.

Head Start/ Early Head Start Program – Tonic Brite Director

- a. CACFP Report – Total reimbursement for January 2023: \$64,644.15. Beginning May 17-22, 2023, the Agency will have a CACFP Compliance Review Audit.
- b. CLASS Review Results – The CLASS Review conducted from 01/18/2023 to 03/04/2023 met all their thresholds, although there are some areas that we would like to improve.

HUD Section 8 Program (Housing Choice Voucher- HCV) – Tiffany Anthony Program Director

The Annual Plan for Qualifying Public Housing Agency (PHA) was presented for the board's review; there were no changes to the annual plan. The waiting list is currently open, but the program needs more applicants; there are 100 vouchers, but there is a lack of safe, affordable housing units. We may issue vouchers to customers within a ten-mile radius of the Scotland County line, for example, Hoke, Richmond, Robeson, and Marlboro counties.

Next Board Meeting Date: June 6, 2023, at 3:00 p.m., the location to be determined.

Adjournment by consensus of the Board at 10:00 a.m.

Submitted by:

  
Tony Spaulding, Board Secretary



Board of Directors Minutes  
June 6, 2023  
3:00 pm

The Southeastern Community Action Partnership Board of Directors meeting was held on June 6, 2023, at Robeson Community College, Lumberton, NC. Shirley Hart, Board Chairperson, called the meeting to order and Carl Parker gave the invocation. The Agency's Mission Statement and the Community Action Promise were recited.

**Membership Roll Call:** the following members were in attendance, establishing a quorum.

**Bladen**

Rodney Hester  
Keith Graham

**Brunswick**

Carl Parker  
Valorie Hatten  
William Ballard

**Columbus**

Lakisha Jordan  
Dorene Evans

**Hoke**

Shirley Hart  
Jordan McCormick

**Pender**

Loretta Schmitzer

**Robeson**

William Locklear  
Veronica McNeill  
Phoebe Chavis-Harris

**Scotland**

Tony Spaulding  
Darrell Gibson

***Excused Absences:***

Larry McLean called requesting to be absent due to his work schedule, Lori Kirkpatrick due to work, and Amanda Howard. Dorene Evans moved to approve the requests, seconded by William Locklear. Motion approved.

***Seating of New Board Members:*** William Ballard, Bladen County Public Sector, and Semone Brunson, Policy Council Representative (Hoke County Consumer Sector). Loretta Schmitzer moved to approve the seating of William Ballard and Semone Brunson, second by Dorene Evans. Motion carried.

***Approval of Consent Agenda:***

William Locklear moved to approve the Consent Agenda, seconded by Darrell Gibson. Motion approved.

***Agenda:***

Loretta Schmitzer moved to approve the agenda, seconded by William Ballard. Motion approved.

***Minutes: April 24, 2023***

Loretta Schmitzer moved to approve April 24, 2023, minutes, seconded by Dorene Evans. Motion approved.

***CEO Updates:*** Dr. Ericka J. Whitaker

- Staff vacancies are 45 out of 220.
- Enrollment is still down due to the impact of COVID.
- Employees continue to resign.



- The Head Start Program applied to reduce slots and close some of the classrooms but keep the same budget, enabling us to do more for the staff.
- Indirect Cost Budget – still waiting to receive the indirect cost rate; once the rate agreement is received, we can draw up the budget and bring it before the full board for approval.
- The Agency is contacting the funding source to see how we may dispose of or utilize the old modular unit in Laurinburg; waiting to see if the Office of Head Start will pay to get rid of the unit.
- Waiting to get the deed for the land donated by Scotland County, the initial application for a Supportive Housing American Rescue Plan (SHARP) grant has been submitted for six million dollars to start the process of building affordable housing on the 10 acres of land.
- The Maxton Head Start Center plan to have an open house in the new program year when the enrollees return; perhaps we can do a tour before the enrollees return from summer break.
- Looking at providing incentive pay to the head start staff, utilizing the remaining funds from the head start program.

***Statement of Financial Position*** – Loretta Schmitzer, Finance Committee Chair

Statement of Financial Position for the period ending April 30, 2023, total liabilities and equity \$10,136,835.77. The total percentage of the program budgets that are expended is 70.59%. The Credit Card expenditures for all programs as of April 2023 total \$30,124.41.

Phoebe Chavis Harris moved to accept the Financial Position Report, seconded by Doren Evans. Motion accepted.

***Head Start/Early Head Start Program*** – Tonie Brite Director

- a. CACFP Report - The claims for meals for PY 2022 – 2023 through March breakfast: 46,053; lunch: 48, 017 and PM Snacks: 47, 423.
- b. Total CACFP reimbursement \$365,649.88.
- c. Requesting board approval to submit requests for Non-federal share waivers to cover 100% of the match requirements for the Base Grant 04CH011010 totaling \$2,475,727 and Robeson Grant 04CH011643 totaling \$527, 507 for the fiscal year 2022-2023. Dorene Evans moved to approve submitting requests to cover 100% of NFS match requirements request waivers for the FY 2022- 2023 Head Start Base Grant and the Robeson Grant, seconded by William Locklear. Motion approved.
- d. Refunding Application for Grant No. 04CH011643: Tonie Brite requested board approval to submit the refunding application for the funding period 11/01-2023 – 10/31/2024 for the Robeson Grant. The total funding is \$2,278,4422, federally funded enrollment is the head start 119 and Early Head Start 48. Loretta Schmitzer moved to approve submitting the refunding grant #4CH011643 application, seconded by Darrell Gibson. Motion approved.

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

- a. Request for Section 8 HCV Program to extend the Wait List Program to remain open and close on June 27, 2024, to ensure an adequate number of customers are on the waiting list that the program can reasonably serve within the next 24 months.  
Loretta Schmitzer moved to approve that the waiting list remains open until June 27, 2024, seconded by Dorene Evans. Motion approved.
- b. Request to increase payment standards for assisted Housing Choice Voucher Program (HCVP) from 110% to 120% of the fair market rent in Scotland County to increase customers' ability to obtain quality, safe and affordable housing. HUD will approve the request only if the exception payment standard is needed to help families find housing outside of high-poverty areas or because a voucher holder is having trouble finding housing to lease under the program within the voucher term.  
Dorene Evans moved to approve the request to increase payment standards to 120% or the FMR for Scotland County, seconded by William Ballard. Motion approved.

***Community Services Black Grant Program*** – Kathleen Lowe Jacobs, Program Director

- a. Policy Revision requests to remove a process from the policy book and to remove a section.
  - i. Applicant Screening Tool
  - ii. The case manager must submit the Income Worksheet, Proof of Income, the Agency's Self-Declaration form for all periods of zero income during the look-back period, and the calculator tape to the CSBG Manager via email.....  
In the absence of the CSBG Manager, the Case Manager II/ROMA Coordinator will review the eligibility documentation and approve or deny the request.

Lorretta Schmitzer moved to approve the policy revision, seconded by Dorene Evans. Motion approved.

***Nominations and Governance Report*** – Keith Graham, Chairperson

Keith Graham yielded the floor to Dr. Whitaker due to poor hearing reception via ZOOM; the committee recommended the following board members for the Executive Committee:

Phoebe Chavis Harris, Chairperson	Rodney Hester, Vice Chairperson
Lakisha Jordan, Treasurer	Veronica McNeill, Secretary

Ballots were passed out to all board members present for a democratic election process, board members attending via ZOOM will also receive ballots to vote, and the election outcome will be announced at the called indirect cost budget meeting.

***Proposed Board Meeting dates for PY 2023 -2024 for board approval*** – Shirley Hart, Board Chairperson

- a. September 12, 2023 (2nd Tuesday due to Labor Day weekend)
- b. November 14, 2023 (2<sup>nd</sup> Tuesday due to election day)
- c. January 9, 2024
- d. March 05, 2024
- e. May 07, 2024

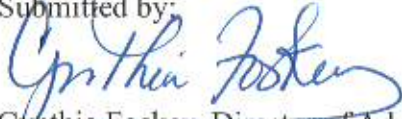
f. June 04, 2024

It was noted that these dates are subject to change.

By consensus, the board approved the proposed meeting dates, which are subject to change.

The meeting adjourned at 4:15 pm.

Submitted by:

A handwritten signature in blue ink that reads "Cynthia Foskey". The signature is written in a cursive style with a large, sweeping flourish at the end.

Cynthia Foskey, Director of Administration and Contracts



Board of Directors Minutes  
September 12, 2023

The Southeastern Community Action Partnership Board of Directors meeting was held on Tuesday, September 12, 2023, at Robeson Community College, Lumberton NC. Phoebe Chavis-Harris called the meeting to order, and Darrel Gibson gave the invocation. The Agency's Mission Statement and the Community Action Promise were recited.

**Membership Roll Call:** the following members were in attendance, establishing a quorum according to the number of members that are seated.

<b><u>Bladen</u></b> Rodney Hester	<b><u>Brunswick</u></b> William Ballard	<b><u>Columbus</u></b> Dorene Evans Pamela Young-Jacobs	<b><u>Hoke</u></b>
<b><u>Pender</u></b> Amanda Howard Lori Kirkpatrick	<b><u>Robeson</u></b> Phoebe Chavis-Harris William Locklear Veronica McNeill	<b><u>Scotland</u></b> Darrel Gibson, Jr.	

**Excused Absence:** Lakisha Jordan emailed to request an excuse due to a conflict with her job schedule. Lori Kirkpatrick moved to approve the request, seconded by Dorene Evans. Motion carried.

**Seating of New Board Members:** Phoebe Chavis-Harris stated that the Executive Committee met and reviewed the candidates because the Nominations and Governance Committee had not been established. We are asking the board to sustain our actions in seating the following:  
Samone Bronson – PC Representative, Consumer Sector for Hoke County  
Carolyn Cromartie – Bladen County Consumer Sector  
Gwendolyn Jones – Brunswick County NAACP Private Sector  
Jestin Davis – Scotland County Consumer Sector  
Alexis Tyson – Scotland County NAACP Private Sector  
Doris Joseph-Brunswick County Consumer Sector  
Darrel Gibson offered a motion to approve seating the new board members, seconded by William Ballard. Motion carried.

**Approval of Consent Agenda:** Amanda Howard offered a motion to approve the consent agenda as presented, seconded by Darrel Gibson, Jr. Motion carried.

**Approval of 09-12/2023 Revised Agenda:** Lori Kirkpatrick offered a motion to approve the revised agenda, seconded by Dorene Evans. Motion carried.

Approval of Minutes June 06, 20, 2023: William Ballard offered a motion to approve the minutes of June 06, 20, 2023 with any necessary corrections if there are any, seconded by Dorene Evans. Motion carried.

CEO Report/Updates: Dr Ericka J. Whitaker

- Scotland County donated 10 acres of the land to the agency, after scaling from an engineer he informed us that it is more than 10 acres. Also, an annex to the former school was donated, we plan to seek funding to renovate this building into administrative staff offices and relocate back to Laurinburg in the future.
- We have submitted two grants to develop this project into multi-family affordable housing, North Carolina Office of Recovery and Resiliency (NCORR) up to ten million dollars and Supportive Housing American Rescue Plan (SHARP) up to six million dollars.
- The first phase is to develop 10 units serving anyone that may be at risk of being homeless.
- The second phase is to develop 45 units 2,3-, and 4-bedroom units of affordable housing.
- The third phase is to apply for a grant and decide on the development of the remaining property.
- We have not heard any updates concerning the grants, but at this time we are positive they will be in our favor.
- Job vacancies: there are thirty-six vacancies in the agency, and we are still having difficulties with filling staff positions.
- Board of Directors Governance Training at Wrightsville Beach, Coach Girt is scheduled to come, Tiffney Marley (DEI) Practice Transformation from NCAP; Sharon Goodson President and Krystina Dillard, Deputy Dir. NCCAA, the actual training will begin October 9 through 10, 2023.
- Open House for our new Maxton Head Start Center is October 18, 2023, at 10:00 a.m., we would like all board members to attend so that we may introduce you to the community leaders.
- Timothy S. Moore was introduced to the Board as the Executive Administrative Assistant to Cynthia Foskey and Dr. Whitaker.

***Bereavement Leave Policy:*** Tamara Monroe, COO

Bereavement leave is granted to all employees as an incentive. Employees are granted three consecutive days of administrative leave. The employee must be in a working status to receive this leave, for example if a 10-month employee is out for the summer, then the leave will not be granted; the immediate supervisor must grant approval before taking bereavement leave. The immediate family is defined in the policy.

Amanda Howard offered a motion to approve the updated Bereavement Policy, seconded by Darrel Gibson. Motion carried.

***Statement of Financial Position*** – Liying Reeder, CFO

The statement of financial position for the period ending July 31, 2023, is for informational purposes only. We have yet to close out the books on the Head Start program; a final report will be presented in January 2024.

The Project Financial Report is for all programs, the ending period is July 31, 2023. The report represents the budgets for each program and the total spending from each budget.

Credit Card Report Expenditures for July 2023.

Total Credit Card expenditures from all programs is \$15,018.77.

Amanda Howard moved to accept the financial report, seconded by Pamela Young-Jacobs. Motion accepted.

**Head Start Early Head Start Program- Tonie Brite, Director**

- CACFP RFP BID – requesting full board approval to sustain the actions of the Executive Committee to approve utilizing Food and Supply Source. A total of four responses were received, Food and Supply Source’s bid proposal was complete, Performance Foods did not follow the sealed bid requests as outlined in the RFP as a requirement to accept their proposal; SIMCO’s bid was not complete; they did not provide any pricing; US Foods response was they apologize for not being able to provide a quote at this time. It is the recommendation of the committee to utilize Food and Supply Source for the 2023-2024PY, the Executive Committee approved the use of Food and Supply Source. Dorene Evans offered a motion to sustain the actions of the Executive Committee to utilize Food and Supply Source as the provider for CACFP PY 2023-2024, seconded by Amanda Howard. Motion carried.
- Budget revision approval for Greengrove HSC one 4-ton and one 3-ton air condition unit replacements – due to extreme high temperatures, the purchase of two A/C units was an emergency. The non- working units needed to be in place before the staff and enrollees returned. In the absence of the full Board, the Executive Committee was polled for approval for the Head Start Program from the Robeson Grant to request a budget revision so that the units could be purchased. A total of three proposals were received. Southern Heating and Air were selected to replace the two units for \$17, 230.00. We are requesting approval from the entire board to sustain the actions of the Executive Committee on August 21, 2023. Dorene Evans offered a motion to sustain the actions of the Executive Committee to request a budget revision in the amount of \$17, 230.00 and to utilize Southern Heating and Air as the vendor to replace the heating/AC units at Greengrove Head Start Center, seconded by Pamela Young-Jacobs. Motion carried.
- Piney Grove Head Start Center A/C unit replacement- Board approval is needed to do a budget revision to transfer funds from the base grant to purchase an air condition unit for the Piney Grove Head Start Center. Amanda Howard offered a motion to approve doing a budget revision from the base grant to purchase an A/C unit for the Piney Grove Head Start Center, seconded by Dorene Evans. Motion carried.
- The old Laurinburg Head Start Center Modular – Head Start request Board approval to do a budget revision to remove or tear down the old modular so that the new center may start operations. Dorene Evans offered a motion to approve Head Start to request a budget revision to have the old modular building removed or torn down so that the new modular can be opened to accept Head Start enrollees, seconded by Darrel Gibson. Motion carried.

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

- Approval is needed from the Board for use of the new Community Services Block Employee handbook of July 2023. A summary of the new (FESS) Family Empowerment Self-Sufficiency Policy Book was presented which is replacing the (CSBG) Community Services Block Grant employee handbook. There are two new requirements for customers in the policy book which require that within six months of enrollment (1) they

must be employed or attending a job training certification program. (2) Emergency services will require the customers to complete a separate one-page application. Lori Kirkpatrick motioned to approve the revised FESS employee handbook, seconded by Dorene Evans. Motion carried.

- Annual Customer Satisfaction Survey – the customer satisfaction survey was completed by CSBG (FESS) customers for FY 2022. Surveys were available online through Survey Monkey, and hard copies were available. The surveyed customers included the CSBG Self Sufficiency Program to include active, discharged and NC Relief customers served until October 2022. Board approval is needed to satisfy the Organizational Standard 1.3, reporting customer satisfaction to the Governing Board.

Amanda Howard offered a motion to approve the 2022 FY customers' satisfaction survey report as presented, seconded by William Locklear. Motion carried.

- All board members were invited to attend the annual Community Recruitment and Resource fair at Columbus County Recreation Center in Whiteville, NC, on October 19, 2023, from 11:00 a.m. to 1:00 p.m.

Board of Directors' Committees – Phoebe Chavis- Harris informed the board members that committees of the Board will be formed, and everyone is encouraged to notify her of which committee they would like to be considered to work with. The Profile Form will allow the members to share their areas of experience and select which committees they would like to be considered for placement.

Next Board of Directors meeting date – November 14, 2023.

Annual Governance training will be held at Wrightsville Beach Holiday Inn Resort beginning October 8-11, 2023. The agency is working on a comprehensive list of activities and training conferences to provide to the Board for possible attendance.

Adjourn – the Board, by consensus, adjourned at 4:06 p.m.

Submitted by



Veronica McNeill, Board Secretary