

MINUTES
SEARP&DC BOARD OF DIRECTORS MEETING
SEPTEMBER 9, 2021
3:00 PM

The **Fourth** regularly scheduled meeting of the Southeast Alabama Regional Planning and Development Commission Board of Directors for **FISCAL YEAR 2021** convened on **September 9, 2021** at **3:00 PM**. The meeting was held at the Houston County Administration Building. Per Governor Ivey's State of Emergency released on August 13, 2021, members of the Board of Directors may participate in the meeting, and establish a quorum, deliberate, and take action, by means of teleconference methods, if desired. Supplemental instructions are provided for participation through telephone or video conference.

Board Officers: Chairperson Lori Wilcoxon (Houston County), First Vice Chairman Sammy Glover (Covington County), and Second Vice Chairman Mark Blankenship (Dale County).

Executive Committee Members: Thomas Crossley (Barbour County), Toby Seay (Geneva County), Rob Hinson (Geneva County), and Matt Parker (Houston County).

Board of Directors: Rachel Smith (Barbour County), Jack Tibbs (Barbour County), Frances Crews (Barbour County), Ken Novak (Barbour County), Dean Smith (Coffee County), Tom Maddox (Coffee County), Johnathan Lockett (Coffee County), Gladys Yelverton (Coffee County), Terry Holley (Covington County), Joe Richburg (Covington County), Patricia Gunter (Covington County), Greg White (Covington County), Dianne Flournoy (Dale County), Neil Strickland (Geneva County), Kelli Brannon (Geneva County), Greg Reynolds (Henry County) and Kimberly Trotter (Houston County).

ITEM 1: Call to Order / Invocation / Establishment of Quorum – Chairperson Wilcoxon

Chairperson Wilcoxon called the meeting to order at 3:00 PM and asked Toby Seay to begin the meeting with prayer. She welcomed everyone.

ITEM 2: Review and Approval of Minutes from the June 10, 2021 Meeting – Chairperson Wilcoxon

Earl Gilmore made a motion to approve the minutes as presented. Thomas Crossley seconded the motion. The motion was passed by a unanimous vote.

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ITEM 3: Report of Officers, Committees, and Departments

A. Executive Committee Report

1. Revision to Accounting & Financial Policies and Procedures Manual – Lakisha Davis

Ms. Davis requested the Board approve the proposed revision to the Accounting & Financial Policies and Procedures Manual to allow Department Directors to approve purchase orders up to \$1,500 and simplify purchasing procedures. Board members were involved in the discussion and participated in the development and approval of the manual revision. Earl Gilmore made a motion to approve the revision to the Accounting & Financial Policies and Procedures Manual. Sammy Glover seconded the motion. The motion was passed by a unanimous vote.

2. Head Start/Early Head Start CACP Annual Civil Rights Training

Ms. Chancey informed the Board that on August 17, 2021 Board Members were emailed the Head Start/Early Head Start CACP Annual Civil Rights Training for their review. She stated this was an annual requirement of USDA-CACEP. Board members were involved in the discussion and participated in the development and approval of Head Start/Early Head Start CACP Annual Civil Rights Training. Jack Tibbs made a motion to approve the CACP Annual Civil Rights Training. Gladys Yelverton seconded the motion. The motion was passed by a unanimous vote.

3. Resolution # 408 Authorizing Resolution (CARES Act Section 5307) – Jarrod Weed

Mr. Weed informed the Board that Resolution #408 is authorizing the filing of an application with Department of Transportation, United States of America, and the Alabama Department of Transportation for a grant under the Federal Transit Act. The Secretary of U.S. Department of Transportation and Director of the Alabama Department of Transportation are authorized to make grants for a public transportation program. He stated the contract for financial assistance will impose certain obligations upon the Applicant, including the provision of its local share of the project costs in the program. It is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under 49 USC Section 5311 the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives and the U.S. Board members were involved in the discussion and participated in the development and approval of Resolution #408. Earl Gilmore made a motion to approve the Resolution. Sammy Glover seconded the motion. The motion was passed by a unanimous vote.

4. Resolution # 409 Authorizing 5307 Public Transportation Local Match – Jarrod Weed

Mr. Weed informed the Board that the Southeast Alabama Regional Planning and Development Commission (SEARP&DC) recognizes the need for a recognizes that the requirements to obtain Section 5307 funds from the Alabama Department of Transportation include a local match of 20% for preventive maintenance, planning, and capital expenses; and the Southeast Alabama Regional Planning & Development Commission SEARP&DC recognizes that the local match will be a shared cost with other participating municipalities being responsible for providing an appropriate allocation of local non-federal funds to secure the operating of the Section 5307

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Urbanized Area Public Transportation Program. that the Southeast Alabama Regional Planning & Development Commission (SEARP&DC) hereby commits the amount of \$949,286.00 as local non-federal match for operations, planning, and capital expenditures under the Section 5307 Urbanized Area Public Transportation Program during Fiscal Year 2022. Board members were involved in the discussion and participated in the development and approval of Resolution #409. Thomas Crossley made a motion to approve the Resolution. Earl Gilmore seconded the motion. The motion was passed by a unanimous vote.

5. Resolution # 410 Authorizing Resolution Section 5311 – Jarrod Weed

Mr. Weed informed the Board that Resolution #410 is authorizing the filing of an application with Department of Transportation, United States of America, and the Alabama Department of Transportation for a grant under the Federal Transit Act. The Secretary of U.S. Department of Transportation and Director of the Alabama Department of Transportation are authorized to make awards for a mass transportation Program of Projects and Budgets. The contract for financial assistance will impose certain obligations upon the Applicant, including the provision of its local share of the project costs in the program. He stated it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives and the U.S. Department of Transportation requirements thereunder; and it is the goal of the Applicant that disadvantaged business enterprises (minority business enterprises and woman business enterprises) be utilized to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that disadvantaged business enterprises (DBEs) shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services. Board members were involved in the discussion and participated in the development and approval of Resolution #410. Jack Tibbs made a motion to approve the Resolution. Greg Reynolds seconded the motion. The motion was passed by a unanimous vote.

6. Wiregrass Transit Training Supplement Pay – Jarrod Weed

Mr. Weed informed the Board of the training demand due to the increased amount of personnel changes in Wiregrass Transit. He recommended the Board approve a reasonable training supplement to be provided to applicable staff during specific periods needed to deliver the safety and operations training in addition to their normal duties. Board members were involved in the discussion and participated in the development and approval of the Wiregrass Transit Training Supplement Pay. Toby Seay made a motion to approve the Resolution. Earl Gilmore seconded the motion. The motion was passed by a unanimous vote.

7. Resolution # 411 Revision to SEARP&DC Employment Handbook Policy #410 Holiday – Tiffany Brown

Ms. Brown informed the Board that Juneteenth, also known as Emancipation Day, is a celebration of the date that the Union Army's Major General Gordon Granger arrived in Galveston, Texas, and declared the end of both the Civil War and slavery — June 19, 1865. Although the Emancipation Proclamation declared the end of slavery on Jan. 1, 1863, it wasn't until 2 1/2 years later that the war ended and all

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slaves were actually emancipated. She stated Governor Kay Ivey has declared Juneteenth as a state holiday following President Joe Biden's declaration of making June 19th a national holiday. Observing it, where possible, dovetails with a new focus on diversity, equity and inclusion initiatives in Southeast Alabama Regional Planning & Development Commission. She is requesting that the Board approves to add Juneteenth to the Employment Handbook Holiday Policy #410. Board members were involved in the discussion and participated in the development and approval of Resolution #411. Thomas Crossley made a motion to approve the Resolution. Earl Gilmore seconded the motion. The motion was passed by a unanimous vote.

8. Resolution # 412 Establish New Name for SEARP&DC Head Start Program – Searcy Rushing

Mr. Rushing informed the Board that the Southeast Alabama Regional Planning & Development Commission (SEARP&DC) has multiple HHS-OHS and DECE funded programs. Head Start and Early Head Start Program now comprises a Pre-K Program. He stated that SEARP&DC Head Start, Early Head Start Program will now be known as SEARP&DC Head Start and Early Childhood Development Program. The Board of Directors is required to participate in the approval of program changes. He is requesting that the Board of Directors of the Southeast Alabama Regional Planning and Development Commission approve the name change for the SEARP&DC Head Start, Early Head Start Programs. Board members were involved in the discussion and participated in the development and approval of Resolution #412. Matt Parker made a motion to approve the Resolution. Jack Tibbs seconded the motion. The motion was passed by a unanimous vote.

9. Resolution # 413 Incentive Policy for SEARP&DC Head Start/Early Head Start and Pre-K Program – Searcy Rushing

Mr. Rushing informed the Board that the SEARP&DC Head Start Program has receives annual funds and supplemental funds from HHS-OHS, DECE and the Alabama Department of Human Resources (DHR). The SEARP&DC Head Start, Early Head Start, Pre-K staff and SEARP&DC applicable staff participate in ensuring that the Head Start and Early Head Start Program meet required goals and complies with OHS, DECE and DHR standards. SEARP&DC Head Start, Early Head Start and Pre-K Program has base funds and supplemental funds to provide incentive to Head Start, Early Head Start and applicable SEARP&DC staff. SEARP&DC Head Start, Early Head Start and Pre-K Program will provide incentive pay that is based on a methodology (see attached methodology) to include Lump-Sum-Incentive, Year-End-Incentive and Bi-Weekly-Incentive. He stated the Board of Directors is required to participate in the approval of creation of fiscal policies and procedures. Therefore, he is requesting that the Board of Directors of the Southeast Alabama Regional Planning and Development Commission approve the implementation of an incentive plan for SEARP&DC Head Start, Early Head Start staff and SEARP&DC applicable staff. Board members were involved in the discussion and participated in the development and approval of Resolution #413. Greg Reynolds made a motion to approve the Resolution. Jack Tibbs seconded the motion. The motion was passed by a unanimous vote.

10. Resolution # 414 Establishment of the Pre-K Director, Pre-K Teacher and Pre-K Auxiliary Teacher Positions – Searcy Rushing

Mr. Rushing informed the Board that the Alabama State Department of Early Childhood Education (DECE) has granted SEARP&DC Head Start Program multiple

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Pre-K grants. DECE requires Pre-K grantees to ensure that they provide its Pre-K program with the following positions Pre-K Director, Pre-K Teacher and Pre-K Auxiliary Teacher to ensure program compliance. He stated SEARP&DC Head Start Program must communicate with the governing body and policy council when conducting such request. The Board of Directors is required to participate in the approval to establish new positions. Therefore, he is requesting that the Board of Directors of the Southeast Alabama Regional Planning and Development Commission approve the creation of these position to meet compliance with DECE Pre-K Program requirements Board members were involved in the discussion and participated in the development and approval of Resolution #414. Thomas Crossley made a motion to approve the Resolution. Joe Richburg seconded the motion. The motion was passed by a unanimous vote.

11. Resolution # 415 Head Start Pre-K Teacher and Auxiliary Teacher Salaries – Searcy Rushing

Mr. Rushing informed the Board that the Alabama State Department of Early Childhood Education (DECE) has granted SEARP&DC Head Start Program multiple Pre-K grants. The DECE requires its Pre-K Grantees to ensure that they provide required base salaries for Pre-K Teacher at \$48,300 annually and Pre-K Auxiliary Teacher at \$20,400 annually to ensure program compliance. SEARP&DC Head Start Program must communicate with the governing body and policy council when conducting such request and the Board of Directors is required to participate in the approval to establish these salaries.

Therefore, he is requesting that the Board of Directors of the Southeast Alabama Regional Planning and Development Commission approve these salaries for its SEARP&DC Pre-K Teacher and Auxiliary Teacher to meet compliance with DECE Pre-K Program requirements. Board members were involved in the discussion and participated in the development and approval of Resolution #415. Greg Reynolds made a motion to approve the Resolution. Sammy Glover seconded the motion. The motion was passed by a unanimous vote.

12. Resolution # 416 Approval of Head Start/Early Head Start Program Information Report (PIR) for 2020-2021 – Searcy Rushing

Mr. Rushing informed the Board that the Department of Health and Human Services – Administration of Children and Families – Office of Head Start requires all grantees and delegates to provide a Program Information Report (PIR).He stated SEARP&DC is a grantee we have completed our 2020 – 2021 comprehensive data on services, staff, children and families served by our head start and early head start program. He stated the Board of Directors is required to participate in the approval to the PIR and that the Board of Directors of the Southeast Alabama Regional Planning and Development Commission approve the 2020-2021 PIR to meet compliance with OHS requirements. Board members were involved in the discussion and participated in the development and approval of Resolution #416. Sammy Glover made a motion to approve the Resolution. Earl Gilmore seconded the motion. The motion was passed by a unanimous vote.

13. Resolution # 417 Head Start, Early Head Start and Pre-K Program Directors/Manager and Support Staff Salary – Searcy Rushing

Mr. Rushing stated the Department of Health and Human Services – Administration for Children and Families – Office of Head Start requirement of key administrative positions. The State of Alabama Department of Early Childhood Education (DECE)

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requires a Pre-K Director position to oversee the operations of a Pre-K program. SEARP&DC Head Start, Early Head Start and Pre-K program administrators will ensure compliance of all aforementioned programs. Pre-K Program teacher base salary is \$48,300, and as such our program directors and managers will exercise oversight and supervision of all Pre-K Teachers in addition to their continued duties their salaries must be re-established to supersede the Pre-K Teacher salaries and to also realign their salaries with counterpart's. SEARP&DC Head Start Program has increased its continuous annual base funding by 9.31% with the addition of multiple Pre-K grants totaling \$289,900 annually. SEARP&DC Head Start Program has reduced its HS/EHS personnel cost expense 8.17% (\$254,070) by removing six Head Start Teachers from the Head Start budget and restructuring several staff duties; budget which covers Pre-K Teacher salaries. The proposed salary re-establishment for head start program directors and managers will result in an overall personnel/fringe increase of 4.79% (\$149,209). This salary re-establishment will not result in any burden to the existing Head Start and Early Head Start continuous base funding. In addition, the HS/EHS personnel expense will decrease by 3.38%; He noted the Board of Directors is required to participate in the approval of fiscal matter and that the Board of Directors of the Southeast Alabama Regional Planning and Development Commission approve the re-establishment of salaries for its SEARP&DC Head Start, Early Head Start and Pre-K Program directors, managers and support staff to meet compliance with HHS-OHS and DECE Pre-K Program requirements. Board members were involved in the discussion and participated in the development and approval of Resolution #417. Matt Parker made a motion to approve the Resolution. Greg Reynolds seconded the motion. The motion was passed by a unanimous vote.

14. Resolution # 418 Wiregrass Transit Exhibit 5: Section 5311(f) Authoring Resolution – Jarrod Weed

Mr. Weed informed the Board that the Director of the Alabama Department of Transportation is authorized to make Awards for a public transportation program. The contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program. It is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under 49 USC Section 5311 the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements there under. He stated it is the goal of the applicant that the Disadvantaged Business Enterprise program (49 CFR part 26) be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that disadvantaged business enterprises shall be provided the opportunities to participate in construction contracts, purchases or supplies, equipment contracts, or consultant and other services. He noted the undersigned duly qualified and acting Chairperson of the Southeast Alabama Regional Planning and Development Commission certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Southeast Alabama Regional Planning and Development Commission held on September 9, 2021. Board members were involved in the discussion and participated in the development and approval of Resolution #418. Jack Tibbs made a motion to approve the Resolution. Sammy Glover seconded the motion. The motion was passed by a unanimous vote.

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15. Nominating Committee – Glenda Chancey

The nominating committee met to discuss nominations to be presented to the Board at the September 9, 2021 Board of Directors meeting. After a discussion, Sammy Glover made a motion to present the following nominations to the Board. FY 2022 Officers: Lori Wilcoxon (Houston), Chairman; Sammy Glover (Covington), First Vice-Chairman; Mark Blankenship (Dale), Second Vice-Chairman; Rod Morgan (Coffee), Secretary/Treasurer. Charles Gary seconded the motion. The motion was passed by a unanimous vote. Ms. Chancey noted this is only a recommendation and there can also be nominations from the floor if there are any objections to these recommendations. There being no further nominations, Earl Gilmore made a motion to accept the nominations. Greg Reynolds seconded the motion. The motion was passed by a unanimous vote. Board members were involved in the discussion and participated in the development and approval of the nominations.

16. Tentative FY 2022 Board Dates

The following meeting dates were proposed to the Board: December 9, 2021; March 10, 2022; June 9, 2022; and September 8, 2022. Board members were involved in the discussion and participated in the development and approval of FY 2021 Board Meeting dates. Sammy Glover made a motion to approve the dates. Jack Tibbs seconded the motion. The motion was passed by a unanimous vote.

ITEM 4: UNFINISHED BUSINESS

None Noted

ITEM 5: NEW BUSINESS

Mr. Farmer informed the Board that the September 23, 2021 Annual Meeting has been cancelled due to COVID. He stated that we were planning to reschedule the event in the coming months.

ITEM 6: ADJOURNMENT

There being no further business, the meeting adjourned at 3:45 PM.

Chairperson

Executive Assistant