Southeast Alabama Regional Planning and Development Commission



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*“Improving the Quality of Life for the Citizens of*

*Barbour, Coffee, Covington, Dale, Geneva, Henry and Houston Counties”*

**MINUTES**

**SEARP&DC BOARD OF DIRECTORS MEETING**

**SEPTEMBER 28, 2023**

**10:30 AM**

The **FOURTH** regularly scheduled meeting of the Southeast Alabama Regional Planning and Development Commission Board of Directors for **FISCAL YEAR 2023** convened on **September 28, 2023** at **10:30 AM.** The meeting was held at the Enterprise Civic Center, Enterprise, Alabama.

**Board Officers:** Chairman 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), Rob Hinson (Geneva County), Toby Seay (Geneva County), David Money (Henry County), and Matt Parker (Houston County).

**Board of Directors**: Rachel Smith (Barbour County), Jack Tibbs (Barbour County), Jason Davis (Barbour County),Tom Maddox (Coffee County), Dean Smith (Coffee County), Greg White (Covington County), Charlotte Hunt (Covington County), Joe Richburg (Covington County), Patricia Gunter (Covington County), Steve McKinnon (Dale County), Frankie Wilson (Dale County), Jayme Stayton (Dale County), Leah Harlow (Dale County), Derek Dickens (Dale County), David Hayes (Geneva County), Kelli Brannon (Geneva County), Jimmy Money (Henry County), Kimberly Trotter (Houston County), and Michael Smith (Houston County).

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

Chairperson Wilcoxon called the meeting to order at 10:30 AM and asked Thomas Crossley to begin the meeting with prayer. She welcomed everyone and introduced new board member Jason Davis (Barbour County).

**ITEM 2: Review and Approval of Minutes from June 8, 2023 – Lori Wilcoxon**

Jack Tibbs made a motion to approve the minutes as presented. Rob Hinson seconded the motion. The motion was passed by a unanimous vote.

**ITEM 3: Report of Officers, Committees, and Departments**

* 1. **Head Start/Early Head Start CACFP Annual Civil Rights Training (Video)– Glenda Chancey**

Ms. Chancey informed the Board that this was the yearly Head Start/Early Head Start CACFP Annual Civil Rights Training. Thomas Crossley made a motion to approve the Head Start/Early CACFP Annual Civil Rights Training. Jack Tibbs 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 Head/Early Head Start CACFP Training.

* 1. **Resolution #472 Approval to Submit FY 2023 Head Start/Early Head Start Budget Revision – Judith Tate**

Ms. Tate informed the Board that she was requesting Approval to Submit FY 2023 Head Start/Early Head Start Budget Revision. Sammy Glover made a motion to approve the Resolution. David Money 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 Resolution #472.

* 1. **FY2024-FY2026 Audit Proposal Selection – Judith Tate**

Ms. Tate informed the Board that she was requesting the approval of the FY2024-FY2026 Audit Proposal Selection for McDaniel & Associates. Derek Dicken made a motion to approve the Audit Proposal. Michael Smith 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 FY2024-FY2026 Audit Proposal Selection.

* 1. **Revision to Accounting & Financial Policies Manual – Judith Tate**

 Ms. Tate informed the Board that she was requesting approval of the Revision to Accounting & Financial Policies Manual pertaining to Purchasing and Procurement Policies. Matt Parker made a motion to approve the Revision. Jack Tibbs 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 Revision to Accounting & Financial Policies Manual.

* 1. **Approval of FY2024 Budget – Judith Tate**

Ms. Tate informed the Board that she was requesting the approval of FY2024 Budget, which includes a 2% Cost of Living for non-Head Start department employees. Rob Hinson made a motion to approve the Budget. Mark Blankenship 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 FY2024 Budget.

* 1. **Resolution #473 Approval to Submit FY 2024 Head Start/Early Head Start Non-Competing Continuation Funding Application –Robiann Gilbert**

Ms. Gilbert informed the Board that she was requesting the approval to Submit FY2024 Head Start/Early Head Start Non-Competing Continuation Funding Application. Matt Parker made a motion to approve the Resolution. Jack Tibbs 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 Resolution #473.

* 1. **Resolution #474 Head Start/Early Head Start Self-Assessment –Robiann Gilbert**

Ms. Gilbert informed the Board that she was requesting the approval of the Head Start/Early Head Start Self-Assessment. Thomas Crossley made a motion to approve the Resolution. Matt Parker 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 Resolution #474.

* 1. **Resolution #475 Approval of Program Information Report (PIR) for 2022-2023 –Robiann Gilbert**

Ms. Gilbert informed the Board that she was requesting the approval of Program Information Report (PIR) for Head Start/Early Head Strat 2022-2023. Jack Tibbs made a motion to approve the PIR Report. Matt Parker 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 Program Information Report (PIR).

* 1. **Resolution #2024-1 RPO Work Plan – Emily VanScyoc**

Ms. VanScyoc informed the Board that she was requesting the approval of the RPO Work Plan. Rob Hinson made a motion to approve the RPO Work Plan. Matt Parker 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 Resolution #2024-1.

* 1. **Resolution #476 Participation in the Child and Adult Care Food Program (CACFP) – Scott Farmer**

Mr. Farmer informed the Board that he was requesting the approval of Participation in the Child and Adult Care Food Program. Thomas Crossley made a motion to approve the Resolution. Rob Hinson 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 Resolution #476.

* 1. **Adoption of Child Nutrition Program Procurement Plan- Scott Farmer**

 Mr. Farmer informed the Board that he was requesting the Adoption of Child Nutrition Program Procurement Plan. Thomas Crossley made a motion to approve the Job Classification Plan. Frankie Wilson 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 Adoption of Child Nutrition Program Procurement Plan.

* 1. **New Job to Classification Plan – Health, Safety and Nutrition Manager – Wendy Cook**

Ms. Cook informed the Board that she was requesting their approval to add a new Job Classification Plan to Head Start. David Money made a motion to approve the Job Classification Plan. Rob Hinson 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 New Job Classification Plan Health, Safety and Nutrition Manager.

* 1. **New Job to Classification Plan – Educational Coach – Wendy Cook**

Ms. Cook informed the Board that she was requesting their approval to add a new Job Classification Plan to Head Start. Frankie Wilson made a motion to approve the Job Classification Plan. Matt Parker 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 New Job Classification Plan Educational Coach.

* 1. **Modifications to Classification Plan – Center Directors/ Disability- Health- Mental Health Manager – Wendy Cook**

 Ms. Cook informed the Board that she was requesting their approval to modify the Classification Plan. Thomas Crossley made a motion to approve the modifications. Jack Tibbs 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 Modifications to Classification Plan for Center Directors/Disability Health Mental Health Manager.

* 1. **Nominating Committee Report - FY 2024 Executive Committee & Officers – Glenda Chancey**

 Ms. Chancey informed the Board the Nominating Committee met to discuss nominations to be presented to Board. FY 2024 Officers: Lori Wilcoxon (Houston), Chairperson; Mark Blankenship (Dale), First Vice-Chairperson; Rod Morgan (Coffee), Second Vice-Chairperson; Rob Hinson (Geneva) Secretary/Treasurer. Additional Executive Committee Members are Earl Gilmore (Barbour), Thomas Crossley (Barbour), Sammy Glover, (Covington), Leah Harlow (Dale), Toby Seay (Geneva), David Money (Henry), and Matt Parker (Houston). Chairperson Wilcoxon asked for any additional motions from the floor, of which none occurred. Frankie Wilson made a motion to approve the nomination. Michael Smith 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 Nominations.

* 1. **Tentative FY 2024 Board Meeting Dates**

Ms. Chancey presented the Board of the tentative dates for the FY2024 Board meetings, which included the normal second Thursday of each quarter. Rob Hinson made a motion to approve FY 2024 Board Dates. Michael Smith 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 tentative FY2024 Board Meeting Dates.

### Agency Administration

* 1. **FY 2023 Reports**
		1. **Finance Department**

 FY2023 Fiscal Report– Judith Tate

 Ms. Tate presented the FY2023 Final Report to the Board and the Agency Credit Card Report. Rob Hinson made a motion to approve the FY2023 Fiscal Report. Michael Smith 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 FY2023 Fiscal Report.

* + 1. **Head Start/Early Head Start Report – Robiann Gilbert**

Ms. Gilbert presented the Head Start/Early Head Start Report. She stated we are funded for 316 children (284 – Head Start and 32 – Early Head Start.) Our Headland center was closed due to the building environmental conditions, so we are in the process of moving those funded slots to Geneva (\*1 Head Start Classroom), Opp (\*1 Head Start Classroom), and Florala (\*2 Early Head Start Classrooms). We are waiting on DHR inspection of Opp and Geneva, and plumbing and renovations are underway in Florala to retrofit the classrooms with toilets and sinks to be in compliance with Head Start and DHR regulations.

**ITEM 4: New Business**

None Noted.

**ITEM 5: Announcements and/or Other Business**

Mr. Farmer informed the Board that we were excited to add Wiregrass Transit operations in Enterprise that will begin next week (October 2, 2023) and invited all to stay for the Annual Regional Meeting.

**ITEM 6: Adjournment**

There being no further business, the meeting adjourned at 11:00 a.m.

Chairperson Executive Assistant