Southeast Alabama Regional Planning and Development Commission

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 **MINUTES**

**SPECIAL CALLED**

**BOARD OF DIRECTORS MEETING**

**DECEMBER 20, 2023**

**9:00 A.M.**

A Special Called Meeting of the Southeast Alabama Regional Planning and Development Commission Board of Directors for **FISCAL YEAR 2024** was convened on **December 20, 2023** at **9:00 AM.** The special called meeting was held by Zoom and in person on the sixth floor of the Houston County Administration Building.

**The following Board Members were present:**

**Board Officers:** Chairperson Lori Wilcoxon (Houston County), First Vice Chairman Mark Blankenship (Dale County), Second Vice Chairman Rod Morgan (Coffee County), and Secretary/Treasurer Rob Hinson (Geneva County).

**Executive Committee Members**: Thomas Crossley (Barbour County) Sammy Glover (Covington County), Leah Harlow (Dale County), Toby Seay (Geneva County), David Money (Henry County), and Matt Parker (Houston County).

**Board of Directors**: Jack Tibbs (Barbour County), Jason Davis (Barbour County), Marrilu Salmon (Barbour County), Tom Maddox (Coffee County), Gladys Yelverton (Coffee County), Greg White (Covington County), Joe Richburg (Covington County), Steve McKinnon (Dale County), Frankie Wilson (Dale County), Derek Dickens (Dale County), David Hayes (Geneva County), Jimmy Money (Henry County), John Glover (Henry County), Brandon Shoupe (Houston County), and Kimberly Trotter (Houston County).

## Item 1: Meeting Called to Order – Chairperson Wilcoxon

## Chairperson Wilcoxon called the meeting to order and asked Mr. Thomas Crossley to pray. She also welcomed new Board member Marrilu Salmon from Barbour County.

**Item 2**: **Review and Approval of Minutes from the form September 28, 2023 – Chairperson Wilcoxon**

Matt Parker made a motion to approve the minutes as presented. Mark Blankenship seconded the motion. The motion was passed by a unanimous vote.

**Central to the Southeast**

**Serving Municipal and County Governments in:**

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

## Item 3: Action Items

* 1. **Resolution #477 Approval to Request Disposition of Real Property (227 North Oates Street) to the City of Dothan –Scott Farmer**

Mr. Farmer informed the Board that he was requesting the approval to Request Disposition of Real Property (227 North Oates Street) to the City of Dothan. The proposed request will be submitted to ALDOT with final concurrence from FTA. Steve McKinnon made a motion to approve Resolution #477. 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 to Request Disposition of Real Property (227 North Oates Street) to the City of Dothan.

* 1. **Resolution #478 New Job to Classification Plan – Office Manager – Wendy Cook**

Ms. Cook informed the Board that she was requesting the approval of Resolution #478, New Job to Classification Plan (Office Manager). Matt Parker made a motion to approve

Resolution #478. 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 to the New Job Classification Plan.

* 1. **Resolution #479 Adopting the Wiregrass Transit Authority Public Agency Safety Plan (PTASP) Update – Mike Crittenden**

Mr. Crittenden informed the Board that he was requesting the approval of Resolution #479 Adopting the Wiregrass Transit Authority Public Agency Safety Plan (PTASP) Update. Mark Blankenship made a motion to approve Resolution #479. 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 Adopting the Wiregrass Transit Authority Public Agency Safety Plan (PTASP) Update.

* 1. **Resolution #480 Economic Development Administration Comprehensive Economic Development Strategy – Emily VanScyoc**

Ms. VanScyoc informed the Board that she was requesting the approval of Resolution #480 Economic Development Administration Comprehensive Economic Development Strategy.

Thomas Crossley made a motion to approve Resolution #480. Sammy Glover 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 Economic Development Administration Comprehensive Economic Development Strategy.

* 1. **Resolution #481 Head Start / Early Head Start Procedures – Robiann Gilbert**

Ms. Gilbert informed the Board that she was requesting the approval of Resolution #481 Head Start/ Early Head Start Procedures. Leah Harlow made a motion to approve Resolution #481. 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 Head Start / Early Head Start Procedures.

* 1. **Modifications to Wage Scale “Master” – Wendy Cook**

Ms. Cook informed the Board that she was requesting the approval of Modification to Wage Scale “Master”. Thomas Crossley made a motion to approve the Modification to Wage Scale “Master”. Joe Richburg 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 Modifications to Wage Scale “Master”.

* 1. **Policy 335 Pay Increases and Credential Policy (Employee Handbook Revision) – Wendy Cook**

Ms. Cook informed the Board that she was requesting the approval of Policy 335 Pay Increased and Credential Policy (Employee Handbook Revision). Leah Harlow made a motion to approve the Employee Handbook Revision. 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 Policy 335 Pay Increases and Credential Policy (Employee Handbook Revision).

1. **Agency Administration**

**1. Department Reports**

* + 1. **Finance Department – Judith Tate**

Ms. Tate informed the Board that the Agency’s Budget report runs from October 2022-September 2023. The year-to-date percentage of the budget is 87.36%. She stated that the Finance Department continues to assist our programs through a variety of tasks such as payrolls, accounts payable, billing, reporting to our funding sources, daily deposits and many other tasks. She also presented a detailed budget report and credit card expenditure for the agency.

* + 1. **Community/Economic Development – Emily VanScyoc**

Ms. VanScyoc informed the Board that CED staff participated in the “Resources to Grow Small Businesses and Entrepreneurship” session as part of Auburn University’s Government & Economic Development Institute EDAA’s Leadership Institute and presented information on the Alabama Association of Regional Councils’ small business loan programs. She stated the following CDBG applications for PY2023 funding were approved:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Community*** | ***Project*** | ***Grant $ Request*** | ***Local $ Commitment*** | ***# of Beneficiaries*** |
| ***Barbour County*** |  |
| ***Clayton*** | Street Paving | $400,000 | $122,318 | 222 |
| ***Dale County*** |  |
| ***Daleville*** | Demolition | $177,210 | $19,690 | 4,912 |
| ***Level Plains*** | Water Improvements | $400,000 | $40,000 | 263 |
| ***Ozark*** | Street Paving | $375,168 | $41,685 | 360 |
| ***Geneva County*** |  |
| ***Slocomb*** | Street Paving | $400,000 | $155,406 | 151 |
| ***Henry County*** |  |
| ***Headland*** | Housing Rehab/Streets | $500,000 | $49,620 | 218 |
|  | **$2,252,378** | **$428,719** | **6,055** |

Ms. VanScyoc noted SEARP&DC staff and Delaney Consultant Services, Inc. are in the process of completing the Fort Novosel Compatible Use Study to mitigate encroachment and incompatible land uses near Fort Novosel. The CUS should be completed and submitted to the U.S. Department of Defense Office of Local Defense Community Cooperation (OLDCC) by the end of December.

* + 1. **Senior Employment – Gail Clark**

Ms. Clark informed the Board that **CURRENT ENROLLMENT – As of December 14, 2023**

• **31** – Center for Workforce Inclusion (formally SSAI) – **Authorized - 37**

• **10 -** Alabama Department of Senior Services (ADSS) – **Authorized - 17**

**PROGRAM STATUS – FEDERAL**

This is the second quarter of PY2023-2024. Ms. Clark explained we are under in spending for participant’s wages. She has requested allowance to increase participant’s hours each week to help use the funds before the end of our project year, which is June 30, 2024.

**PROGRAM STATUS – STATE**

Ms. Clark explained that we are also in the second quarter of the 2023-2024 project year on the State grant and under in spending for participant wages. She has requested allowance to increase hours per week for participants on the State grant also.

**PROGRAM STATUS-LOCAL**

As of December 14, 2023, we are in line with spending on the Federal grant. We are also in line for spending on the State grant.

* + 1. **Head Start – Robiann Gilbert**

Ms. Gilbert informed the Board that SEARP&DC’s Head Start Program encompasses Head Start children (ages 3-5), Early Head Start children (ages 6 weeks-2), and a Pre-K program (ages 4-5). We equip children with classroom education and social skills to get them prepared to go into a kindergarten classroom. We equip the families with so much more. Head Start is all encompassing. We are so much more than a daycare, which is what the general public thinks we are. Each center helps families in several areas such as medical and dental accessibility, behavioral and educational intervention, parenting skills, financial planning, educational planning for the parents, and so much more. We are funded for 316 children (284 – Head Start and 32 – Early Head Start).

* + 1. **Human Resources– Wendy Cook**

Ms. Cook informed the Board that this quarter brought some new projects and learning opportunities. We opened our Transit Office in Enterprise, fully staffed. She attended her first AARC Conference, attended at the annual Administrator’s Conference with the Local Government Health Insurance board, staffed our new positions in Opp and Geneva, and went through her first Head Start FA1 Review. Ms. Cook noted getting to attend the annual AARC Conference was an opportunity to collaborate with other HR professionals, acquire valuable knowledge from various leaders, and soak in the expertise from a variety of speakers. She relayed enjoyed the annual Administrator’s conference with the local government health insurance board, and was able to align with other HR Professionals as well as soak in facts regarding our benefit plans for the upcoming year.

* + 1. **Wiregrass Transit Authority – Mike Crittenden**

Mr. Crittenden informed the Board that we have received nine High Roof Vans. Four of them are assigned to the Enterprise Operation and the remaining ones will replace older vehicles in the Dothan operation. We are still awaiting delivery of five additional High Roof Vans. He noted that service begin as scheduled on Monday, October 2, 2023 for the City of Enterprise. For the month of October, we provided 320 trips averaging 15 trips per day and the month of November, we provided 440 trips averaging 21 trips per day. We also entered into a contract with Pilgrim’s Provide for employee transportation.

* + 1. **Executive Director – Scott Farmer**

Mr. Farmer informed the Board that he has had meeting with the City of Dothan regarding mutual use if parking lot owned by SEARP&DC. Due to proposed needs by City of Dothan and requirements of federal government, it appears incompatible for SEARP&DC to continue investment and redevelopment of site. He noted that he also had a meeting with ALDOT for Property Disposition instructions.

## Item 4: New Businesses

Mr. Farmer informed the Board that Glenda Chancey, Executive Assistant will be retiring in February 2024 after 22 years of service. He thanked Ms. Chancey and wished her the best on her new journey. Ms. Chancey thanked the Board and SEARP&DC. She stated she would be available to assist with the transition of the new Office Manager.

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

Chairperson Wilcoxon reminded Board Members of the next Board Meeting, March 14, 2024. The meeting will be at the on the sixth floor of Houston County Administration Building at 3:00 PM. Executive Committee will meet on the 4th floor in the library at 2:00 PM.

 **Item 6: Adjournment**

There being no further business, Chairperson Wilcoxon made a motion to adjourn at 10:00 AM with unanimous approval.

 Lori Wilcoxon, Chairperson Glenda Chancey, Executive Assistant