

C-SCDC
BOARD OF DIRECTORS
MEETING MINUTES
December 11, 2014

The C-SCDC Board of Directors met December 11, 2014 at the main C-SCDC office. A quorum was present. Chairperson Tim Hodges welcomed everyone and introduced Fran Hall as Sheriff Hollenbeck's representative and Sonny Bell as Mayor Kinslow's representative. Helen Fox, our newest member, Kim Turner the new director of the Community Dental Clinic, and Vista volunteer Kaetlynn Hudson were also introduced. Tim explained that Helen was going to fill a vacant position in the Private Sector of the Board. Gene Bell made the motion to approve Helen's addition to the Board of Directors. Abbie Cox seconded. Motion carried. Tim gave the invocation and everyone had dinner.

When the meeting resumed, Tim asked for a motion to approve the meeting minutes from the October 23, 2014 meeting. Gene Bell made the motion to approve the minutes. Chris Keith seconded. Motion carried.

Mark Whitmer stated that Mutual of America did not get a Board Resolution when they took over the 403(b) plan for C-SCDC in 2009 and that they now need that resolution. Mark read the resolution which approves an amendment to update the contract from a coordinated services contract to an exclusive services contract. Charolette Tidwell made the motion to approve. Elaine Stanfield seconded. Motion carried. With many changes being made in the HOME program the City of Fort Smith is now required to place a mortgage on the properties C-SCDC purchases to be rehabilitated and sold. The Board Chair and Secretary would be the signers on the mortgage unless a board resolution names someone else to sign and attest. Mark read the resolution which would authorize him to sign and Darlene Hill to attest the mortgages on the properties. Gene Bell made the motion to approve. Abbie Cox seconded. Motion carried.

The attorney's opinion of the acquisition of the Regional Housing Solutions was sent to the Board for review. Mark told the Board it was down to completing the paperwork to move the 501(c)3 to C-SCDC's control. Discussion followed on how thorough the review was. Gene Bell made the motion to continue with the acquisition of the Regional Housing Solutions. Elaine Stanfield seconded. Motion carried.

Mark told the Board the United Way applications were due before the January meeting and the applications needed Board approval. This year the food bank will be applying for \$125,000 and the dental clinic will be applying for \$60,000. Mark told the Board that the United Way allocation panel lowered last year's allocation because we did not use a third party to conduct a fundraising campaign. This year Calvert McBride will be sending out solicitation letters on Friday to start the campaign. Abbie Cox made the motion to approve the submission of the United Way applications. Elaine Stanfield seconded. Motion carried.

Kaetlynn Hudson, who is compiling the history of C-SCDC in preparation for the agency's 50th Anniversary, showed the group what she has accumulated so far. Gene Bell and Elaine Stanfield were able to contribute more history to Kaetlynn about C-SCDC.

Mark told the board that the plumbing had been roughed in and inspected and the framing lumber was being delivered on Friday at the new offices.

Finance:

Darlene told the board that she had redesigned the report in an effort to show more of the important financial information a board needs to see. There is a balance sheet for the previous month and an income statement for each program and account. The statement shows grant period, revenues and expenses for the month and YTD, the budgeted amount and budget balance. Darlene explained that the reason why certain programs' revenue and expenses are the same is because these are reimbursement programs. Board members had questions on the programs showing a negative total on the revenue side. The negative total was due to the funding source not having sent the funds the program was due by month's end.

Weatherization:

During the month of November thirteen units were completed. There are 318 applications on file. Charolette Tidwell questioned how long the waiting period was

with this many applications on file. Debbie Biggs said it represented about an eighteen month wait.

River Valley Regional Food Bank:

During November there were 524,216 pounds of food distributed. This brought the year to date total to 7,056,289 pounds distributed.

Child Care Food Program:

In October there were nine active centers and 21 active day care homes. A total of 1,212 children are enrolled.

Community Dental Clinic:

There were six clinics held in November with 59 patient visits. There were twelve dentists who volunteered their time in our clinic or in their offices. Kim Turner told the Board that she had visited 20 dental offices and had commitments from four new dentists and five have recommitted to volunteer. Kim stated she will be speaking at an upcoming meeting of the Fort Smith Dental Association.

Homeownership and Asset Development Center:

There were four workshops held that were attended with 42 households attending. In November two Self Help houses were completed; three are under construction with nine progressing. In the new construction program there is one home under construction and one home was completed. One home was completed, one is under construction and ten are on the list to receive services in the ADFA Rehab program. The Fort Smith Acquisition /Rehab program has two houses being rehabilitated. There are 35 participants in the IDA program. The ESG program placed eight homeless families into stable housing.

Karen asked for Board approval on the following items: an application to ADFA for five rehab or reconstruction of units with a total of \$485,619.20. Karen read a list of the contractors who will be completing the projects. Gene Bell made the motion to approve the submission. Abbie Cox seconded. Motion carried.

Karen told the Board that more of the changes to the Fort Smith HOME program is for the Board to approve any contract over \$40,000.00. Karen asked for approval for

the rehab contract of \$59,120 for 7812 Martin. Elaine Stanfield made the motion to approve the contract. Abbie Cox seconded. Motion carried.

Karen explained that C-SCDC had completed a Request For Qualification (RFQ) to satisfy the City. The RFQ was to score contractors with whom C-SCDC can partner for future projects. The Fort Smith Housing Authority scored the highest. Karen and Ken Pyle decided to form a partnership and apply together instead of competing for City of Fort Smith HOME funds. The FSHA's strength is the construction of the homes and C-SCDC's strength is getting the buyer credit ready and arranging downpayment assistance and counseling. Elaine Stanfield made the motion to approve the partnership. Abbie Cox seconded. Motion carried.

This completed the reports. Mark asked for the Board to approve the reports. Gene Bell made the motion to approve the reports. Abbie Cox seconded. Motion carried.

There was no further business. Meeting adjourned.

Secretary Patricia Free

Date

BOARD PRESENT

1. Gene Bell
2. Tim Hodges
3. Sonny Bell (Rep. for Mayor
Doug Kinslow)
4. Fran Hall (Rep. for Sheriff Bill
Hollenbeck)
5. Tricia Watson
6. Elaine Stanfield
7. Chris Keith
8. Helen Fox
9. Abbie Cox
10. Charolette Tidwell

BOARD ABSENT

1. Judge David Hudson
2. Patricia Free
3. Ling Ling Moorman
4. Delmi Sanabria
5. Becky Prescott
6. Duane Moore
7. Shirley Fort Lee

STAFF PRESENT

1. Mark Whitmer
2. Debbie Biggs
3. Carol Jenkins
4. Gina Slusher
5. Kim Turner
6. Darlene Hill
7. Karen Phillips
8. Ted Clemons

GUESTS PRESENT

1. Kaetlynn Hudson