

C-SCDC
BOARD OF DIRECTORS
MEETING MINUTES
January 22, 2015

The C-SCDC Board of Directors met January 22, 2015. A quorum was present. Chairperson Tim Hodges welcomed everyone and introduced Clifford Hubbs and Gaines Woods of the Hubbs Belcher and Co. CPAs who would present the results of the FY 2014 audit later in the meeting. Shirley Fort Lee gave the invocation and everyone had dinner.

When the meeting resumed Tim asked for a motion to approve the December 11, 2014 meeting minutes. Elaine Stanfield motioned to approve the minutes. Kevin Nickson seconded. Motion carried.

Clifford Hubbs presented the results of the FY 2014 audit. Going over each page, Mr. Hubbs pointed out the highlights and differences between the 2013 and 2014 audit. Duane Moore made the motion to approve the FY 2014 audit. Shirley Fort Lee seconded. Motion carried.

Mark presented the FY 2015 1st Quarter ROMA report for approval. Mark noted that there were seven variances for the quarter, but six were due to us exceeding our planned number. Kevin Nickson made the motion to approve the report. Elaine Stanfield seconded. Motion carried.

Executive Directors Report:

Mark gave the results of the Department of Workforce Services (DWS) monitoring of the Individual Development Account (IDA) program. The final report had four findings, three of which dealt with no TEA clients having enrolled in the program. DWS wanted to know how we were marketing the program to gain the TEA clients. Mark said he had received notification that our corrective actions plan was accepted by DWS.

The second report was on the CSBG program by OCS. There was one finding that said we had two openings on the Board that needed to be filled. Our response was that we would fill the vacancies as soon as possible.

The third was from DHS Child Care Food Program (CCFP). In calculating the report on milk purchased, a number was transposed that led to an inaccurate total. This total was submitted on the report and when checked by DHS showed too little milk being purchased for the number of meals served. Our corrective action plan was submitted along with the amount of funds we were reimbursed for the meals. Mark said due to fraud being committed in this program DHS is going to step up their monitoring.

The last monitoring report was for the Weatherization program. There were three findings. Mark read the findings and our response with corrective action. The corrective action plan has been approved by AEO. Elaine Stanfield made the motion to approve the reports. Chris Keith seconded. Motion carried.

Finance Report:

Darlene Hill covered the report, page by page beginning with the balance sheet for December 2014. At the December meeting there was question of how the Russ Reid fundraiser was doing. Darlene prepared a Profit/Loss statement showing the food bank having a net gain of \$47,934.76 from September through December 2014. Darlene covered each program and explained why some were showing a negative balance. Darlene also talked about trying to find a format for the reports that would satisfy all parties. She also pointed out that the report generated directly from our software is over 100 pages which can be costly when printing for the meetings.

Weatherization:

Twelve homes were completed in December. This brought the total to 35 units completed for the year. There are 316 applications currently on file.

River Valley Regional Food Bank:

In the month of December, 664,967 pounds of food were received and 750,122 pounds of food products were distributed. The yearly total was 7,806,411 pounds of food distributed.

Child Care Food Program:

During December there were 9 active centers and 23 active homes. One new daycare home was added. A total of 1,264 children were enrolled. There were no inactive or deleted homes for the month.

Community Dental Clinic:

Eleven clinics were held in December with 119 patient visits. Thirteen dentists volunteered their time to the clinic. Mark told the Board that Kim was planning to hold an open house for the dental community to showcase the clinic to those that have not seen the clinic. The open house will be in February. Mark read a resolution that would approve an application being submitted to the City of Fort Smith Community Development for \$20,000 in CDBG funds for the dental clinic. Elaine Stanfield made the motion to approve the submission of the application. Kevin Nickson seconded. Motion carried.

Homeownership and Asset Development Center:

There was one workshop held in December with 24 attendees. There are three Mutual Self Help homes under construction with eleven clients progressing. One home was completed in December. There are 57 clients on the waiting list to receive emergency repairs to their homes once the funding is received. One home was completed in the ADFA program. Two homes were completed and are awaiting sale in the Fort Smith Acquisition/Rehabilitation program. There are 47 clients enrolled in the IDA program with one completing their asset purchase. Ten homeless households were placed into stable housing with the Emergency Solutions Grant.

Karen told the Board it was time for C-SCDC to re-certify as a CHDO and in this year's certification we are adding four counties in Northwest Arkansas: Benton, Carroll, Madison and Washington. Duane Moore made the motion to approve adding the counties to our service territory. Chris Keith seconded. Motion carried.

Karen asked for Board approval to submit an application to ADFA for \$630,000 to construct seven new homes in the Bluebird Addition. Elaine Stanfield made the motion to approve the submission. Shirley Fort Lee seconded. Motion carried.

Karen asked for Board approval to submit an application to the city of Fort Smith for \$255,383.00 in HOME funds. The funds would be used for new construction or acquisition/rehabilitation of homes in Fort Smith. Duane Moore made the motion to approve the submission of the application. Chris Keith seconded. Motion carried.

Discussion followed on Regional Housing Solutions (RHS). All that was needed to gain control was to submit three names to become Board members. Tim Hodges, Chris Keith and Becky Prescott volunteered to become the new RHS Board members.

This concluded the program reports. Duane Moore made the motion to approve the reports. Kevin Nickson seconded. Motion carried.

Tim Hodges reminded the Board that a Nominating Committee was needed to select the 2015 officers and committees. The committee would be made up by five members. Elaine Stanfield, Kevin Nickson, Duane Moore, Tricia Watson and Tim Hodges volunteered to be on the Nominating Committee.

Meeting adjourned.

Secretary Patricia Free

Date

BOARD PRESENT

1. Chris Keith
2. Shirley Fort Lee
3. Tim Hodges
4. Elaine Stanfield
5. Delmi Sanabria
6. Duane Moore
7. Tricia Watson
8. Kevin Nickson
9. Charolette Tidwell

BOARD ABSENT

1. Judge David Hudson
2. Patricia Free
3. Ling Ling Moorman
4. Becky Prescott
5. Gene Bell
6. Mayor Doug Kinslow
7. Helen Fox
8. Abigail Taylor Cox

STAFF PRESENT

1. Mark Whitmer
2. Gina Slusher
3. Debbie Biggs
4. Carol Jenkins
5. Darlene Hill
6. Karen Phillips

GUESTS PRESENT

1. Clifford Hubbs
2. Gaines Woods