

C-SCDC
BOARD OF DIRECTORS
MEETING MINUTES
September 25, 2014

The C-SCDC Board of Directors met September 25, 2014 at the main C-SCDC office. A quorum was present. Karen Phillips introduced Latoya Campbell and Violet Adams as our AmeriCorps VISTA volunteers. Kaetlynn Hudson, the third VISTA volunteer was not present. Karen explained the duties each had with the agency. Gene Bell gave the invocation and everyone had dinner.

When the meeting resumed, Chairperson Tim Hodges explained the three items that were approved at the August 4th Executive Committee meeting and asked for approval of the items. Gene Bell made the motion to approve. Abbie Cox seconded. Motion carried.

Tim asked for approval of the meeting minutes for the June 26th, July 24th and August 4th meetings. Elaine Stanfield made the motion to approve. Kevin Nickson seconded. Motion carried.

Tim asked Finance Committee Chair Gene Bell for the results of the Finance Committee meeting. Gene told the Board the committee had met and reviewed the proposed FY 2015 agency-wide budget. Darlene Hill explained how the budget amounts were calculated. Gene asked for a motion to approve the FY 2015 agency-wide budget. Abbie Cox made the motion to approve. Elaine Stanfield seconded. Motion carried.

Mark Whitmer told the Board that HUD had made changes to the definition of a CHDO's Board structure. HUD says that any employee of a public housing authority is now considered a public official. Mark said he had received clarification on what DHS considers a public official and they consider an employee of a housing authority a public official as well. OCS has given permission to move Patricia Free from the private to public sector so C-SCDC would be in compliance to keep applying for housing grants. Gene Bell made the

motion to move Patricia Free from the private sector to the public sector of the Board. Abbie Cox seconded. Motion carried.

To have this not happen again Mark and Karen recommended setting up a 501(c)4 for the housing programs that require a CHDO. Karen showed a PowerPoint presentation on what the (c)4 would do and how it would be structured. Mark asked for Board approval to continue pursuing the 501(c)4. Kevin Nickson made the motion to approve. Abbie Cox seconded. Motion carried.

Mark told the Board it was time to advertise for a firm to do the FY 2014 audit. As a result of the advertisement, three proposals were received. The best proposal was submitted by Hubbs, Belcher and Co. from Van Buren. Mark said DHS had approved us using them and now needed Board approval. Gene Bell made the motion to approve using Hubbs, Belcher and Co. Abbie Cox seconded. Motion carried.

Executive Directors report:

Mark presented the following monitoring reports:

OCS-CSBG – 2 findings – Vacant positions on the Board and no written policy to verify that new Board members live in the area they represent. Mark told the Board the corrective action plan was accepted by OCS. We will use Mapquest and the county tax records website to verify their address.

OCS-LiHEAP- 5 findings – One finding was the policy giving 10 days to return items needed – 2 findings on not documenting payments on the application. These findings were shown to be incorrect. The other two findings were correct findings.

USDA Rural Development – C-SCDC has been placed on “High Risk” by the state office. Mark and Karen explained why we feel this is incorrect. Lengthy discussion followed on what C-SCDC has dealt with at the Russellville Regional office. Tim Hodges suggested to the Board a letter be drafted and sent to the USDA-RD State Director. The Board agreed. Mark said the letter would be sent the following week.

HOME-DPA & Rehab - The DPA program was given a “well administered” rating. Matt Jennings praised Griselda on the way the files were kept. The Rehab program was given a “satisfactory” rating because the environmental review (ER) was not in one of the files. C-SCDC had ordered the ER and had not followed up to make sure we received it.

Mark asked for approval of the monitoring reports. Kevin Nickson made the motion to approve the reports. Ginny Wright seconded. Motion carried.

Mark gave an update on the building of the new offices and the Pepsi building.

Finance:

Darlene Hill covered the financial report, highlighting several of the programs and their condition.

Weatherization:

Ten units were completed during August. There are 286 applications on file.

River Valley Regional Food Bank:

In August, 614,109 pounds of food were distributed, putting the food bank on track for a seven million pound year. The first of the Russ Reid mailouts have been mailed and the average donation amount is higher than in recent campaigns. Mark told the Board that a Walmart representative will be at the food bank for a check presentation on Wednesday October 1st at 10 a.m.

Child Care Food Program:

There were 20 active homes and 8 active centers in August. A total of 1,544 children are enrolled.

Community Dental Clinic:

Nine clinics were held in August, serving 59 patients. Seven dentists volunteered their time to the clinic. Mark asked for approval for a \$75,000 grant application to the Walmart Foundation State Giving Program. Elaine Stanfield made the motion to approve the submission. Abbie Cox seconded. Motion carried.

Home Ownership and Asset Development Center:

Three workshops were held with 34 people attending. Three Mutual Self Help homes are under construction. Six emergency repairs were completed during August. There are five houses currently being rehabilitated with the ADFA Rehab

Program. There are 22 current participants in the IDA program. There was no activity in the ESG program; it is set to begin in the first part of October.

Karen Phillips asked for approval to submit several funding applications to NeighborWorks America: organizational underwriting \$110,000; community stabilization \$25,000; Capital – REO \$100,000 and lending \$100,000.

Gene Bell made the motion to approve the funding applications. Kevin Nickson seconded. Motion carried.

Karen asked for approval of a Board resolution to accept \$23,985.49 from the USDA for the Housing Preservation Grant. Patricia Free made the motion to approve. Abbie Cox seconded. Motion carried.

Mark asked for approval of the reports. Gene Bell made the motion to approve. Kevin Nickson seconded. Motion carried.

Tim told the Board the next meeting would be October 23rd.

Meeting adjourned.

Secretary Patricia Free

Date

BOARD PRESENT

1. Gene Bell
2. Becky Prescott
3. Tricia Watson
4. Ginny Wright (Rep. for Doug Kinslow)
5. Elaine Stanfield
6. Tim Hodges
7. Patricia Free
8. Kevin Nickson
9. Chris Keith
10. Abbie Cox
11. Charolette Tidwell

BOARD ABSENT

1. Judge David Hudson
2. Shirley Fort Lee
3. Ling Ling Moorman
4. Delmi Sanabria

STAFF PRESENT

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

GUESTS PRESENT

1. LaToya Campbell
2. Violet Adams