

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 March 14, 2024 3:00 P.M.

The regularly scheduled meeting of the Southeast Alabama Regional Planning and Development Commission Board of Directors for **2nd Quarter of Fiscal Year 2024** was convened on **March 14, 2024 at 3:00 PM**. The meeting was held 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), Earl Gilmore (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: Jason Davis (Barbour County), Marrilu Salmon (Barbour County), Rachel Smith (Barbour County), Tom Maddox (Coffee County), Dean Smith (Coffee County), Derek Dickens (Dale County), David Hayes (Geneva County), Jimmy Money (Henry County), Gregory Reynolds (Henry County), Emmanuel Bankston (Henry County), Brandon Shoupe (Houston County), David Crutchfield (Houston County), Michael Smith (Houston County), and Kimberly Trotter (Houston County).

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

Chairperson Wilcoxon called the meeting to order at 3:03 PM by establishing a quorum was present and asked Mr. Thomas Crossley to pray. She also welcomed new Board members Emmanuel Bankston from Henry County, David Crutchfield from Houston County, and Marrilu Salmon from Barbour County.

At this time, Chairperson Wilcoxon recommended a Departure from Order of Business to allow the FY 2023 Audit Review to occur next, which was voted by Acclamation.

Item 4: Report of Officers, Committees, and Departments

A. Executive Committee Report

1. FY 2023 Audit Review – Josh Riley, McDaniel & Associates

Josh Riley, Auditor, presented the FY 2023 Audit to the Board of Directors and stated the Agency was in a strong financial position. Board members provided general discussion of the FY 2023 Audit Review. Earl Gilmore made a motion to approve the Audit. Thomas Crossley seconded the motion. The motion was passed by a unanimous vote.

Item 2: Awards, Presentations, and Guest Speakers – Chairperson Wilcoxon

1. Resolution #482 - In Recognition of Ms. Glenda Chancey's Service to the Commission (2002-2024) - Scott Farmer

Mr. Farmer informed the Board that he was requesting the approval of Resolution #482 to recognize Glenda Chancey's service to the Agency and Board of Directors. Sammy Glover made a motion to approve Resolution #482. Earl Gilmore seconded the motion. The motion was passed by a unanimous vote.

Item 3: Approval of Minutes from the Special Called Meeting December 14, 2023 – Chairperson Wilcoxon

Board members reviewed the minutes from the prior meeting. David Money made a motion to approve the minutes as presented. Gregory Reynolds seconded the motion. The motion was passed by a unanimous vote.

Item 4: Report of Officers, Committees, and Departments

A. Executive Committee Report

2. Employee Handbook Revision (Policy 235 Travel Expenses) – Scott Farmer

Mr. Farmer informed the Board that he was requesting the approval of the Employee Handbook Revision (Policy 235 Travel Expenses). Matt Parker made a motion to approve the Employee Handbook Revision (Policy 235 Travel Expenses). Earl Gilmore seconded the motion. The motion was passed by a unanimous vote.

3. Accounting & Financial Policies Manual Revision (Travel and Business Expenses) – Scott Farmer

Mr. Farmer informed the Board that he was requesting the approval of the Accounting & Financial Policies Manual Revision (Travel and Business Expenses) to maintain consistency with the Employee Handbook. Rob Hinson made a motion to approve the Accounting & Financial Policies Manual Revision (Travel and Business Expenses). Earl Gilmore seconded the motion. The motion was passed by a unanimous vote.

4. Wage Scale Revision (Pre-K Lead Teacher) – Wendy Cook

Ms. Cook informed the Board that she was requesting the approval of the Wage Scale Revision (Pre-K Lead Teacher) to maintain consistency with the Alabama Department of Early Childhood Education salary requirements. Leah Harlow made a motion to approve the Wage Scale Revision (Pre-K Lead Teacher). Earl Gilmore 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 Wage Scale Revision (Pre-K Lead Teacher).

5. Resolution #483 - 2023-2024 First Class Pre-K Program Stipend – Robiann Gilbert

Ms. Gilbert informed the Board that she was requesting the approval of Resolution #483 2023-2024 First Class Pre-K Program Stipend per Pre-K agreement guidelines. Matt Parker made a motion to approve Resolution #483. 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 #483 2023-2024 First Class Pre-K Program Stipend.

6. Resolution #484 – Alabama Quality STARS Stipend – Robiann Gilbert

Ms. Gilbert informed the Board that she was requesting the approval of Resolution #484 Alabama Quality STARS Stipend, which is an eligible activity of the program. Leah Harlow made a motion to approve the Resolution #484. Gregory Reynolds 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 #484 Alabama Quality STARS Stipend.

7. Resolution #485 – Supplemental Funding Request – Robiann Gilbert

Ms. Gilbert informed the Board that she was requesting the approval of Resolution #485 Supplemental Funding Request to request Office of Head Start funding for important health and safety needs. Matt Parker made a motion to approve the Resolution #485. Dean 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 Resolution #485 – Supplemental Funding Request.

8. Resolution #486 – Head Start Center-Based Teacher Qualification Waiver – Robiann Gilbert

Ms. Gilbert informed the Board that she was requesting the approval of Resolution #486 Head Start Center-Based Teacher Qualification Waiver per Office of Head Start protocol. Rob Hinson made a motion to approve the Resolution #486. Earl Gilmore 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 #486 Head Start Center-Based Teacher Qualification Waiver.

B. Agency Administration

1. Department Reports

a. Finance Department – Judith Tate

Ms. Tate informed the Board that the Agency’s Budget report runs from October 2023-January 2024. The year-to-date percentage of the Agency Budget is 32.07%. 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.

b. Head Start and Early Childhood – Robiann Gilbert

Ms. Gilbert informed the Board that the Headland Center has been closed due to environmental issues. Ms. Gilbert presented the Board with the current enrollment, as noted below.

Center Name	# of Classrooms	Enrollment	Waitlist
Andalusia Head Start	3	53	32
Andalusia Early Head Start	2	16	56
Eufaula Head Start	3	51	1
Floralia Head Start	2	36	9
Floralia Early Head Start	2*	0	10
Geneva Head Start	4	68	9
Opp Head Start	4	69	29
Total		293	120

Enrollment as of 3/5/2024

Opp and Geneva Head Start are fully enrolled as of March 14, 2024. Floralia is currently in the process of being retrofitting for two Early Head Start classrooms. Ms. Gilbert also welcomed Beverly Johnson, Health, Safety, and Nutrition Manager and Lydia Harvey, Educational Coach.

c. Senior Employment – Gail Clark

Ms. Clark informed the Board that current program enrollment as of March 14, 2024 is:

26 – Center for Workforce Inclusion (formally SSAI) – **Authorized – 37**

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

Ms. Clark asked the Board to promote the SCSEP program to area local government and non-profit organizations.

PROGRAM STATUS – FEDERAL

Ms. Clark explained that this is the third quarter of the 2023-2024 Program Year. Ms. Clark further 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 the project year, which is June 30, 2024.

PROGRAM STATUS – STATE

Ms. Clark explained that we are also in the third quarter of the 2023-2024 Program 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 March 14, 2024, we are under spending for local match on the Federal grant. We are also under spending for local match on the State grant.

d. Executive Director – Scott Farmer

Facility Update:

ALDOT Property Disposition request for 227 North Oates Street was approved. Submitted draft Purchase and Sale Agreement (PSA) to City of Dothan / DDRA (Pending). Currently assessing roof damage from hailstorm in January. Working with Dothan DRA on environmental documentation for potential alternative property.

Legislative Update:

Mr. Farmer provided a legislative update with the current status of the proposed FY 2024 appropriations that affect Agency funding. Mr. Farmer reported there does not appear to be any major impacts unless the appropriations process is not fully completed.

Item 5: Unfinished Business

None noted.

Item 6: New Business

Chairperson Wilcoxon reminded Board Members of the next Board Meeting, June 14, 2024. The meeting will be at the on the third 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 7: Adjournment

There being no further business, Chairperson Wilcoxon made a motion to adjourn at 3:50 PM with unanimous approval.

Lori Wilcoxon, Chairperson

Brittany McCree, Office Manager