



# Board of Director's Meeting Minutes

February 22, 2018	6:00 PM	District Office
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<b>Call to Order</b>	Board Chair Eddie Harris welcomed the members and called the meeting to order.
<b>Approval of Agenda</b>	<p>Eddie asked for additions to or a motion to approve the agenda.</p> <p><b>Motion by Kevin Austin to approve the agenda</b>  <b>Second by Ernest Lankford</b>  <b>Motion Carried</b></p>
<b>Invocation Memorials/ Remembrances</b>	<p>Chaplain, Mike Crouse gave the invocation and asked that we remember staff and Board members who were ill or recently lost loved ones.</p> <p><u>Board:</u></p> <ul style="list-style-type: none"> <li>➤ Mickey Cartner, brother-in-law Steve Dyson passed 1/10/18</li> <li>➤ Sylvia Jessup, cousin Derrick Simmons Sr. passed away</li> <li>➤ Kelly Craine, minor injury</li> <li>➤ Jimmy Walker, minor injury</li> </ul> <p><u>Staff:</u></p> <ul style="list-style-type: none"> <li>➤ Jo Ann Larkins, previous Executive Director, husband William Larkins passed 1/25/18</li> </ul>
<b>Attendance</b>	Terry Daniels, Staff Recorder called the roll in the absence of Secretary, Sylvia Jessup. A Quorum was met with 16 of 24 active members in attendance. A Quorum must meet the requirements of 50% of the membership.
<b>Approval of Minutes</b>	<p>Eddie asked for changes to or a motion to approve the December 14, 2017 Minutes.</p> <p><b>Motion by Mickey Cartner to approve the minutes</b>  <b>Second by Richard Lasky</b>  <b>Motion Carried</b></p>
<b>Seating of New Member</b>	<p><b><u>Seating of Low-Income Sector - HS Policy Council Representative</u></b></p> <p>Eddie asked Rhonda Wrenn, Head Start Director, to introduce Candra Brown to the Board. Rhonda said the Head Start Policy Council member and Chairperson, Trenae Munoz from Surry County stepped down as the Chairperson in December and the Vice-Chair, Candra Brown has accepted the Policy Council Chairperson vacancy. Rhonda said that Candra is a former Head Start parent from Stokes County and has been on the Policy Council for the past few years and was recently elected as Chairperson. She is very active on our Policy Council and we are very pleased to recommend her to represent our Council on this Board. Candra Brown will be representing the low-income sector and replacing Trenae Munoz.</p>

	<p>Eddie asked for a motion to seat the new Board Member  Candra Brown (replacing Trenae Munoz)  1085 Gene Martin Road  Walnut Cove, NC 27052  336-409-3107  <a href="mailto:brianadillman@aol.com">brianadillman@aol.com</a>  Term expires: 2019</p> <p><b>Motion by Marion Welborn to seat the new Board member</b>  <b>Second by Mike Crouse</b>  <b>Motion Carried</b></p>
<p><b>Introduction of Staff &amp; Guests</b></p>	<p>The staff and guests introduced themselves to the Board.</p>
<p><b>Recognitions</b></p>	<p>The following staff and Board members were recognized for length of service and were awarded service pins.</p> <p><b><u>5 Years</u></b></p> <ul style="list-style-type: none"> <li>○ Tommy Eads, WEA</li> <li>○ Margaret Vestal, HS</li> <li>○ Mary Olvera, Board</li> </ul> <p><b><u>20 Years</u></b></p> <ul style="list-style-type: none"> <li>○ Penny Spainhour, CTP</li> </ul> <p><b><u>25 Years</u></b></p> <ul style="list-style-type: none"> <li>○ Mavis Moore, MHS</li> <li>○ Patricia Peebles, HS</li> </ul> <p>Tommy Eads expressed his thanks to the Board, staff, and the Executive Director for the support he received from everyone at the agency. Tommy said he enjoys his job and helping people.</p> <p>Mary Olvera expressed her thanks and stated that it made her feel good to be a part of the YVEDDI Board. Mary said she works at Surry Community College as an Early Childhood Instructor and is a big champion for Head Start. Mary stated that she also sees in her job how much YVEDDI helps her students with transportation to college and that they would not have graduated without the agency providing the transportation services to the students. Mary has a grandmother that she takes care of that's 90 years old, and it's great to be a part of an organization that cares about all ages in the community.</p>
<p><b>Executive Director Report</b></p>	<p><b><u>Executive Director Accomplishment Report:</u></b>  You have my report on page 17 in your packet. In addition, some things that I wanted to mention:</p> <ul style="list-style-type: none"> <li>● 2016-2017 Annual Report is complete and has been reviewed by the P&amp;E Committee.</li> </ul> <p><b><u>Recommendations Follow Up from Board Self Evaluation</u></b></p> <ol style="list-style-type: none"> <li>1. Hear more from department heads – some ways we are doing this are: <ol style="list-style-type: none"> <li>a. Board Development - we usually skip the Dec and April meetings due to heavy agendas; Rhonda is presenting tonight on the Head Start program.</li> </ol> </li> </ol>

- b. Staff present at committee meetings
- c. Monthly Service Stats are in the board packet, see page 77
- 2. Better Board attendance
  - a. Terry will email, call or text you until she has a confirmation. There are 2 reasons that we do this. One is to establish quorum and go forward with a meeting, and two is to be able to mark you “excused” if you have a conflict. Per the Bylaws, 3 consecutive unexcused absences is a trigger for removal from the Board. We were recently dinged during a grantor monitoring for not following our Bylaws on Board Absences. So, we either need to amend the Bylaws or respond and confirm attendance with Terry, so you can be marked excused if you will not be attending.
- 3. Unclear on Board’s involvement in Important decisions/urgent matters
  - a. Per Bylaws, the Executive Committee handles urgent matters between meetings, subject to Board approval at the next meeting. Sensitive HR matters are handled in closed sessions.
  - b. Our Bylaws also call for a Board Organizational Chart and we have that, and it clarifies the committee roles
  - c. Important decisions - committees and their functions:
    - i. Divides up the heavy lifting work of the organization
    - ii. Expedite the work by removing routine tasks from Board consideration
    - iii. Utilize the specific talents and knowledge of Board members
    - iv. Permits a broader participation by all Board members

While a committee’s overall function is primarily advisory, it still must make Board recommendations, and in some cases, decisions.

Kathy states she can be available to you anytime there are questions. She then asks Rick to review the financial dashboard with the Board.

**Financial Dashboard (page53) - Rick Seibert**

Rick discussed the financial dashboard, which is a financial snapshot of what the agency looks like financially compared to last year and when compared to what a healthy non-profit agency looks like. The Dashboard provides several metrics for comparison such as cash flow, cash on hand, accounts, grants receivable, and accounts payable, as well as the line of credit balance. The agency shows a \$54,000 surplus through December compared to last year showing a surplus of \$14,000.

The Dashboard also provides a comparison of year to date results with the Agency Budget. The comparison shows that we are \$86,000 ahead of the plan for the 6 months into December. Items noted in the Dashboard include past due accounts receivable amounts resulting from the transition of the Transportation billing to NCTracks from the various county DSS departments. The day he put the Dashboard together, Transportation showed \$145,239 due from NCTracks that was over 90 days past due, but we collected \$95,000 that day. The Domestic Violence funding is running ahead of last year, which has helped to reduce the amount of grants receivable due during the period.

Rick discussed the initiatives listed on page 55 of the Board packet. Initiatives, such as payroll integration and additional software installations are helping to make us more cost effective, which will allow the Agency to use more funding on clients and for the mission of the Agency as a whole,

	<p>as opposed to funding backroom operations. Rick asked if there were any questions, and there were none.</p> <p><b><u>What to look out for in your packets:</u></b></p> <p>Program/Client Satisfaction surveys on pages 23 -33</p> <p>Service Statistical Reports pg.77</p>
<p><b>Committee Council Reports</b></p>	<p><u>Planning &amp; Evaluation Committee</u></p> <p>Committee Chairman, Kevin Austin said that our minutes are on page 21, program survey results are on pages 23-33, and that the P&amp;E Committee wants every Board member to see the results. Kevin said it showed good information and something to keep handy because it shows what we are doing right and where we can improve.</p> <p>Kevin said at tonight's P&amp;E meeting, we discussed the annual report and it contains a lot of good information, tells the story of YVEDDI, and answers a lot of questions on what the agency does. Kevin said the P&amp;E committee wants to authorize Kathy to move forward with publishing the report.</p> <p>Kevin said another thing that was discussed during tonight's meeting was an advertisement campaign on our transportation busses. Kevin said people are always asking what YVEDDI does and usually the one thing they know is our busses. So, Kathy's thought was to take advantage of the busses to share what else YVEDDI does. The P&amp;E committee approves of the advertisement presented to inform people of what other programs YVEDDI offers.</p> <p>Eddie asked if there were any questions and there were none. Eddie asked for a motion to approve the minutes, the annual report, and the advertisement on the Transportation busses.</p> <p><b>Motion by Richard Lasky to approve the minutes, the annual report, and the advertisement on the Transportation busses.</b>  <b>Second by Suzanne Wright</b>  <b>Motion Carried</b></p> <p><u>Personnel Committee</u></p> <p>Richard Lasky said they had a meeting on February 12, 2018 and had a quorum. Suzanne Wright was elected as the Vice-Chair of the committee. Richard said the Transportation program was requesting to make policy changes to the drug and alcohol testing that was required to be updated by the US DOT. Richard said they also discussed a 2.5% increase to the entire pay scale effective 7-1-2018 to assist in recruiting of qualified employees. There was a discussion on performance-based pay increase standard operating procedure. The personnel committee is requesting that this procedure be updated from 0.05, 1.0, 2.0, and 2.5 to tiers 1.0, 1.5, 2.0, and 2.5. There was an issue with the current procedure in that the 0.05 level only gave some employees a penny increase. Performance based increases are only given if the program budget allows. The personnel committee is recommending these to changes to the Board for approval.</p> <p>Eddie asked if there were any questions and there were none Eddie asked for a motion to approve the minutes and the recommended procedure changes.</p>

**Motion by Larry Johnson to approve the minutes to include the revision of pay schedule and the new tiers for performance-based increase procedures.**

**Second by Rebecca VanHoy**

**Motion Carried**

Finance Committee

Committee Chair, Jim Brown said they spent a good amount of time discussing the fundraiser event scheduled for April 21, 2018 and turned it over to Larry Johnson to update the Board members on the progress of the event. Larry said the goal is set for \$10,000 and we're having a car show on April 21, 2018, from 12-5. Larry said we have some wonderful flyers on the sign-in table and he hoped everyone would take some and distribute them in their communities. Larry said there will be a band called "too much SyLviA" which is a popular group out of Charlotte that will be performing at the fundraiser event and (2) insurance carriers that YVEDDI uses have donated funds to pay for the band and the agency will not incur any cost. Larry said we will have some food trucks to feed the people attending the event and water has been donated. He said we are selling the tickets at a cost of \$10 each and they are in books of 10 to reach our goal of \$10,000. Larry said we have following 3 prizes:

- 1) Top Prize was donated graciously by Eddie Harris from Harris Silversmith and Leatherworks, and is a silver pendant and bracelet. Larry Johnson had a picture that he passed around for the board members to see.
- 2) Second Prize is a gas grill donated by Lowe's Hardware
- 3) Third prize is \$200 cash that will be paid for by YVEDDI

Larry asked if there were any questions, and there were none. Larry turned the meeting back over to Committee Chair, Jim Brown.

Jim Brown said that the minutes contain the discussion regarding the financial reports through December 2017 for the Agency and that the committee reviewed the reports and they were accepted. The minutes also discussed the status of the agency pension plan and how we are proceeding on the audits related to the plan as well as items noted by the auditors. Jim Brown said they discussed the Weatherization program proposal to help the Rowan County community due to it being adjacent to Davie county, and asked Tommy Eads to discuss it further in detail.

Weatherization Director, Tommy Eads said Rowan County has not been served in 2 years by the Weatherization program. The state has asked for applications to help the county. You must be adjacent to Rowan county to apply. Tommy said we are here to serve and help the low-income folks save money and live more efficiently. Tommy said we had a short window of time to send in a proposal that was 163 pages in length, but we completed the proposal and submitted the application and told them we could do the work for the remainder of this fiscal year. Tommy explained that one thing in our favor is that we can keep the cost low on materials and we have a good staff in place to do the work. Tommy said this is a temporary contract with the state and we would have to reapply in July 2018 if that's what we want to do. Tommy asked if there were any questions. Mike Crouse asked if there was a down side, and Tommy said no.

Eddie asked if there were any questions and there were none. Eddie asked for a motion to approve the minutes and the proposal.

**Motion by Mickey Cartner to approve the minutes and the Rowan County proposal**

**Second by Wayne Frye**

**Motion Carried**

	<p><b>Public Hearing for Reduction of Service for Surry Yadkin Connector</b></p> <p>Jeff gave a brief overview of planned reduction of service.</p> <ul style="list-style-type: none"> <li>• Jeff directed the Board to the Surry Yadkin Connector handout pages 57 &amp; 58 of the board packet.</li> <li>• This page presents rider data for calendar year 2017 for the Surry-Yadkin connector route and displays how many people rode the connector each day of the week for each month.</li> <li>• Jeff explained that Surry Community College and LifeSpan, the two most popular destinations, have reduced schedules on Fridays, which resulted in only 165 riders on Friday for the entire year.</li> <li>• The average cost to operate the connector route on Friday is \$112 per rider compared to \$30 per rider the other days of the week.</li> <li>• Jeff proposes to reduce the connector route to Monday – Thursday.</li> <li>• In order to do so, the Board will need to hear any public comments and vote to approve the new schedule. The public hearing is required to comply with Federal regulations.</li> <li>• Jeff asked the Board if there were any questions and after the public hearing to approve the requested schedule change.</li> </ul> <p>Board Chair, Eddie Harris opened the public hearing and asked for public comments and there were none. Eddie closed the public hearing. Eddie asked if there were any other questions from the Board and there were none. Eddie asked for a motion to approve the proposed service reduction.</p> <p><b>Motion by Ernest Lankford to approve the proposed reduction</b>  <b>Second by Richard Lasky</b>  <b>Motion Carried</b></p>
<p><b>Program Committees Councils</b></p>	<ul style="list-style-type: none"> <li>○ Minutes – for information only</li> </ul>
<p><b>Program Statistical Reports (November 2017 – January 2018)</b></p>	<ul style="list-style-type: none"> <li>○ Reports – for information only</li> </ul>
<p><b>Board Development</b></p>	<p><b><u>Mid-Year Child Outcomes</u></b>  Head Start Director, Rhonda Wrenn discussed the mid-term child outcomes report on pages 83-85 which is a requirement to show how children are growing and developing. Rhonda discussed how the data is gathered and what they do with the data. Rhonda reviewed the strategies listed on page 86 and said they access the children 3 times a year, which is the fall to find out what the children know, and in the winter to see what the children have gained and learned. The mid-term outcomes report shows an overall gain for the year is 15%.</p> <p><b><u>Eligibility Criteria Rating System</u></b>  Head Start Family Community Partnership Coordinator, Jessica Brindle discussed the eligibility criteria rating system on page 87, and income eligibility for different sizes of families. Jessica said at the bottom of the page there's a list of other items with higher points to indicate the families in the most</p>

	<p>need. Jessica said on 2/20/18 the Head Start Policy Council met and approved the eligibility criteria rating system and now we are requesting Board approval. Jessica asked if there were any questions and there were none.</p> <p>Eddie thanked Jessica and asked if there were any questions and there were none. Eddie asked for a motion to approve the eligibility criteria rating system.</p> <p><b>Motion by Mike Crouse to approve the eligibility criteria rating system</b>  <b>Second by Suzanne Wright</b>  <b>Motion Carried</b></p> <p><b><u>Child Enrollment Plan</u></b>  Head Start Director, Rhonda Wrenn discussed the child enrollment plan and a letter dated 1/30/18, she sent to the regional office informing them of the enrollment issues she was having. Rhonda said the program was having enrollment challenges and has not been able to meet the funded enrollment. Rhonda discussed the enrollment plan on page 89 that shows the goal, strategies, target audience, and a timeline that her program is using to increase enrollment. Rhonda discussed the child drop history on page 90 that showed a total of 67 children had dropped from the Head Start program. Rhonda discussed the challenges and efforts to fix the problem and wanted to make the Board aware of the enrollment issue. Rhonda said if enrollment does not increase there is a possibility the agency would have to refund some money.</p> <p>There were no further questions.</p>
<b>Other</b>	<p><b><u>Head Start Refunding Application \$2,526,417 (PA20 &amp; PA22)</u></b>  Head Start Director, Rhonda Wrenn discussed the refunding grant application and the goals on page 96 and 97 of the Board Packet. Rhonda said goal 1 was to increase CLASS scores by providing additional training and professional development for teaching staff in areas of CLASS, particularly instructional support. Goal 2 is to relocate the Red Hill Creek site closer to Dobson due to a lot of theft. Rhonda explained that 150' ft. of copper wire from the well was stolen from the Red Hill site in January 2018, and the cost to repair the issue was \$1,560. Goal 3 is to provide education, information and resources to improve the overall health of the children and families. Goal 4 is to increase the level of participation and enhance family engagement strategies. Rhonda explained the refunding application is done online and that there are many documents she will upload and submit. Rhonda asked if there were any questions and there were none.</p> <p>Eddie thanked Rhonda and asked if there were any questions and there were none. Eddie asked for a motion to approve the Head Start Refunding Grant Application.</p> <p><b>Motion by Rebecca VanHoy to approve the Head Start Refunding Grant Application</b>  <b>Second by Kevin Austin</b>  <b>Motion Carried</b></p>
<b>Adjournment</b>	<p>Eddie asked for a motion to adjourn.</p> <p><b>Motion by Mickey Cartner to adjourn</b>  <b>Second by Suzanne Wright</b>  <b>Motion Carried</b></p> <p>Eddie reminded all the board members to get their fundraiser tickets before leaving.</p>

The meeting adjourned at 7:30 PM

**Next Board Meeting: April 19, 2018**

Respectfully submitted,

Sylvia Jessup  
Secretary

Terry Daniels  
Staff Recorder



<b>Board Members</b>				<b><u>Staff and Guests</u></b>
<b><u>February 22, 2018</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Excused</u></b>	
Kevin Austin	X			Tommy Eads
Jim Brown	X			Jessicca Brindle
Catalina Campechano		X		Kathy Payne
Mickey Cartner	X			Regina Chappell
Kelly Craine			X	Janet Phillips
Mike Crouse	X			Lisa Money
Beverley Essick			X	Rhonda Wrenn
Wayne Frye	X			David Brinkley
Eddie Harris	X			Jeff Cockerham
Debra Jessup	X			Terry Daniels
Sylvia Jessup			X	
Larry Johnson	X			
Mark Jones		X		
Shelby King			X	
Ernest Lankford	X			
Richard Lasky	X			
Jo Ann Layell	X			
Mary Olvera	X			
Edward Stevens	X			
Rebecca VanHoy	X			
Jimmy Walker			X	
Marion Welborn	X			
Suzanne Wright	X			