



Planning & Evaluation Committee Minutes

April 19, 2018	5:00 PM	District Office
Committee Member Attendees	Kevin Austin Mike Crouse Wayne Frye	Eddie Harris Shelby King Dr. Edward Stevens
Excused	Ernest Lankford and Mark Jones	
Absent		
Staff/Guest Attendance	Kathy Payne, Executive Director Terry Daniels, Executive Assistant who recorded the minutes Rhonda Wrenn, Head Start Director Yolanda Lytton, Migrant Head Start Program Coordinator Tommy Eads, Weatherization Director	
Agenda Topic	Call to Order	
	Committee Chairman Kevin Austin called the meeting to order noting there was a quorum met with 6 of 8 members present.	
Agenda Topic	Approval of Minutes	
	The minutes from the February 22, 2018 meeting will be approved at tonight's Board meeting. Kevin mentioned the minutes were in the board packet and asked if there were any changes or questions. There were none.	
Agenda Topic	Monitoring and Training	
Discussion	<p><u>Program Monitoring and Training Report</u></p> <p>Kathy said the monitoring and training reports were mailed out in the board packet, but she wanted to touch on some high points. Transportation had a NCDOT representative here on April 10, 2018 to provide guidance and check reporting. It was not a monitoring, only discussion, and there were no issues except for one Title VI sticker had fallen off and Jeff fixed it that day. Migrant Head Start had their pre-service training with East Coast Migrant Head Start and content included the Health Component Area, ChildPlus Training, and Education Component Area. Senior Services had PTRC monitoring of the Yadkin senior centers on April 13th and 17th. It went well, and we should be receiving an official monitoring letter soon. We have had training on worker's compensation and disaster preparedness. The senior center managers had training at the PTRC on social isolation. Rhonda Beavers and Lisa Money attended the Ann Johnson Leadership Symposium and the North Carolina Aging Conference in March.</p> <p>Weatherization had Duke Energy here on April 4-5 and it was a good visit with no findings. It was the third consecutive monitoring with zero findings. Tommy also has a state monitoring coming up with new monitor Jo McAninch who will be coming next week. Eddie asked if the bitterly cold winter increased calls for Weatherization, and Tommy said they do see an increase in calls, especially with the heating and air. Eddie asked if PTRC Weatherization received more money than our Weatherization program and Tommy said yes, that PTRC receives over 2 million dollars and ours is \$520,000. Kathy said PTRC has 7 counties and Tommy added that our budget will increase since we're taking on Rowan County. Our budget should increase somewhere between \$820,000 - \$850,000 just on the state side.</p>	
Agenda Topic	Development	

Regular & Migrant Head Start Monthly Reports

Rhonda said she didn't have anything to add to her report but would like to give an update on her renovations projects. Rhonda said the Yadkinville renovation project was coming along and she passed out pictures of the building's interior for the committee to see the progress. Rhonda said they are about a month out to being complete. Kathy asked when the open house date would be, and Rhonda said she didn't know yet because she had to give a thirty-day notice to licensing. Rhonda said they're planning on opening for children in the new school year. Kathy added that she had toured the facility this week and that Head Start's facility staff are doing most of the work. The items that were contracted out are heating and air, plumbing, electrical, and the decks. Kathy said what stands out at the facility are the handmade items versus the usual manufactured door facings and baseboards. The family advocate office and conference room have chair railing that was made from recycled pallets. Kathy said they have really put their stamp on the project and they used an unusual technique on the sheet rock. Rhonda said it was texturing that looks similar to stucco, and that it takes away any imperfections in the walls. Rhonda said she has been very worried about a contractor trying to snatch up her guys. Rhonda said her employees have a unique style and the pallet work that Kathy was talking about was also used in a closet and that they made shelves out of the pallets. It's unique and industrial looking. Rhonda said the pride Tony takes in his work is just awesome and the project is coming along very well. We are getting bids on playgrounds and paving is scheduled to happen next week. Kathy said they purposely selected more expensive dark colored fencing and earth tone playground equipment to be pleasing to the neighbors. Rhonda said her goal is to have a board meeting at the new site, so everyone can see it.

Rhonda said she also wanted to give the Danbury renovations update to the committee. We know things never go smoothly. The plan was to demo the adjacent Danbury facility and we got the approval from Stokes County Commissioners to do this. Later, we found out there is asbestos in the building and we must go through the abatement process to have it removed. After it's removed we can continue the demo. That was an additional cost that we weren't planning on. Hopefully, the County will take care of it. We're going to the Stokes Commissioner's meeting Monday night to discuss the project. Kathy asked if there were any questions and there were none. Rhonda said once we get rolling, it will happen fast. Eddie asked if it was a complete demo and Kathy said no, it was the adjacent portion of the building that used to be the YMCA. Dr. Stevens asked if they have sat down with the people on the committee to discuss it with them or the County Commissioners, so they know what's going on prior to the meeting. Kathy said they have been having ongoing discussions and Rhonda said two of the County Commissioners are on the YVEDDI Board. Rhonda said Ernest Lankford is a great supporter of Head Start and wants to see things done to resolve the issues. Kathy reminded the committee that Ernest was not happy with the condition of the building. Rhonda said Ernest is all about things being done fair for all parties. Mike said he wanted to praise the Kathy and Rhonda for making things work and never giving up because they are always finding other options to make things work.

Kathy gave an update on the Red Hill Creek Lease with Surry County. It's out of date, and we will have the update complete once a termination clause is added. Eddie asked if the County bought the facility specifically for YVEDDI and Kathy said no, it used to be a community center and the County still owns it, but leases to the Red Hill Creek Community Council and YVEDDI sub leases it.

Kevin asked how many children were in Stokes Center and Rhonda said 17. The least any of our centers would have is 17. Kevin asked if there were any more questions and there were none.

Yolanda reported that Migrant Head Start has entered into our project budget period extension as of February 1st and will operate until October 31st. Following October 31st, we will begin a Nov. 1

through October 31st fiscal year and this is how we will operate moving forward for the next 5-year grant period. This season, we are slated to serve another 41 children, either migrant or seasonal status at the same funding amount. If things go as planned, we will bring our staff back on May 29th to begin training and prep the classrooms, bring the children in on June 13, and operate through October 5th. Kevin asked if there were any questions and there were none.

Weatherization – Awarded Rowan County 4/3/18

Tommy said we have been awarded Rowan County. We were the highest scoring applicant for the county. We have already conducted two energy audits today and staff are working on the second home that they will finish on Monday. Tommy said they told the state they would do 11 homes in Rowan County, but the state only requires them to do 7. However, with the money they awarded us and if we're able to get the materials needed to perform the job at a minimal cost, we can always do more than the required 7. Tommy said they have already taken five applications and there is a lot of need in Rowan County. Kathy said one surprise is that because they were so late awarding the project that they moved forward and awarded Weatherization for the next fiscal year as well. Kevin asked Tommy when he would complete the 11 homes and Tommy said by the end of June. Kevin said that is pretty good. Eddie asked what the population is in Rowan County and Kevin said approximately 140,000. Tommy discussed the way we would divide the crews among the counties and the driving time to get to Rowan County. Tommy added that he and Kathy have talked about the driving time and his guys will work a different schedule to save money and reduce the wear and tear on vehicles. Eddie asked about the percentages of heating and air and other items. Tommy said when the state awards you a dollar amount they allow you a certain amount for each program:

DOE – Department of Energy Homes
HARRP – Heating & Air Repair and Replacement Program
LIHEAP – Low-Income Home Energy Assistance Program

The state allocates the money for each program. Tommy said you receive one lump sum, but they allocate the money for each program. Tommy said he asked for additional money this year but did not receive it. Kevin asked how many more staff will need to be added to the program and Tommy said three. Kevin asked if there were any questions and there were none.

Kathy read a letter she received from Jeremy Fields praising Tommy. Jeremy wrote in his report that multiple customers praised the YVEDDI Weatherization program for the customer service they provided and stated the services have lowered utility bills and increased the quality of life for many customers.

Program Mission Statements

Kathy said the program mission statements were mailed out in the board packet for consideration. Kevin ask the committee to take a few minutes to review them again and asked if there were any questions and there were none. Kevin asked for a motion to approve the proposed program mission statements.

Motion by Dr. Edward Stevens to approve the program mission statements
Second by Eddie Harris
Motion carried

Agency Vision Statement

Kathy shared a handout that included the current YVEDDI vision statement that was adopted in 2010. She recommended that we shorten it and noted there were some suggestions for

	<p>consideration and added that we could discuss it in more detail at the next meeting. Kathy asked Kevin if they would like to keep it in the P&E committee or if they wanted to take it to the full Board. Kevin said he wanted to keep it with the P&E committee and when they reviewed and approved it at the P&E committee, he would present it for full Board approval.</p> <p><u>Program Surveys – CSBG, TSP, YCSC</u></p> <p>Kathy discussed the recent program surveys. The first one is the CSBG Customer Satisfaction Survey and the ratings are listed, and the scores are good for the most part. As recommended before, they will be attached to the minutes and will go out in the next Board packet. Next is Transportation program surveys and you will see the questions are on the left, and the score is on the right. The scores look good. The last survey is the Senior Center Participant Interest Survey for the Yadkin County Senior Center (YCSC), and there are some suggestions and responses; 35 surveys were distributed and 25 were returned. Kathy said we're going to work to improve the format, so we can have a number cumulation to the right. Kevin asked about the last time we had surveys for Transportation, about 6 months ago? Kathy said yes, but it was just for the circulator. Kevin said these comments are always great regardless if it's compliments or complaints because we always have room to improve. Kevin asked if there were any questions or comments about the surveys and there were none.</p>
Next Meeting	Thursday, June 28, 2018 @ 5:00 PM
Meeting Adjourned	<p>Kevin asked for a motion to adjourn the meeting. Meeting Adjourned at 5:45 PM</p> <p>Motion by Eddie Harris to adjourn Second by Mike Crouse Motion carried</p>
Minutes Recorded By/Signature	Terry Daniels