

Board of Director's Meeting Minutes

April 19, 2018	6:00 PM	District Office
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Call to Order	Board Chair Eddie Harris welcomed the members and called the meeting to order.
Approval of Agenda	<p>Eddie asked for additions to or a motion to approve the agenda.</p> <p>Motion by Larry Johnson to approve the agenda Second by Kevin Austin Motion Carried</p>
Invocation Memorials/ Remembrances	<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"> ➤ Mickey Cartner, brother-in-law Steve Dyson passed 1/10/18 and brother-in-law Dennis passed on 3/29/18 ➤ Mike Crouse lost a close family member and has an Aunt whose health is failing ➤ Wayne Frye is having some health issues ➤ Shelby King stated that Robert Strickland is having health issues ➤ Rebecca VanHoy's Aunt Elizabeth Campbell fell and broke her hip ➤ Others who are hurting or have lost loved ones
Attendance	Terry Daniels, Staff Recorder called the roll as Secretary Sylvia Jessup joined the group. A Quorum was met with 16 of 24 members in attendance. A Quorum must meet the requirements of 50% of the membership.
Approval of Minutes	<p>Eddie asked for changes to or a motion to approve the February 22, 2018 minutes. Eddie asked if there were any questions and there were none.</p> <p>Motion by Marion Welborn to approve the minutes Second by Suzanne Wright Motion Carried</p>
National Volunteer Month	<p><u>RSVP Volunteer Recognition</u></p> <p>Lisa Money said April is National Volunteer Month and that YVEDDI had a volunteer recognition celebration event this afternoon and had approximately 80 people in attendance. Volunteers were presented an appreciation certificate and a gift bag to thank them for their service. Lisa said the Retired Senior Volunteer Program (RSVP) manager Missy Whitaker is going to give you some statistics about our volunteers and their hours which are staggering and recognize the top 3 volunteers.</p>

Missy thanked the board for letting her share information about RSVP. The Retired Senior Volunteer Program is funded through a senior corp. grant administered through the Corporation for National and Community Service (CNCS). RSVP assists seniors age 55 and older in finding volunteer opportunities in their communities. Volunteering enhances the lives of both the volunteer and the recipient. Volunteering keeps bodies, minds and spirits healthy and active longer. RSVP volunteers choose where and how they want to volunteer in the RSVP partner volunteer stations throughout our communities. RSVP volunteers complete a travel and time record and are reimbursed .50 a mile to assist in being able to continue their volunteer work.

Nationally there are over 220,000 volunteers working 7.8 Billion hours with an economic value of 184 billion dollars for our country. For fiscal year 2017, YVEDDI's RSVP had 172 registered volunteers logging 22,505 hours with a monetary value to our economy of \$543,270.00 based on the current national average of volunteer's hourly rate at \$24.14 per hour. RSVP volunteers are placed in nutrition sites to assist with congregate and home-delivered meals, local schools, Red Cross, Grace's Closet, hospice and local food pantries and the medical loan closet. The blessings that these volunteers give and receive are immeasurable.

Please help to congratulate the top three YVEDDI volunteers. All three work with senior nutrition serving in congregate nutrition sites.

- Ed Stevens, a Pilot Mtn. nutrition site volunteer with 624 hours of service
- James Bowman, volunteer with Yadkin nutrition site with 622.50 hours
- Dot Wright, volunteer with Yadkin nutrition site with 607 hours.

Thank you all for your many hours of service to our community and thank you for allowing me a few minutes to explain our program and congratulate our volunteers. If you would like more information or wish to volunteer, please contact our office at the Jones Family Resource Center.

**Annual Meeting
Seating of
Representatives**

Eddie announced that we need to seat the following Representatives.

Seating of Representatives

Public Sector	Current	New
Representative (Surry)	Eddie Harris	Eddie Harris
Representative (Stokes)	Jimmy Walker	Jimmy Walker
Low Income Sector		
HS Policy Council - Yadkin	Rebecca VanHoy	Rebecca VanHoy
HS Policy Council - Surry	Jo Ann Layell	Jo Ann Layell
Private Sector		
Davie – Accountant	Jim Brown	Jim Brown
Davie – Ret. Insurance	Mickey Cartner	Mickey Cartner
Surry – Ret. OAA - PAC	Edward Stevens	Edward Stevens

Eddie asked for a motion to approve the seating of the Public Sector Representatives.

**Motion by Mickey Cartner to approve the seating of the Public Sector Representatives.
Second by Mike Crouse
Motion Carried**

Eddie asked for a motion to approve the seating of the Low-Income Sector Representatives.

**Motion by Kevin Austin to approve the seating of the Low-Income Sector Representatives.
Second by Suzanne Wright
Motion Carried**

Eddie asked for a motion to approve the seating of the Private Sector Representatives.

**Motion by Sylvia Jessup to approve the seating of the Private Sector Representatives.
Second by Rebecca VanHoy
Motion Carried**

**Election
of Officers**

Position/Board Member	Sector	County
Chair Eddie Harris	Public Official	Surry
Vice-Chair Mickey Cartner	Private / Business	Davie
Secretary Sylvia Jessup	Low Income	Stokes
Treasurer Jim Brown	Private / Business	Davie

Rick Seibert, Finance Director, Regina Chappell, CSBG Director, Janet Phillips, HR Director, and Lisa Money, Director of Senior Services assisted in collecting the ballots. The ballots were counted by Rick Seibert, Regina Chappell, and Janet Phillips. Regina announced the results for each position elected.

Treasurer

Eddie asked if there were additional nominations from the floor. There were none. Eddie asked for a motion.

**Motion by Kevin Austin that the nominations be closed
Second by Kelly Craine
Motion Carried**

The Board voted and Jim Brown received a unanimous vote of 16.

Secretary

Eddie asked if there were additional nominations from the floor. There were none. Eddie asked for a motion.

**Motion by Mickey Cartner that the nominations be closed
Second by Rebecca VanHoy
Motion Carried**

The Board voted and Sylvia Jessup received a unanimous vote of 16.

Vice Chair

Eddie asked if there were additional nominations from the floor. There were none. Eddie asked for a motion.

Motion by Sylvia Jessup that the nominations be closed
Second by Kelly Craine
Motion Carried

The Board voted and Mickey Cartner received a unanimous vote of 16.

Board Chair

Eddie asked if there were additional nominations from the floor. There were none.

Motion by Mickey Cartner that the nominations be closed
Second by Marion Welborn
Motion Carried

The Board voted and Eddie Harris received a unanimous vote of 16.

Appointments

Eddie asked for a concurrence for these appointments or if there were other suggestions or questions regarding these appointments. There were none.

Appointments

Parliamentarian	Debra Jessup
Chaplain	Michael D. Crouse
Staff Recorder	Terry Daniels
CPA Auditor	Dixon Hughes and Goodson, LLP
Attorney	J. Gregory Matthews

The full Board was in consensus of the appointments as presented.

Eddie thanked Rick Seibert, Finance Director, Regina Chappell, CSBG Director, Lisa Money, Senior Services Director and Janet Phillips, HR Director, for their assistance in the election process.

Introduction of Staff & Guests

The following staff and Board members were recognized for length of service and were awarded service pins.

Recognitions

5 Years

- Ramona Rios, HS
- Eddie Harris, Board

10 Years

- Tina East, HS
- Richard Lasky, Board

Executive Director Report

Executive Director Accomplishment Report:

You have my report on page 21 in your packet. In addition, somethings that I wanted to mention:

- The bigger items we've been working on the last two months have been grants, reports, and Saturday's upcoming fundraiser

- Meals on Wheels was awarded \$4,054 from the Subaru Share the Love event
- Yadkin County Senior Center was awarded \$300 from the NC Community Foundation per the Shirley A. Gough memorial endowment, as recommended by Jerrell Gough
- Duke Energy was here monitoring WAP April 4 & 5 – third time with no findings!
- We are very excited about the fundraiser! We are expecting a Corvette Club out of Charlotte here along with several other clubs. We're going to have some good food available and I want to give a shout out to Janet Phillips for booking our food vendors
 1. BJ's Fry Shack will have hamburgers, hot dogs, BBQ, French Fries, Onion Rings, Fun Tarts, and Frickles.
 2. The First Presbyterian Church of Boonville will have Fish Sandwiches, Collard Green Sandwiches and Pinto Beans.
 3. Hassel's Food Tent will have funnel cakes, popcorn, candy apples and lemonade.
 4. YVEDDI will be selling bottled water.

What to look out for in your packets:

- We had a quorum in all the previous committee meetings!
- Pg. 32 Personnel Report – We need 3 Weatherization Techs, please refer anyone who might be a good candidate for these positions
- Pg. 37 Finance Minutes – we have several recommended approvals for the board's consideration
- If you want to know what our programs have been doing, a quick way to look at that is your Program Service Statistical Reports on pg.63

Thanks

- Jim Brown for assisting our efforts with the EBSC Stock liquidation
- Tommy Eads for his successful application to serve Rowan County
- Stokes County for assisting us with Danbury HS improvements
- **A very big thanks to all who have worked to make this fundraiser a success**
- Given this is our annual meeting, thanks to all board members who will be doing another term of service for YVEDDI.
- Any members, who wish to change committees, please let Terry know.

Fundraiser

Larry Johnson said he would like to thank the staff and said Janet Phillips sounded like a star on the radio. She took the opportunity to explain YVEDDI's mission and to get some fundraising money. Larry asked for 2 volunteers to help him with the 50/50 raffle tickets and to work the crowds to raise a little money and Eddie Harris offered to help. Larry said he was excited and looking forward to the fundraising event. Eddie said the weather would be great and he hoped everyone would come out.

Committee Council Reports

Planning & Evaluation Committee

Kevin Austin said we have three openings in the Weatherization program as a result of the new contract with Rowan County and the population is approximately 140,000, so that's a pretty nice chunk of business for the agency to take on outside our normal service area. Tommy has already started in Rowan County and is well ahead of schedule but he does need 3 more people to keep exceeding his objectives.

Kevin said we received an update on the Yadkin Head Start building and we are on target to open

when school starts in August. Kevin said he wanted to give a personal thank you to everyone involved because it's been an interesting situation and when he drives by the job site a few times a week it's been kept very clean and well organized. There were pictures of the inside of the building passed around during the P&E meeting and you could tell by looking at the pictures that our staff has done a wonderful job.

Kevin said the P&E approved mission statements for all of our internal programs and they will be presented at the next board meeting for full Board approval. Also, we started discussions about our vision statement for the YVEDDI agency and we're going to bring back a recommendation for the entire board. It will not be in the Board packet but we will probably approve it at the P&E meeting and then present it for full board approval. The last time we did this was 2010, so he's time for an update.

Kevin said he would like to ask for approval of the minutes from February 22, 2018. Eddie asked if there were any questions and there none. Eddie asked for a motion to approve the minutes.

Motion by Mickey Cartner to approve the minutes

Second by Sylvia Jessup

Motion Carried

Personnel Committee

In the absence of Richard Lasky, Vice Chair Suzanne Wright said they had a quorum and discussed outsourcing payroll and asked Rick to explain to the Board members.

Rick said he has been at the agency for a few years and they have cleaned up a lot of things to be at a very good place now. Currently our payroll is done by one (1) person that runs through our GL system, which Rick refers to as QuickBooks on steroids. There are over 20 years and 57,000 accounts in there and the system needs to be improved because our payroll is very complicated. Rick has looked at outsourcing payroll and met with Workforce Unlimited. They gave him a fairly good price but it's going to take a lot of work to take all the information that we gather now, but ideally the simple process will be to push a button and the money goes to the bank and the payroll gets processed. Rick said he would like to reduce the dependency upon one person and Workforce has over 30 years' experience and has only missed a payroll one time and he thought that was pretty good. However, Lisa has been doing the agency's payroll for 11 years and has never missed a payroll. Rick said in his opinion we cannot continue to depend and rely on that one person. Therefore, in the context of outsourcing payroll we charge that fee out to all of the programs and we're effectively eliminating one bookkeeper position. We are behind in our IT and the agency has a tremendous amount of data that we need to work very quickly to have it encrypted. We have 4 to 5 servers continually trade data between the district office and the Yadkin office, so we're trying to take some of this IDC funding that we bill to grants and push more of it towards IT and by outsourcing payroll we can use Lisa to do more GL things. Rick said we are trying to be more efficient and cost effective.

Mickey asked if funding was available to outsource payroll. Rick said by reducing positions the funding will be there to spread out for IT. Mike Crouse said he feels that it's a pro-active approach and Rick said we need to encrypt our information to avoid a data breach.

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

**Motion by Marion Welborn to approve the minutes
Second by Mickey Cartner
Motion Carried**

Finance Committee

Jim Brown said they had a quorum and he hoped everyone read over the finance minutes. We have a better forecast financially. Jim asked if there is anything in the minutes that anyone has a question about. Rebecca VanHoy asked about the date listed in the Finance minutes on page 39. "All money and unsold tickets are due at the next Board meeting on February 19th," and the correct date is April 19th. It was a typographical error. Correction noted.

Mickey asked about the DV/SA budget on page 41 – near the bottom of the paragraph, "*The program may need to revert funds back to the grantor at the end of the year due to this difficulty. This is a major problem for the grant administrator.*" Mickey said we don't need to lose anything or send anything back. Mickey asked is that the way it is and Rick said the context of that discussion was that Linda has effectively 19 budgets and all together it's at half a million dollars and it's obviously a great program, but the administration in these budgets are a nightmare. Linda is running the program and it's a tough program to manage because you have half of a million dollars split up to approximately 19 - \$20,000 budgets with very small line items. There's timing to the paper process and it takes a tremendous amount time because they don't pay administrative cost. Rick said it's just about impossible the way it is set up and Rick said he would like to see the state combine the counties because it would take away a lot of headaches this time of year. It takes a lot of people a lot of time to get through this process and it's not an enjoyable process.

Mickey said he does not want money reverted to the state for the DV/SA budget. Rick said it's not actually reverting money back to the state, it's just returning money we didn't use. Rick said how do we get through spending it and then worse how do we report it through all the budgets. Rick said Kathy, Linda and everyone has been dealing with this the past couple of weeks.

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

**Motion by Rebecca VanHoy to approve the minutes
Second by Suzanne Wright
Motion Carried**

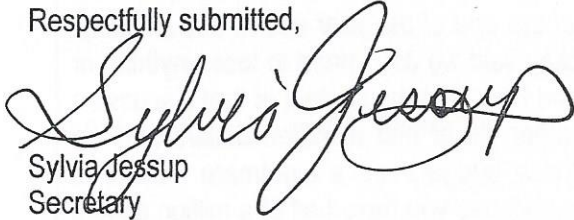
Program Committees Councils	<ul style="list-style-type: none"> ○ Minutes – for information only
Program Statistical Reports (February 2018 – March 2018)	<ul style="list-style-type: none"> ○ Reports – for information only
Other	<u>Raffle Tickets / Money Collection</u> Eddie said Janet was collecting the raffle ticket money and any unsold raffle tickets. Janet said we

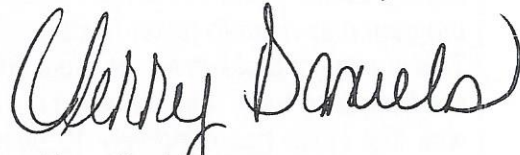
	just need to have all the money and prizes tonight or first thing Saturday morning by 8:00 am.
Adjournment	Eddie asked for a motion to adjourn. Motion by Mickey Cartner to adjourn Second by Sylvia Jessup Motion Carried

The meeting adjourned at 7:10 PM

Next Board Meeting: June 28, 2018

Respectfully submitted,


Sylvia Jessup
Secretary


Terry Daniels
Staff Recorder

Board Members				Staff and Guests
April 19, 2018	Present	Absent	Excused	
Kevin Austin	X			Regina Chappell
Candra Brown	X			Tommy Eads
Jim Brown	X			Rhonda Wrenn
Catalina Campechano			X	Jeff Cockerham
Mickey Cartner	X			Lisa Money
Kelly Craine	X			Missy Whitaker
Mike Crouse	X			Jimmy Bowman
Beverley Essick			X	Linda Trivette
Wayne Frye	X			Terry Daniels
Eddie Harris	X			Kathy Payne
Debra Jessup			X	Janet Phillips
Sylvia Jessup	X			Rick Seibert
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			