



Board of Director's Meeting Minutes

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| June 28, 2018 | 6:00 PM | District Office |
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| Call to Order | Chairman Eddie Harris welcomed the members and called the meeting to order. | | |
| Approval of Agenda | <p>Eddie stated he would like to add an item to the agenda, which was a new grant application to Meals on Wheels of America. He asked if there were any others. With there being none, he asked for a motion to approve the agenda.</p> <p>Motion by Mickey Cartner to approve the agenda with the one addition Second by Kelly Craine Motion Carried</p> | | |
| Invocation Memorials/ Remembrances | Chaplain Mike Crouse gave the invocation and asked that we remember those who were ill or recently lost loved ones. | | |
| Attendance | Sylvia Jessup, Board Secretary called the roll. A Quorum was met with 18 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 April 19, 2018 minutes.</p> <p>Motion by Sylvia Jessup to approve the minutes Second by Beverley Essick Motion Carried</p> | | |
| Introduction of Staff & Guests | At Eddie's request, the staff introduced themselves. | | |
| Recognitions | <p>Eddie recognized the following staff with service anniversaries and awarded them pins.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Richard Carter, CTP ○ Crystal Smoot-Dulin, CTP </td> <td style="width: 50%; vertical-align: top;"> <p><u>25 Years</u></p> <ul style="list-style-type: none"> ○ Glenda Hatcher, HS ○ Yolanda Lytton, MHS </td> </tr> </table> | <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Richard Carter, CTP ○ Crystal Smoot-Dulin, CTP | <p><u>25 Years</u></p> <ul style="list-style-type: none"> ○ Glenda Hatcher, HS ○ Yolanda Lytton, MHS |
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| Special Recognition | <p>Executive Director Kathy Payne reported on the April 21st agency car show fundraiser stating that we raised over \$8,000 and recognized the following Board members as the top 3 ticket sellers. The following members received gift cards, certificate of appreciation, and an umbrella:</p> <ol style="list-style-type: none"> 1. Larry Johnson sold \$ 1,630.81 2. Mickey Cartner sold \$1,000.00 3. Marion Welborn sold \$615.00 | | |

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| <p>Executive Director Report</p> | <p><u>Executive Director Accomplishment Report:</u> Kathy said you have my report on page 21 of your Board packet. In addition, something that I wanted to mention:</p> <p>Rosanne Tenienta, new CSBG Program Analyst notified us that she will attend our August Board meeting to introduce herself, say a few words about OEO and our new monitoring structure for the upcoming year, and to answer any questions.</p> <p><u>What to look out for in your packets:</u></p> <ul style="list-style-type: none"> • We had a quorum in all the previous committee meetings – thank you! • Committee Minutes contain several recommendations for Board approval. • Page 95 is the new FY Board and Committee meeting schedule. • Page 85 is the article about Suzanne Wright’s promotion to County Consolidated Human Services (CHS) Director – Congratulations! <p><u>Financial Dashboard</u> Kathy invites Rick to review the Financial Dashboard on page 51. Rick said the results were comparable to last year through April. Rick discussed slow payments by NCTracks who is paying 90 -120 days late and because of this, our 1st quarter of FY19 cash will be low. At this point, Rick does not anticipate any reduction in services as a result, but it can be impacted by how timely NCTracks makes payment.</p> <p>Rick also discussed the NC Medicaid Managed Care transition and the large impact it will have on our ability to build or retain reserves. Rick said when state Medicaid changes to Managed Care, the money will no longer flow through the counties, but instead will be paid by the state to a designated Managed Care Organization (MCO). He said we’re in Region #2 and indications show that United Health Care may be the MCO for the western half of the state. The MCO will probably hire a transportation broker, which by all indications, could be Logisticare. Jeff has already developed a relationship with Logisticare. Rick said Managed Care could be a great opportunity for YVEDDI. The transportation broker may allow YVEDDI to regain some of the Medicaid business in all of our counties. The Transportation broker will set the rates and as a result, each county may have several transportation providers for Medicaid and not just one who bid the lowest rate, as was the case with each county DSS. Rick also said that the agency has spent the last two years updating our computer network, encrypting our data and improving our network capabilities to allow YVEDDI to participate in more opportunities. Larry Johnson asked if YVEDDI had any competition. Rick said our friends at Cape Fear is our primary competition, but in comparison our vehicles meet the higher DOT standards. Rick said that if there was one thing that you take away from this discussion, it is that the Medicaid transportation business has historically provided the largest part of unrestricted funds for YVEDDI and that is going to change. Rick asked if there were any more questions and there were none.</p> <p>Kathy concluded her report by giving thanks to the Board members:</p> <ul style="list-style-type: none"> • For their attendance tonight • Mickey Cartner for connecting us with Woodmen Life for a Retirement Plan bid • Debra Jessup for lending her advice with personnel matters |

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| | <ul style="list-style-type: none"> • Dr. Stevens and JoAnn Layell for their ongoing volunteer services |
| Board Development | <p><u>Head Start Year End Outcomes</u> Allison Winters, Head Start Deputy Director/Program Support Coordinator discussed the End of Year Outcomes Report on page 91. Allison explained this report showed the children's progress and school readiness the children have achieved. She explained how the data was gathered and the ongoing assessment during the academic year. Then, she explained how the data was used to train staff, educate parents, and share with the community in their Annual Report. On Page 92, Allison discussed the fall check point, the spring-checkpoint, the increased percentages in all areas, and an overall gain for the year of 32%. Allison asked if there were any questions on the Year End Outcomes Report and there were none.</p> <p><u>Class Scores</u> Allison Winters discussed the Classroom Assessment Scoring System (CLASS) Scores Report on page 93 of the board packet. Allison explained this is based on a positive interaction between the child and the teacher. CLASS is conducted twice a year but our Head Start program strives to go above and conducts the observation three times a year to better support our staff. You will see on the chart our program ranks above the National average. Allison added that we have five staff members certified to perform this assessment. Allison asked if there were any questions on the CLASS Scores and there were none.</p> |
| Committee Council Reports | <p><u>Planning & Evaluation Committee</u> Kevin said he wanted to apologize for not being able to attend tonight's P&E meeting, but we do have minutes from the last meeting (April 19, 2018) on page 25 of the board packet. Kevin said we also have some CTP Survey results on page 29 of your board packet with comments on page 31. Kevin said he really appreciates the fact the staff shares this information with the Board because it gives us all the opportunity to know what the results are and how people are feeling about YVEDDI. Kevin said the scores are 8's and 9's across the board and we have something to be proud of in our Transportation operations. Eddie asked if there were more questions and there were none. Eddie asked for a motion to approve the minutes.</p> <p>Motion by Mickey Cartner to approve the minutes Second by Richard Lasky Motion Carried</p> <p>Eddie asked Yolanda Lytton, Migrant Head Start Coordinator to come up and review the Community Assessment that she is requesting Board Approval for. Yolanda stated the process has changed quite a bit due to us entering into a new 5-year contract period as of November 1. At the request of the East Coast Migrant Head Start Project (ECMHS) which is our funding source we were not asked this year to do the normal 25-30 page documents that we usually do as an annual community assessment. This year we were only asked to do a survey of the number of farms in the area that our families are working for and estimate the number of workers and children that come from those farms and if they meet seasonal or migrant status. In addition to that the months of work they're employed for those employers, and the name of the farms the workers come from. There were also asked to do a survey of child care in the area and were asked to look at the Head Start program and the services they provide as well in-home day cares, church daycares, and pre-school that's offered by the public schools. Within the surveys they were asked to take a look at the pros and cons of the services these</p> |

programs offered compared to the Migrant Head Start program. Some of the con's they came across are: the cost is enormous to our families, staff not available to speak the language, lack of cultural differences, and operational hours because our families work sun up to sun down. Yolanda asked if there were any questions, and there were none. Eddie asked for a motion to approve the Migrant Head Start Community Assessment.

**Motion by Rebecca VanHoy to approve the Migrant Head Start Community Assessment
Second by Dr. Stevens
Motion Carried**

Personnel Committee

Suzanne Wright, Vice-Chair said they heard two presentations from Wells Fargo on retirement plan options and the committee decided to turn it back over to Kathy and her team to get more information. Kathy added we're still shopping for more plans.

Susan went on to say that David Brinkley, Transportation Operation Manger proposed hiring seasonal drivers in Stokes County due to a driver shortage and added that many of Yadkin Drivers are getting a lot of over-time trying to help. So, he proposed hiring the seasonal drivers at a rate of \$11.00 per hour. He also proposed a retention pay supplement of \$500 to Stokes County drivers after 90 days, and the committee voted in support his proposal.

We also discussed a Head Start supplemental pay to 12 staff members that have gone above and beyond their normal duties with some of them performing two jobs at the same time due to position vacancies. We agreed on an additional 20% to cover the taxes that will be deducted, and the committee voted in support of this proposal.

Susan added that we approved a policy update due to the recent CSBG monitoring. There was a finding in that the disciplinary policies were not aligned with the operating procedures, so we modified the policy to make the language consistent. Eddie asked if there were any more questions and there were none. Eddie asked for a motion to approve the minutes.

**Motion by Sylvia Jessup to approve the minutes
Second by Beverley Essick
Motion Carried**

Finance Committee

Jim Brown said he had nothing to add because Rick covered everything in his earlier report. Eddie asked if there were any more questions and there were none. Eddie asked for a motion to approve the minutes.

**Motion by Mickey Cartner to approve the minutes
Second by Suzanne Wright
Motion Carried**

**Program Committees
Councils**

- Minutes – for information only

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| Program Statistical Reports (April 2018 – May 2018) | <ul style="list-style-type: none"> ○ Reports – for information only |
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| Other | <p><u>Meals on Wheels America, mini-grant for \$10,000</u> Lisa Money, Senior Services Director said the purpose of the grant is to support implementation of a technology-supported Core Client Change of Condition Protocol through a learning collaborative. Our service allows seniors to stay home longer rather than go into long term care, and community-based services improve the quality of life for seniors. Lisa said it's difficult to advocate for more funding because we don't have outcomes to show.</p> <p>Eddie asked if there were any questions and there were none. Eddie asked for a motion to approve submission of the grant.</p> <p>Motion by Dr. Stevens Second by Richard Lasky Motion Carried</p> <p><u>MHS Renewal Application</u> Yolanda said the Migrant Head Start will be entering a new 5-year grant period as of 11/1/18 which will change our funding year to begin on 11/1 to 10/31. I'm requesting approval for the grant application in the amount of \$411,089, which will serve 47 children for 18 weeks of service beginning 11/1/2018 and carry us through 10/31/19.</p> <p>Eddie asked if there were any questions and there were none. Eddie asked for a motion to approve the grant.</p> <p>Motion by Mickey Cartner to submit the grant application Second by Mike Crouse Motion Carried</p> <p><u>Migrant Head Start COLA Application</u> Yolanda said the Migrant Head Start program is requesting approval to submit a 2.6% Cost of Living Adjustment (COLA) funding application in the amount of \$10,199. Each employee, full and part-time will receive a 2.6% pay increase. The remaining amount of \$566.26 left over will be moved over to our Transportation line item to support those cost.</p> <p>Eddie asked if there were any questions and there were none. Eddie asked for a motion to approve submission of the grant.</p> <p>Motion by Rebecca VanHoy to approve the 2.6% COLA for Migrant Head Start Second by Wayne Frye Motion Carried</p> <p><u>Head Start COLA Application</u> Allison said the Head Start program is requesting approval to submit a 2.6% Cost of Living Adjustment (COLA) funding application in the amount of \$64,750.00. Each employee, full and part-time will receive a 2.6% pay increase. This amounts to \$54,968.00 of the COLA award for</p> |

our program. The remaining amount of \$9,782.00 will be added to our computer hardware line item to purchase tablets for some classrooms and support overall computer-related expenses.

Eddie asked if there were any questions and there were none. Eddie asked for a motion to approve submission of the grant.

Motion by Sylvia Jessup to approve the 2.6% COLA for Head Start
Second by Jim Brown
Motion Carried

Head Start Supplemental Grant #1

Allison said the Head Start program were requesting \$24,500 of one-time money to purchase the following items:

- 15 AED Machines at the cost of \$19,500
- 1 First Aid and CPR Mannequin and AED training kit at the cost of \$1,300
- 1 beverage cooler for the Jones Head Start kitchen to replace the old walk-in cooler that constantly needs repairs. The cost of the cooler is \$2,800

Eddie asked if there were any questions and there were none. Eddie asked for a motion to approve the submission of the grant.

Motion by Suzanne Wright to approve the \$24,500 Supplemental Grant
Second by Rebecca VanHoy
Motion Carried

Head Start Supplemental Grant #2 (Tables)

Allison said the Head Start program is requesting a one-time supplemental grant to purchase mobile cafeteria tables with built-in stools for the cafeteria at the new Yadkinville site. Usually the children eat in their classroom, but the new site will have a separate area for eating. The amount of the grant is \$6,600, for 5 tables that will seat 60 children.

Eddie asked if there were any questions and there were none. Eddie asked for a motion to approve submission of the grant.

Motion by Sylvia Jessup to approve the \$6,600 Supplemental Grant
Second by Mickey Cartner
Motion Carried

Head Start Supplemental Grant #3 (Playground)

Allison said that Head Start is requesting a one-time supplemental grant to purchase a new playground package for our new Yadkinville location. The package includes a play structure, mounting kit and installation, poured in place rubber surfacing and crushed stone, excavation of playground area and "J" curbs with installation. The total amount requested in this grant is \$33,439.

Eddie asked if there were any questions and there were none. Eddie asked for a motion to approve submission of the grant.

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| | <p>Motion by Marion Welborn to approve the \$33,439 Supplemental Grant Second by Larry Johnson Motion Carried</p> <p>Raffle Drawing – Foothills Meat Center YVEDDI Senior Services conducted a fundraiser for the Meals on Wheels program. A raffle was conducted for a \$500 gift certificate to Foothills Meat Center. Senior Services Director Lisa Money asked Board Chairman Eddie Harris to draw the winning ticket. Angie Casstevens was the winner.</p> |
| | <p>Eddie noted the upcoming meetings and asked the Executive Committee to stay for a short meeting directly following our Board meeting.</p> |
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| Adjournment | <p>Eddie asked for a motion to adjourn.</p> <p>Motion by Mickey Cartner to adjourn Second by Sylvia Jessup Motion Carried</p> |

The meeting adjourned at 7:05 PM

Next Board Meeting: August 23, 2018

Respectfully submitted,

Sylvia Jessup
Sylvia Jessup
Secretary

(Td)

Terry Daniels
Terry Daniels
Staff Recorder

| Board Members | | | | Staff and Guests |
|---------------------|---------|--------|---------|------------------|
| June 28, 2018 | Present | Absent | Excused | |
| Kevin Austin | X | | | Tommy Eads |
| Candra Brown | | | X | Regina Chappell |
| Jim Brown | X | | | Allison Winters |
| Catalina Campechano | | | X | Yolanda Lytton |
| Mickey Cartner | X | | | Rick Seibert |
| Kelly Craine | X | | | Linda Trivette |
| Mike Crouse | X | | | Janet Phillips |
| Beverley Essick | X | | | Jeff Cockerham |
| Wayne Frye | X | | | David Brinkley |
| Eddie Harris | X | | | Kathy Payne |
| 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 | | | |

Terry Daniels

From: Sylvia Jessup <sylvia.jessup@gmail.com>
Sent: Thursday, July 26, 2018 2:20 PM
To: Terry Daniels
Subject: Re: FW: Board Final Minutes 6-28-18

Everything looks good go ahead and do what you need to do.

On Thu, Jul 26, 2018, 2:17 PM Sylvia Jessup <sylvia.jessup@gmail.com> wrote:
Terry everything looked fine go ahead and do what you need to do

On Thu, Jul 26, 2018, 1:13 PM Terry Daniels <TDaniels@yveddi.com> wrote:

From: Terry Daniels
Sent: Thursday, July 26, 2018 9:16 AM
To: 'Sylvia Jessup'
Cc: Kathy Payne
Subject: Board Final Minutes 6-28-18

Good morning Sylvia,

Attached are the Board Minutes from June 28, 2018, for you to review. We have a monitor coming on Monday July 30, 2018 and I need to get the signature page ASAP with your signature on it.

After you review and email your approval I can sign your name and initial it but only with your approval.

Thank you,

Terry