



Board of Director's Meeting Minutes

October 25, 2018	6:00 PM	District Office
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Call to Order	Vice Chairman Mickey Cartner welcomed the members and called the meeting to order.			
Approval of Agenda	<p>Mickey asked for additions to or a motion to approve the Agenda.</p> <p>Motion by Ernest Lankford to approve the Agenda Second by Kelly Craine Motion Carried</p>			
Invocation Memorials/ Remembrances	Chaplain Mike Crouse gave the invocation and asked that we remember staff and Board members who were ill or had recently lost loved ones.			
Pledge of Allegiance	Vice Chairman Mickey Cartner led the group in reciting the pledge of allegiance.			
Attendance	Terry Daniels, Staff Recorder, called the roll as Sylvia Jessup joined the group. A Quorum was met with 17 of 24 active members in attendance. A Quorum must meet the requirements of 50% of the membership.			
Approval of Minutes	<p>Mickey asked for corrections to or a motion to approve the August 23, 2018 Board Minutes.</p> <p>Motion by Richard Lasky to approve the minutes Second by Ernest Lankford Motion Carried</p>			
Introduction of Staff & Guest	The staff and guests introduced themselves to the Board.			
Recognitions	<p>The following staff members were recognized for length of service and were awarded service pins.</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <p><u>5 Years</u></p> <ul style="list-style-type: none"> ○ Tom Beckom, OAA ○ Pamela Carter, CTP ○ Melissa Casstevens, DV/SA ○ Sandra Perry, CTP </td> <td style="vertical-align: top; padding-left: 20px;"> <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Alvin Dunn, CTP ○ Deborah, HS </td> <td style="vertical-align: top; padding-left: 20px;"> <p><u>25 Years</u></p> <ul style="list-style-type: none"> ○ Tim Bingman, FRC ○ Pearl Cleary, CTP </td> </tr> </table>	<p><u>5 Years</u></p> <ul style="list-style-type: none"> ○ Tom Beckom, OAA ○ Pamela Carter, CTP ○ Melissa Casstevens, DV/SA ○ Sandra Perry, CTP 	<p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Alvin Dunn, CTP ○ Deborah, HS 	<p><u>25 Years</u></p> <ul style="list-style-type: none"> ○ Tim Bingman, FRC ○ Pearl Cleary, CTP
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<p>Executive Director Report</p>	<p>Embracing Progression – Look Back - 2013-2018 Yadkin Valley Economic Development District, Inc.</p>	
<p>Compliance</p>		<p>Grants</p>
<p>Clean Audits Successful program monitoring results Ongoing Assessment: Risk, Agency, Board, Community</p>		<p>Maintained over 60 renewal grants Weathered Sequestration Duke Helping Hands > WEA Cannon Grant > Roofs at 3 locations Subaru Grants > Senior Services BCBS > Meals on Wheels BCBS Healthy Homes > WEA HS Grant > Yadkinville Renovations Grant for Generator > TSP Server and Call Center</p>
<p>Marketing</p>		<p>Policies and Plans</p>
<p>Annual Reports Professional marketing videos Program advertising on vehicles Agency Newsletters Facebook Website Managed Care Health Opportunities Video Dynamic Graphics Design – Social Media Presence</p>		<p>Major revision of Board By-Laws and improved meeting and committee structure Developed Democratic Selection Procedures for the Low-Income Sector Established program Plans of Service Established program Standard Operating Procedures Major revision of HR Policies Major revision of Fiscal Policies Developed Strategic Plan Developed Succession Plans Developed Community Action Work Plan Developed new Mission and Vision Statements Developed Client Satisfaction Surveys with results to Bd.</p>
<p>Administrative</p>		<p>General Management</p>
<p><u>Since 2013, 75% directors are new to position and we haven't skipped a beat...</u> Executive Director Executive Assistant Finance Director HR Director Head Start Director Family Resource Center Manager Senior Services Director CSBG Director WEA Director Improved IT Infrastructure Pro Bono HR Support – Capella University Began assistance for Opioid Crisis Increased volunteerism Strengthened Communications: Regular group and individual meetings of Management Team Consolidated Senior Services Administrative</p>		<p>Phone system upgrades Easy access to forms on website Server/call center backup generator Celebrated 20-year Anniversary at the FRC Celebrated 20-year anniversary at YVSC Celebrated 50-year Anniversary of the Agency Over 350 community partnerships JFRC: Updated contracts, LED Lighting, Surveillance Cameras, Roofs, Propane Conversion, added Medical Lending program Agency Fundraiser conducted by Board Software upgrades: Senior Services, TSP, TimeTrex New Kitchen and storage in conference room Agency-wide heating and air maintenance contract Outsourced janitorial and lawn maintenance reducing costs Outsourced payroll 27 Vehicle conversion to propane Established Connector and Circulator Routes Began digital recordkeeping and paper reduction</p>

	Structure Added Weatherization in Rowan County	Improved United Fund Campaign Strategy
<p>Kathy thanked everyone for coming tonight.</p> <p><u>Executive Director Accomplishment Report:</u> Kathy shared the above report adding that it reflects the major accomplishments looking back 5 years to the time she began as your Executive Director. She stated to summarize, I believe we have greatly improved our image by putting forth a concentrated effort in our marketing with the release of agency videos, along with a daily presence on social media, which won state recognition last year. We've put in place many new and more modern systems, revised policies and procedures, and practice ongoing monitoring with assessments, audits and client satisfaction surveys, and we fold these results into our strategic planning. We've added Weatherization in Rowan County, maintained over 60 renewal grants and added 7 new grants. We have over 350 Community Partnerships and recently celebrated our 50th Anniversary.</p> <p><u>Opioids:</u> Community Action agencies across the state have been challenged to find ways to help with the Opioid Crisis. Recently, we've had staff attend forums and have begun hosting a new committee called PAL (Parents of Addicted Love Ones) who meet weekly at the JFRC. This past Tuesday, the Surry County Opioids Response Director Mark Willis did a presentation with our directors on the Opioid Crisis. We were very impressed with his knowledge and hope to assist his efforts on the referral and recovery side. We are open to any ideas from the Board as to how we can help with the crisis.</p> <p><u>Executive Committee Meeting Needed</u> We have a new audit requirement in that we must have documented discussions related to the financial statements and the audit, prior to the presentation of the audit expected at our December meeting. It is recommended that we do this with our Board officers. To meet this requirement, we request that you call an Executive Committee meeting around mid-November.</p>		
Board Development	<p>Kathy gives the Board and staff members some background on our guest Bernetta Thigpen. Kathy tells us that Bernetta serves as Region Director for the Northern Piedmont Region Office of the NC Council for Women & Youth Involvement, located in Greensboro, NC. The mission of the NC Council for Women & Youth Involvement is to advise the Governor, North Carolina Legislature and state departments on the issues impacting women and children in North Carolina.</p> <p>Bernetta is a qualified mental health professional with 25 years of experience advocating and promoting programmatic and policy changes for persons with mental illness. Previously, she was a part time faculty member at Guilford Technical Community College. She holds a BS and MS degree from North Carolina Agricultural and Technical State University.</p> <p>Bernetta is responsible for the oversight and monitoring of family stabilization/self-sufficiency programs, domestic violence and sexual violence programs, training nonprofit Boards and providing technical assistance and consultation to a host of victim service agencies. She is passionate about women's empowerment, issues of housing and homelessness, aiding marginalized communities—specifically related to women and the disabled community—and how poverty, unemployment, and other social issues intersect with improving the economic status and quality of life of women and girls. When Bernetta is not working for the Council, she enjoys spending time with her two young</p>	

	<p>adult children.</p> <p>Bernetta thanked Kathy for the invitation and greeted the Board and staff members. Bernetta asked what was important about the mission statement and Ernest said it sets the direction of the agency. Bernetta said yes, and it must include something in reference to the Domestic Violence / Sexual Assault to maintain eligibility and funding. Bernetta shared two hand handouts “Why Do Nonprofit Organizations Have a Board of Directors?” and “Board Assessment Tool”. Bernetta discussed the handouts in detail, which included the responsibilities of the Board.</p>
<p>Committee Council Reports</p>	<p><u>Planning & Evaluation Committee</u></p> <p>Kevin said he missed the last meeting and that Dr. Stevens conducted the meeting for us. The minutes were in the Board packet and he hoped everyone has read them. There was a recommendation from that meeting for approval for the new vision statement. Kevin said if you look the vision statement has slimmed down considerably. He said I think it’s something we can remember, <i>“To empower people to lead more successful lives in the communities we serve”</i>.</p> <p>Regarding tonight’s meeting we reviewed all the latest program reports, monitoring and training. We do have 2 items we would like to recommend to the Board for full approval, which are the Head Start Self-Assessment on page 71 and the Head Start Program Information Report (PIR) on page 79, and hopefully everyone has had a chance to look those over.</p> <p>Mickey asked if there was any other discussion and there was none. Mickey said he was looking for a motion to approve the new vision statement.</p> <p>Motion by Suzanne Wright to approve the new vision statement Second by Richard Lasky Motion Carried</p> <p>Mickey asked if there was other discussion and there was none. Mickey said he was looking for a motion to approve the Head Start Self-Assessment.</p> <p>Motion by Dr. Stevens to approve the Head Start Self-Assessment Second by Richard Lasky Motion Carried</p> <p>Mickey asked if there was any other discussion and there was none. Mickey said he was looking for a motion to approve the Head Start Program Information Report (PIR).</p> <p>Motion by Dr. Stevens to approve the Head Start Program Information Report (PIR) Second by Sylvia Jessup Motion Carried</p> <p>Mickey asked if there was any other discussion and there was none. Mickey said he was looking for a motion to approve the P&E minutes.</p> <p>Motion by Jim Brown to approve the P&E minutes Second by Richard Lasky Motion Carried</p>

Personnel Committee

Richard said we discussed the renewal of our health insurance increasing and our dental insurance decreasing. We have a new organizational chart that we're going to be asking for full Board approval. Also, we have some new Retirement Plan information to share with the Board. We would like the Board to help us select which retirement plan the agency should go with.

Mickey asked if there was any other discussion and there was none. Mickey said he was looking for a motion to approve the organizational chart.

Motion by Ernest Lankford to approve the organizational chart
Second by Jim Brown
Motion Carried

Mickey asked if there was any other discussion and there was none. Mickey said he was looking for a motion to approve the plan renewals of the health and dental insurance.

Motion by Mary Olvera to accept the renewal of the health and dental insurance plans
Second by Jim Brown
Motion Carried

The Retirement Plans were discussed in detail by Rick Seibert and Janet Phillips. After some discussion, Board members were asked to vote on which plan is best for the employees. The choices were Woodman or Principal / Edward Jones. Terry Daniels passed out index cards to each Board member for their vote.

Richard said we need approval for the minutes except for the pending retirement plan. Mickey asked if there was any other discussion and there was none. Mickey said he was looking for a motion to approve the minutes.

Motion by Kevin Austin to approve the minutes except for the pending retirement plan
Second by Jim Brown
Motion Carried

Jim said in the Finance meeting when this discussion came up in reference to the retirement plan the primary concern was the costs involved for obvious reasons because YVEDDI is not looking for places to spend mountains of cash because we simply just don't have it. Therefore, if we can save \$32,000 - \$40,000 per year; that's someone's salary for the year. Mary asked if employees would still be able to pull money out of their account in the summer as they are currently able to do now, and Rick said yes, from the monies they contribute to the plan.

Janet Phillips collected and counted the votes and it was unanimous for Woodman of the World with employee choice for SEP or 401k plans.

Finance Committee

Jim said assuming everyone read the Finance minutes, there are some things we all need to be aware of such as: we are running behind with funding and a large part of that is what we are waiting to receive from NCTracks. Jim said on page 43 there are a few things coming soon like payroll outsourcing to begin on January 1st. Lisa Money received a \$30,000 grant for Meals on Wheels from Blue Cross Blue Shield and this grant will span over 3 years. Jim asked if there were any

	<p>questions and there were none.</p> <p>Mickey asked if there was any other discussion and there was none. Mickey said he was looking for a motion to approve the minutes</p> <p>Motion by Ernest Lankford to approve the Finance minutes Second by Kelly Craine Motion Carried</p> <p>Mickey announced that Program/Policy Advisory Councils and Statistical Reports were included in the packet for information only.</p>
<p>Other</p>	<p><u>FY20 TSP Renewal Grant Application</u></p> <p>Mickey asked Transportation Director, Jeff Cockerham to come forward and while we were waiting on Jeff; Mickey said he wanted to make a comment about a meeting he attended recently where Jeff was the guest speaker and he gave an outstanding report concerning every aspect of YVEDDI and asked everyone to give Jeff a big hand.</p> <p>Jeff said he wanted to mention that the Title VI Civil Rights Act of 1964 requires the NC Department of Transportation to gather statistical data on participants and beneficiaries of the agencies federal aid on highway programs and activities. Within that, we do Title VI public involvement surveys anytime we have a public hearing regarding our DOT grants, so if you notice back on the table there's a box with pens and surveys that we invite you to complete.</p> <p>Jeff gave the following overview on the FY 2020 Grant Application:</p> <p><u>5311 Administration</u></p> <p>The administration grant pays for salaries and fringe benefits for 5 administrative staff</p> <ul style="list-style-type: none"> • Program Director • Operations Manager • Administrative Coordinator • Call Center Manager • Safety Officer <p>Also included in the administration grant are; drug tests, background checks, office supplies, office phones, marketing and vehicle insurance. The total for Administration for FY20 is <u>\$535,886.</u></p> <p><u>5311 Operating Grant</u></p> <ul style="list-style-type: none"> • The operating grant is a 50% match to help fund deviated fixed routes such as the Surry Yadkin Connector, the Elkin Circulator, and the new routes which are the Mocksville Circulator and the Stokes Connector. • The total for FY 20 for operating is <u>\$271,184.</u> <p><u>Combined Capital Grant</u></p> <ul style="list-style-type: none"> • The Capital grant provides replacement vehicles for our fleet. In FY 20 we will be replacing a total of 3 vehicles, one 25' LTV and we will be adding propane to that vehicle. The other two vehicles will be minivans with wheelchair ramps. The capital grant application will be for <u>\$174,654.</u>

5310 Operating Grant

- This grant is a federal Elderly and Disabled grant and pays 50% of trip costs for eligible riders. The match is acquired by matching the grant with OAA trips or ROAP trips. The grant application will be for \$135,000.

Mobility Management Grant

- The mobility management grant pays for our mobility manager salary and fringe. The grant application will be for \$45,810.

Mickey opened the public hearing for the F20 Grant Applications. Mickey asked “Is there anyone present from the general public that would like to speak regarding the proposed FY 20 Grant Applications for:

- **5311 Administration & Operating Grant**
- **Combined Capital Grant**
- **5310 Operating Grant**
or
- **Mobility Management Grant**

No one from the public was present so Mickey closed the public hearing.

Mickey asked if there was any other discussion and there was none. Mickey said he was looking for a motion to approve the FY 20 Grant Applications.

Motion by Marion Welborn to approve the FY 20 Grant Applications and to submit the resolution for:

- **5311 Administration & Operating Grant**
- **Combined Capital Grant**
- **5310 Operating Grant**
or
- **Mobility Management Grant**

**Second by Richard Lasky
Motion Carried**

Reduction in Fixed Route Services

Mickey asked Jeff to give an overview of the changes to the Fixed Route Service. Jeff said the FTA rules are that a 10% change in the connector routes requires a public hearing and Board approval.

Stokes Connector

- Jeff presented information to the Finance Committee on October 9 regarding our plan to reconfigure the routes for the Surry/Yadkin connector and the Stokes connector.
- In Stokes, Jeff plans to eliminate the Danbury stop. Riders in that area can also be served with demand response vehicles or possible deviations from the fixed route.
- We are also proposing to reduce the circuits on the fixed schedule and change those by deviation request only.

Surry Connector

Jeff proposed to eliminate the Elkin stop for the Surry/Yadkin connector and handle service from there with demand response vehicles.

Mickey opened the public hearing for the Fixed Route service changes. Mickey asked “Is there anyone present from the general public that would like to speak regarding the proposed changes to the fixed routes?” No one from the public was present so Mickey closed the public hearing.

Mickey asked if there was any other discussion and there was none. Mickey said he was looking for a motion to approve the fixed route changes.

Motion by Jim Brown to approve the fixed route changes

Second by Suzanne Wright

Motion Carried

State Farm Citizenship Grant

CSBG Director Regina Chappell is requesting approval to apply for a \$25,000 State Farm Citizenship Grant.

Mickey asked if there was any other discussion and there was none. Mickey said he was looking for a motion to approve the request to apply for the State Farm Citizenship Grant.

Motion by Suzanne Wright to approve the request to apply for the State Farm Citizenship Grant

Second by Kelly Craine

Motion Carried

RSVP Renewal Grant

Senior Services Deputy Director Tom Beckom is requesting approval to apply for the renewal grant in the amount of \$42,770. The second item for approval is for OAA to apply for a Capital Bank Grant for Home Delivered Meals in the amount of \$75,000.

Mickey asked if there was any other discussion and there was none. Mickey said he was looking for a motion to approve the RSVP Renewal Grant and the approval to apply for the Capital Bank Grant for Home Delivered Meals.

Motion by Richard Lasky to approve the request to apply for the RSVP renewal grant and the Capital Bank Grant for Home Delivery Meals

Second by Dr. Stevens

Motion Carried

Mickey asked members of the Executive Committee for some possible dates to have a meeting to discuss the financial statements. After some discussion, the group agreed on Thursday, November 15 at 6 PM. ***This was later amended to November 21 at 6 PM.***

Mickey mentioned the upcoming meetings noting that the December P&E Meeting would be canceled until further notice due to the Christmas Dinner.

Adjournment	Mickey asked for a motion to adjourn. Motion by Dr. Stevens to adjourn Second by Suzanne Wright Motion Carried

The meeting adjourned at 8:00 PM

Next Board Meeting: December 13, 2018

Christmas Dinner at 5:00 PM – Board Meeting at 6:00 PM

Respectfully submitted,

Sylvia Jessup
Board Secretary

Terry Daniels
Staff Recorder

Board Members				Staff/Guests
<u>October 25, 2018</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Kevin Austin	X			Regina Chappell
Candra Brown			X	Terry Daniels
Jim Brown	X			Jeff Cockerham
Mickey Cartner	X			Rhonda Wrenn
Kelly Craine	X			Rick Seibert
Mike Crouse	X			Janet Phillips
Beverley Essick	X			Linda Trivette
Ana Flores-Cortez	X			Bernetta Thigpen
Wayne Frye	X			Tom Beckom
Eddie Harris			X	Kathy Payne
Debra Jessup	X			
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			