



Board of Director's Meeting Minutes

August 23, 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 Mickey Cartner to approve the Agenda Second by Richard Lasky 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.
Attendance	Terry Daniels, Staff Recorder called the roll in the absence of Sylvia Jessup, Secretary. A Quorum was met with 13 of 24 active members in attendance. A Quorum must meet the requirements of 50% of the membership.
Approval of Minutes	<p>Eddie asked for corrections to or a motion to approve the June 28, 2018 Board Minutes.</p> <p>Motion by Mickey Cartner to approve the minutes Second by Mark Jones Motion Carried</p>
Seating of New Representative Low Income Sector Yadkin County	<p><u>Seating of Representative</u> Eddie Harris said Ana Flores-Cortez is not present tonight due to her to being involved in a car accident. Ana Flores-Cortez is a previous Board member and has a child enrolled in the Migrant Head Start program. Ana Flores-Cortez will be representing the Migrant Policy Committee and will be replacing Catalina Campechano. Eddie asked for a motion to seat the new Board Member.</p> <p>Ana Flores-Cortez 2910 Lone Hickory Road Yadkinville, NC 27055 336-463-6134 (Home) 336-710-3794 (Cell) Low Income Sector Representing: Migrant Head Start Policy Council Term Ends: 2019</p> <p>Motion by Rebecca VanHoy to seat the new Board Member Second by Marion Welborn Motion Carried</p>

Introduction of Staff	<p>The staff introduced themselves to the Board.</p>
Recognitions	<p>The following staff and Board members were recognized for length of service and were awarded service pins.</p> <p><u>5 Years</u></p> <ul style="list-style-type: none"> ○ Mary Hutchens, WEA ○ Carolyn Self, CTP ○ Lynn Stokes, CTP <p><u>15 Years</u></p> <ul style="list-style-type: none"> ○ Johnny Pilson, CTP <p><u>25 Years</u></p> <ul style="list-style-type: none"> ○ Peggy Speer, CTP
Executive Director Report	<p>Hello and thank you all for coming tonight!</p> <p><u>Executive Director Accomplishment Report:</u> You have my report on page 21 in your packet.</p> <p><u>Other items to mention are:</u></p> <ol style="list-style-type: none"> 1. CSBG Monitor cancelled her visit/monitoring this month due to scheduling conflicts 2. Yadkinville Head Start Building Donation from Grey Garrison, 1st Appraisal – \$408K 3. Our Danbury Offices for CSBG, HS and TSP are relocating to King to be closer to client business 4. We have been asked to apply for HS in Rockingham County. They have about 14 classrooms with approximately 250 children. We expect the Request for Proposals to come out in the spring or early summer. I ask that you be thinking about this opportunity and we will be gathering more information and report back as we learn more. 5. Bernetta Thigpen with the Council for Women will be here to do about 30 minutes of training in October. 6. Date for December Board meeting – Thursday, Dec 13 or 20th? Board selected December 13, 2018. <p><u>Success Story:</u> After learning about a horrible incident that involved a young child being suddenly uprooted from their home with nothing but the clothes on his back, some of our staff became aware of a great need, and that need is to provide a comfort bag to children who have experienced a traumatic event in their life.</p> <p>With that in mind, FRC Manager Bristol Mitchem presents some ideas to HS Director Rhonda</p>

	<p>Wrenn. One thing led to another and a unique fundraising activity was created.</p> <ul style="list-style-type: none"> • DV Director Linda Trivette receives broken jewelry from Cato's • HS Director Rhonda Wrenn repairs/remakes the jewelry • She sells tickets on the jewelry to staff at the HS pre-service training, raising \$304. • HS staff also donated book bags, toiletries, coloring books and crayons, blankets and toys to help fill the bags. <p>The money raised will be used to purchase additional book bags and items to fill them. Some of the bags will be donated to children of Domestic Violence. Other recipients will include foster services, local law enforcement and other programs that serve children, who have this great need.</p> <p>All of this additional work checks no boxes on any of our grants, but it does fill our hearts, and hopefully makes a small child's life just a little bit better!</p> <p>9/30/18 – will mark 5 years as your ED – a look back to come out at the October meeting</p> <p><u>What to look out for in your packets:</u></p> <ul style="list-style-type: none"> • We had a quorum in P&E and Finance Committees this month. • Some highlights of recent Committee work: <ul style="list-style-type: none"> a. The personnel committee has chosen a multi-page organizational chart that we are editing and will bring back to you in October for review and approval. b. The Finance Committee is recommending approval of Fiscal Policy Manual. Copies have been emailed to you and we have the draft up on our website for easy access. <p><u>Thanks</u> To Jim Brown and the finance committee and staff for all your work on the much improved Fiscal Policies and Procedures!</p>
<p>Board Development</p>	<p><u>Board Roles & Responsibilities</u></p> <p>Executive Director Kathy Payne provided some governance training stating:</p> <p>The YVEDDI Board of Directors is responsible for governing and overseeing the affairs of the organization. Their responsibilities include:</p> <ol style="list-style-type: none"> 1. Duty of Loyalty (strategic planning) – Aligning resources with mission, Conflict of Interest, and Resource development. 2. The Duty of Obedience (setting policy and procedure) – Attention to external rules, policies and procedures, review and updating. 3. The Duty of Care (exercising oversight) – Review and approval, Work plans/proposals/applications, Budgets, Modifications, Major expenditures and Analysis. <p>A handout of Roles & Responsibilities of the Board and Executive Director was given to every Board member. Members were asked to match each task with either the Board or the</p>

	Executive Director. After some discussion, the answer sheet was given to each member.
Committee Council Reports	<p><u>Executive Committee</u></p> <p><u>ED Performance Evaluation and Compensation</u> Eddie Harris reported the Executive Committee went into closed session on June 28, 2018, after the regular Board meeting to discuss the Executive Director Kathy Payne’s performance evaluation and compensation. Per our Bylaws, the Executive Committee completed her evaluation and came to a majority vote on both the evaluation and compensation. Eddie said Kathy received a positive evaluation and was doing a great job. Eddie said he was making a motion to approve the Executive Director Performance Evaluation, Compensation, and meeting minutes.</p> <p>Motion by Eddie Harris Second by Marion Welborn Motion Carried</p> <p><u>Seating a Board Member on the Executive Committee</u> Eddie said Richard Lasky brought it to the attention of the Executive Committee that past chair person has a seat on the Executive committee. However, Cindi Dixon is no longer on the Board and the committee selected Mike Crouse as the candidate to fill the vacancy on the Executive committee. Eddie said he was looking for a motion to seat Mike Crouse on the Executive committee.</p> <p>Motion by Mickey Cartner to seat Mike Crouse on the Executive committee Second by Suzanne Wright Motion Carried</p> <p><u>Planning & Evaluation Committee</u></p> <p>Eddie asked Dr. Stevens if he had any comments about the meeting and Dr. Stevens said no. Eddie said the report was straight forward and asked if there were any questions and there were none. Eddie asked for a motion to approve the minutes.</p> <p>Motion by Mark Jones to approve the P&E minutes Second by Richard Lasky Motion Carried</p> <p><u>Personnel Committee</u></p> <p>Richard Lasky said there was no quorum, they were still shopping for a retirement plan and only needed approval for the minutes. Eddie asked if there were any questions and there were none. Eddie asked for a motion to approve the minutes.</p> <p>Motion by Richard Lasky to approve the Personnel minutes Second by Rebecca VanHoy Motion Carried</p>

	<p><u>Finance Committee</u></p> <p>Jim Brown said they were seeking approval for the Fiscal Operating Policy & Procedure Manual. He also asked Rick Seibert if he wanted to add anything and Rick said no, and Jim said everything was in the minutes. Mike Crouse said in all the years he has served on the YVEDDI Board of directors' he has never seen anything more thorough than this 142 page report and he appreciated all the hard work the Finance committee has done. Mike said he just wanted to say thank you for the safety factor of this organization and what we're trying to do to protect the assets of this organization. Eddie thanked Mike for his comments and said he thought YVEDDI's committee structure serves the organization very well. Eddie asked if there were any comments or questions and there were none. Eddie asked for a motion to approve the minutes</p> <p>Motion by Mike Crouse to approve the Finance minutes Second by Mickey Cartner Motion Carried</p> <p>Eddie announced that Program/Policy Advisory Councils and Statistical Reports were included in the packet for information only.</p>
<p>Other</p>	<p><u>YVSC to Seed Money for \$300-\$600 community garden – Lisa Money</u> Lisa Money said they already have a small garden at the Jonesville Senior Center the items are donated. The congregate participants enjoy going out to the garden and getting vegetables to take home and we like that because it improves nutrition by having fresh produce. Lisa said she received an email from SeedMoney.com and the opportunity is for \$300 - \$600; and Jonesville Senior Center can expand their garden, so we are requesting permission to apply for the grant.</p> <p><u>MOW to Subaru Share the Love grant – Lisa Money</u> Meals on Wheels Subaru Share the Love grant is one we did last year where we did Facebook posts, handouts at the Christmas Board meeting and that it earned us a little over \$4,000 last year and we would like to participate in it again this year and we are asking for Board approval.</p> <p><u>Senior centers to N.C. Association on Aging grant for \$300 for best Senior Center – Lisa Money</u> The Senior Centers have the opportunity to apply to the N.C. Association on Aging for a \$300 mini grant for best Senior Center and we would like permission to apply for that mini grant.</p> <p>Eddie asked if we could do that all in one motion and Kathy said yes. Eddie said he was looking for a motion.</p> <p>Motion by Rebecca VanHoy to grant approval to apply for all of the following grants: YVSC to Seed Money for \$300-\$600 community garden, MOW to Subaru Share the Love grant and Senior Centers to N.C. Association on Aging grant for \$300 for best Senior Center. Second by Richard Lasky Motion Carried</p> <p><u>Domestic Violence renewal grant for Council for Women – Linda Trivette</u> Linda Trivette is requesting approval to apply for the Domestic Violence renewal grant with the Council for Women. The Domestic Violence grant for all three counties is in the amount of</p>

	<p>\$318,877.08 and the Sexual Assault is in the amount of \$69,804.39. Eddie asked if there were any questions and there were none. Eddie asked for a motion.</p> <p>Motion by Mickey Cartner to submit the Domestic Violence renewal grant for Council for Women Second by Jim Brown Motion Carried</p> <p>Janet Phillips said there's a possible OSHA grant that could be funding for training. After we further review the information and determine feasibility to the agency, we are requesting approval to apply for the training grant. Eddie asked if there were any questions and there were none. Eddie asked for a motion.</p> <p>Motion by Richard Lasky Second by Jim Brown Motion Carried</p>
Adjournment	<p>Eddie asked for a motion to adjourn.</p> <p>Motion by Marion Welborn to adjourn Second by Mickey Cartner Motion Carried</p>

The meeting adjourned at 6:40 PM

Next Board Meeting: October 25, 2018

Respectfully submitted,

Sylvia Jessup
Board Secretary

Terry Daniels
Staff Recorder

Board Members				Staff/Guests
<u>August 23, 2018</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Kevin Austin			X	Jeff Cockerham
Candra Brown			X	Rhonda Wrenn
Jim Brown	X			Terry Daniels
Catalina Campechano			X	Kathy Payne
Mickey Cartner	X			Janet Phillips
Kelly Craine			X	Rick Seibert
Mike Crouse	X			Regina Chappell
Beverley Essick			X	Lisa Money
Wayne Frye			X	Bristol Mitchem
Eddie Harris	X			Linda Trivette
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			