



Planning & Evaluation Committee Minutes

August 23, 2018	5:00 PM	District Office
Committee Member Attendees	Mike Crouse Eddie Harris Mark Jones	Shelby King Dr. Edward Stevens
Excused	Kevin Austin, Wayne Frye and Ernest Lankford	
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 Bristol Mitchem, Jones Family Resource Center Manager	
Agenda Topic	Call to Order	
	Due to Committee Chairman Kevin Austin and Committee Vice-Chair Ernest Lankford not being present; Dr. Stevens called the meeting to order noting there was a quorum met with 5 of 8 members present.	
Agenda Topic	Approval of Minutes	
	The minutes from the June 28, 2018 meeting will be approved at tonight's Board meeting. Dr. Stevens 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	
	<p><u>Program Monitoring and Training Report</u> Kathy said the monitoring and training reports were mailed out in the board packet, and she had a few things she wanted to highlight:</p> <ul style="list-style-type: none"> ○ Our HR Director Janet Phillips attended the Surry County Human Resource Association meeting. ○ Domestic Violence had their Governor's Crime Commission (GCC) monitoring visit on 8/2/18 and it went well. ○ Head Start has just wrapped up their pre-service. ○ Migrant Head Start has had several trainings to include their annual preservice. ○ Retired & Senior Volunteer Program (RSVP) attended the Surry County opioid forum on 6/22/18. <p>Kathy said community action is looking for ways to help with the opioid crisis by connecting with other agencies in the County. We hope to provide our staff with some related safety education and begin providing referral services to those who need opioid related assistance.</p> <p>Eddie Harris said the County has hired an Opioid Response Director named Mark Willis and he's very eager and has a lot of resources that could be beneficial to us. He suggested that Kathy reach out to him and that he would probably come out speak to the staff. Eddie gave some Opioid stats from the county and stated</p>	

	<p>Mr. Willis knows what pharmacies were prescribing the narcotics and how one pharmacy in the county had prescribed more narcotics than the entire city of Winston Salem. Eddie said Mr. Willis is working with all of law enforcement agencies. Eddie then explained how Surry County has started an Opioid Response committee and the members on the board that are trying to correct the problem. Eddie said Surry County is one of the top 3 Counties in the State of North Carolina with the biggest drug problems. Mike Crouse said he was glad that we were having this conversation so we could try to better serve the community.</p> <p>In partnership with Insight, Bristol announced that the Jones Family Resource Center (JFRC) will be holding a Lock Your Meds presentation on September 20th for FRC Occupants and staff. A second presentation will be held on September 27th and will open to the public. Beginning October 4, the JFRC will host a PAL (Parents of Addicted Loved Ones) support group. Meeting will be held every Thursday from 6:30 – 7:30 pm.</p>
Agenda Topic	Development
	<p><u>Regular & Migrant Head Start Monthly Reports</u> Kathy said the reports were mailed out in in advance for review, but if you have any questions, she or Rhonda would be happy to answer them.</p> <p><u>Yadkinville HS Renovations</u> Rhonda Wrenn passed around pictures of the new Head Start site in Yadkinville. She told the committee the owner of the building has decided to gift the building to the Head Start program. An appraiser was out there and appraised the building at \$408,500. Additionally, the owner is getting another appraisal and they will average the two to get the value of the property. The current owner said he wants to have the building deeded to YVEDDI Head Start before fall. Rhonda said she was told by a consultant from NCDCEE that her Head Start program has raised the bar for childcare in Yadkin County.</p> <p>Rhonda said she was working on getting the Danbury center licensed after the previous air quality issues and the demolition of the connected brick building.</p> <p>Red Hill Creek Head Start in Surry County was broken into on 8/11/18. This information was discovered after an employee reported it to her after reading it in the Mt. Airy News. On Monday, August 20, 2018, Rhonda contacted the Surry County Sheriff’s Department to inquire about the incident and to find out why she was not notified of the break-in. The back door to the center had been kicked in and the door had been left open for several days. The staff reported for their first day of work to find the children’s finger paint spilled all over the floor and walls, screwdrivers driven into the sheetrock and the center in disarray. Head Start maintenance staff were sent to purchase and install a new door frame. After speaking with Deputy Gregory, who went to the center to complete another report, she received a call from Sergeant Luffman, who asked if the county could install temporary surveillance cameras at the site. Rhonda granted them permission to do so and also verified they had her contact information so if there is a future incident, they will know how to get in touch with her. She reported that it was disappointing that the authorities had not contacted her at the time of the break-in.</p>

	<p><u>Agency Vision Statement</u> Kathy said our vision statement work was tabled at our last meeting due to time. She asked the committee members to look on page 23 at the examples of vision statements of other nonprofits for inspiration, and then look on page 24 and review the 9 suggestions the staff developed to see if they liked any of them or if they have any ideas for something else. After some discussion, Eddie, Mike, Dr. Stevens, Shelby and Mark all agreed on #5. <i>To empower people to lead more successful lives in the communities we serve.</i> Dr. Stevens asked for a motion to propose #5 to the board as the new agency vision statement.</p> <p>Motion by Mark Jones to propose #5 to the board at their October meeting as the new agency vision statement</p> <p>Second by Dr. Stevens Motion carried</p>
Other	<p><u>Program Surveys</u> Kathy said CSBG Customer Satisfaction Survey results are on page 23, and the CSBG FY 17-18 Talley Sheet on page 24. Kathy asked if there were any questions and there were none.</p> <p><u>Program Update – Jones Family Resource Center (JFRC)</u> JFRC Manager, Bristol Mitchem presented the Activity Report of the JFRC. This report included a description of the programs on site, and an occupant room directory. Bristol reported on some of the more recent upgrades to the facility to include the roof, a surveillance security system, LED lighting, and converting the boiler over to gas. Bristol also reported that Don Mitchell and the county have been very supportive and assist with repairs whenever they can. She asked if there were any questions and there were none.</p> <p><u>Annual Report</u> Kathy said we're currently working on our Annual Report and using historical landmarks from the counties we serve. Kathy passed around the draft for the committee to review.</p>
Next Meeting	Thursday, October 25, 2018 at 5:00 PM
Meeting Adjourned	<p>Dr. Stevens asked for a motion to adjourn the meeting.</p> <p>Motion by Eddie Harris to adjourn Second by Shelby King Motion carried</p> <p>Meeting Adjourned at <u>5:55</u> PM</p>
Minutes Recorded By/Signature	Terry Daniels