




Board of Directors Meeting Minutes

February 28, 2019	6:00 PM	District Office
Call to Order	Chairman Eddie Harris called the meeting to order and welcomed everyone.	
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 Marion Welborn Motion Carried</p>	
Invocation Memorials/ Remembrances	Mark Jones gave the invocation in the absence of Chaplain Mike Crouse and asked that we remember staff and Board members who were ill or had recently lost loved ones.	
Pledge of Allegiance	Eddie Harris led the group in reciting The Pledge of Allegiance.	
Attendance	Terry Daniels, Staff Recorder called the roll in the absence of Sylvia Jessup, Secretary. A Quorum was met with 15 of 24 members in attendance. A Quorum must meet the requirements of 50% of the membership.	
Approval of Minutes	<p>Eddie asked for a motion to approve the December 13, 2018 Board Minutes.</p> <p>Motion by Mickey Cartner approve the minutes Second by Jim Brown Motion Carried</p>	
Seating of New Board Member	<p><u>Seating of Representative</u> Eddie Harris stated that Ernest Lankford will be replaced by Commissioner Jamie Yontz from Stokes County.</p> <p>Eddie asked for a motion to seat the new Board Member. Jamie Yontz  Representing: Public Sector Term Ends: 2020</p> <p>Motion by Kevin Austin to seat the new Board member Second by Mark Jones</p>	

	Motion Carried
Introduction of Staff & Guests	Eddie asked the staff and guests to introduce themselves.
Recognitions	The following staff members were recognized for length of service and were awarded service pins. <u>5 Years</u> <ul style="list-style-type: none"> ○ Catherine Adams, CTP
Executive Director Report	<p><u>Executive Director Accomplishment Report:</u> You have my report in your packet – are there any questions? Some additional things that I wanted to mention:</p> <ol style="list-style-type: none"> 1. 2017-18 Annual Report is ready for board review and approval, and include some beautiful pictures of local landmarks. Some highlights are: <ul style="list-style-type: none"> ✓ 497 young children get a Head Start in preparation for Kindergarten, ✓ 2,914 victims of abuse get a new start, ✓ 96 people develop life skills and enhance employability to earn a self-sustaining income, ✓ Modified 82 homes to keep people warm in the winter and conserve energy, ✓ Jones Family Resource Center had 84,462 people in cumulative attendance, ✓ Promoted senior wellness to prolong independence by: <ul style="list-style-type: none"> ▪ delivering 64,404 homebound meals, ▪ served 23,994 congregate meals, ▪ provided 13,661 medical and general transportation trips, ▪ provided legal assistance to 170 seniors, ▪ 3,600 attended 5 senior centers, ▪ 876 seniors volunteered 17,256 hours in their communities, and ✓ Made over 122k trips to transport people to school, work, or medical appointments to carry out essential daily living 2. We have been approached by Toys for Tots who has asked to use our gym as a storage facility to store about 10 pallets of items and they wish to have a key with 24/7 access. Rhonda or Richard a few words? I am recommending that we allow them to do this. Richard Lasky said they had approximately \$40,000 in toys and will let our children use some of the toys. Rhonda said they have been extremely generous to the Head Start program children. Jim asked if they would carry any type of insurance on their contents, and Richard said probably not. Kathy said do we all agree to go forward and let them use the gym. <p>Eddie asked for a motion to allow Toys for Tots to use the gym to store the toys.</p> <p>Motion by Mickey Cartner Second by Marion Welborn Motion carried.</p>

3. **Things we need to do** in the coming months

- a. April is our Annual Meeting when we elect of officers and look at committee structure. Please let me know if you are willing to continue in your current position or want to seek a different position or be on a different committee. All board members whose term expires in April have either been reappointed in the same manner and by the same body which originally sent the representative to the seat, or in the case of the private sector, have voluntarily agreed to continue to serve on the Board.
- b. Review and update our Bylaws (every 2 years, last done 2017)
- c. Finish our Community Needs Assessment and develop a new 3-Year Strategic Plan. Within the later we need to somehow forecast what we need to do regarding the Medicaid Managed Care roll out.
- d. It's time to conduct another agency self-assessment.

Kathy asked Rick to share the 360 efforts. Rick said NC Care 360 is a new provider database that's being built by the state and DHHS driven. The idea is, we load our services into this database so the health organizations can find us. This database is very preliminary and were trying to stay in front of the roll out, so we don't get left behind. Rick said he thinks YVEDDI is uniquely positioned because we have several service areas. Typically, other providers will not have access to all three under one umbrella, so we're like a one stop shop in that sense and we're hoping that the database shows that.

4. Our **cash reserves** are of concern as we start our new fiscal year. We have several programs that we normally carry until the funds begin to flow in Sept/Oct. We need direction from the board and request that you call an Executive Committee meeting within the next 2 weeks to discuss.

Executive Committee meeting was scheduled for March 14, 2019, at 6:00 PM.

Recommended approvals in your committee minutes:

- Some important items for your approval are bulleted on the agenda under comm. reports.
- We have grant submissions that need approval and listed near the end of your agenda

Thanks

- We welcome Stokes County Commissioner Jamie Yontz to our Board.
- Thank you all for coming tonight and we do appreciate all of you.

Now...with all our worries and hard work, we need to hear something good:

Success Story - December 2018

While transporting a client the YVEDDI Driver noticed that the passenger seemed to be in distress. The driver pulled the vehicle over and asked the passenger, "what was wrong because she was not her usual happy talkative self". The young lady said that she was fine, "it had just been a long day". The driver arrived at the passenger's home and assisted her off of the vehicle and to her front door. The driver then noticed that the young woman seemed to be unsteady on her feet

	<p>and began sweating profusely. The driver helped her get to some chairs on her front porch and immediately called 911 and then radioed to YVEDDI dispatchers to alert them of the situation. The driver stayed with the young lady and kept her talking to keep her alert until EMS arrived. A few days later the family of the young woman called to thank the driver, and her team for assisting their mother in her time of need. She was having stroke like symptoms and she did not know or understand what was happening to her, she thought she just wasn't feeling well. She did not know the signs of a stroke. The YVEDDI Driver was aware of the signs and immediately took action saving this woman's life. The family expressed great appreciation for the training and attentiveness of the entire YVEDDI team.</p>
<p>Board Development</p>	<p><u>Mid-Term Outcomes</u> Rhonda Wrenn discussed the Mid-Term Child Outcomes on Page 81 of the Board packet. This report shows what the children learn in different areas and assessments are done 3 times a year. This is a snapshot of the growth of our children and this report shows the children have an overall gain of 15%.</p>
<p>Committee Council Reports</p>	<p><u>Planning & Evaluation Committee</u> Kevin said the P&E meeting scheduled for December 13, 2018 was cancelled to allow time for our Christmas dinner. He said at tonight's meeting we discussed client surveys and what a great tool they were for the organization. He said Kathy talked about the assessment she's working on, and she's already working on a strategic plan.</p> <p><u>Fundraising Committee</u> Larry Johnson said we're going to have a car show on April 27, 2019, from 2-4 and music from 4-7. The music will be a band called "Silk Groove" that plays Motown and Beach music. He said Janet has already secured funds to cover the band. The tickets will be \$10.00 which includes the raffle drawing. Prizes are still up in the air but hopefully we will know more next week. We have set the goal for \$10,000 again this year and would like everyone to participate.</p> <p>Eddie asked for a motion to approve the Fundraising minutes.</p> <p>Motion by Wayne Frye to approve the Fundraising minutes Second by Marion Welborn Motion Carried</p> <p><u>Personnel Committee</u> Richard Lasky said he was not present at the meeting, but they discussed updating the Employee Status policy and recommended approval.</p> <p>Eddie asked for a motion to approve the Personnel minutes and the change in policy.</p> <p>Motion by Mickey Cartner to approve the Personnel minutes Second by Wayne Frye Motion Carried</p>

Finance Committee

Jim Brown said they had a lengthy meeting and the minutes can attest to that. It was a sobering meeting given some of the numbers, but ultimately a hopeful meeting. There are some definite hurdles that we're going to have to cross over the next several months to get us through and Jeff has taken a number of steps already and those are outlined in your minutes.

Rick said we are in a bit of a struggle right now in terms of the Transportation program, which is changing more rapidly than we're capable of responding to. The changes keep occurring and with Medicaid Managed Care looming over the horizon, we don't expect things to slow down. Change takes funding and reserves and we've been depleting our reserves at a significant rate. At the end, the idea is to be prepared to participate in Medicaid Managed Care, and YVEDDI is a unique solution for the insurance companies and Transportation is certainly a key component in that and that's our primary battle right now. The numbers look a little daunting right now but we're working on what we can to mitigate that to help us get from here to there.

Eddie Harris asked for a motion to approve the Finance minutes

Motion by Kevin Austin to approve the Finance minutes

Second by Larry Johnson

Motion Carried

2017-2018 Audit

Rick asked everyone to pick up the report that says, "Financial Statements and Supplementary Information". On page 1 you will see this is the opinion page; we received an unqualified opinion, which is referred to as a clean opinion. Essentially, we we're in accordance with all the standards.

On page 3 we we're moving towards NC Tracks and our cash position dropped about \$350,000 as a result of the NC Tracks and because they pay much more slowly. Our total net assets are effectively flat and that tells us we broke even.

On page 5 is our functional expense statement, which reflects the size of our programs. When Transportation sneezes or coughs, YVEDDI catches a cold because it's a big chunk of what we do.

On page 7 the Cash Flow statement shows we created almost \$800,000 of activity because we purchased a lot of property and plant assets. The bulk of the balance of that is vans and busses we purchased with grant funding.

The footnotes are pretty much the same as prior years; however, there is a new one, which is number 11 (contingencies) as a result of a law suit we're involved in. Other than that the balance of the notes are typically the same year over year.

On page 15 it tells you our internal controls are in good shape and we're operating in compliance with all our program compliance requirements and regulations and primarily the OEM compliance supplement, which is part the uniform guidance that all non-profits effectively must operate under. He said we came through that with good shape and they did a single stream audit this past year and was primarily Head Start and Transportation, which they essentially look at every transaction in both of those programs and we came out in good shape in both programs.

Rick said if you turn to page 23 and look at the summary of results, we're considered a low risk auditee. That means we can keep our rates down as far as the cost of the audit. There were no findings and the audit cost were \$22,000. Rick added that it would soon be time to put the audit out for bid.

The next report is titled, "Report to the Board of Directors". It basically goes into a whole lot of accounting discussion and essentially says that we came through that just fine. They want us to write off everything outstanding over 90 days. We can't allow that because NC Tracks is paying 120-160 days out, so he's not writing off good receivables. It's not really a finding or an issue but when NC Tracks gets more consistent on how they pay, then we can be more consistent on how we record it. They want us to raise our capitalization threshold to \$2,500 or \$5,000, but I think we need to keep it at \$500.00. The last thing in the report is the rep letter and it basically states the auditor is responsible for nothing and Rick and Kathy are responsible for everything.

Eddie asked for a motion to approve the Dixon Hughes Goodman audit.

Motion by Marion Welborn to accept the Dixon Hughes Goodman audit
Second by Richard Lasky
Motion Carried

Public Hearing – TSP

Jim said we're having a public hearing tonight for Surry and Stokes County Flex 300 and Flex 400.

Public Hearing on Community Transportation Program
Reduction in service on two routes: Flex 300 and Flex 400.

- These routes serve the Surry and Stokes County areas.
- Based on lack of ridership on these two routes the YVEDDI Finance Committee approved the elimination of these routes effective 3/1/19.
- Notice has been given to the public and advertised in the WS Journal on 2/14/19
- Eligible riders may still schedule rides using the demand response service.

Eddie Harris opened a public hearing and asked...

"Is there anyone present from the general public that would like to speak regarding the proposed service reduction?"

Eddie Harris closed the public hearing because there was nobody present

Eddie then asked the board if there were any questions and there were none. Eddie asked for a motion to approve the service reduction plan.

Motion by Mickey Cartner to approve the service reduction plan
Second by Richard Lasky
Motion Carried

	<p>Larry Johnson asked Jim Brown if he could set some time aside at April Finance meeting to finalize the items to buy for the fundraiser and Jim agreed</p> <p>.</p>
Program Committees Councils	<ul style="list-style-type: none"> ○ Minutes – for information only
Program Statistical Reports (January 2019)	<ul style="list-style-type: none"> ○ Reports – for information only
Other	<p><u>Head Start Refunding Application – Rhonda Wrenn</u></p> <p>Eddie said he was looking for a motion to approve the Head Start Refunding Application.</p> <p>Motion by Mickey Cartner to approve Second by Richard Lasky Motion Carried</p> <p><u>MHS COLA Application – Yolanda Lytton</u></p> <p>Eddie said he was looking for a motion to approve the Migrant Head Start COLA Application.</p> <p>Motion by Richard Lasky to approve Second by Dr. Edward Stevens Motion Carried</p> <p><u>Family Violence Prevention Service Act and NC Council for Women Refunding Application – Linda Trivette</u></p> <p>Eddie said he was looking for a motion to approve the Family Violence Prevention Services Act and the NC Council for Women refunding application.</p> <p>Motion by Larry Johnson to approve Second by Kevin Austin Motion Carried</p> <p><u>Senior Services to Walmart Foundation, Sam’s Club – Lisa Money</u></p> <p>Eddie said he was looking for a motion to approve the Senior Services Walmart and Sam’s Club grants</p>

	Motion by Jim Brown to approve the Grants Second by Wayne Frye Motion Carried
Adjournment	Eddie asked for a motion to adjourn. Motion by Larry Johnson to adjourn Second by Mickey Cartner Motion Carried

The meeting adjourned at 7:10 PM

Next Board Meeting: April 25, 2019

Respectfully submitted,

Terry Daniels
Staff Recorder

Board Members				<u>Staff and Guests</u>
<u>February 28, 2019</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Kevin Austin	X			Rhonda Wrenn
Jim Brown	X			Dawn Cheek
Mickey Cartner	X			Kylie Dobbins
Kelly Craine			X	Janet Phillips
Mike Crouse			X	Linda Trivette
Beverley Essick			X	Kathy Payne
Ana Flores-Cortez	X			Terry Daniels
Wayne Frye	X			
Eddie Harris	X			
Rachel Horton	X			
Debra Jessup			X	
Sylvia Jessup			X	
Larry Johnson	X			
Mark Jones	X			
Shelby King	X			
Richard Lasky	X			
<i>Ernest Lankford (not re-elected)</i>			X	
Jo Ann Layell	X			
Mary Olvera			X	
Edward Stevens	X			
Rebecca VanHoy	X			
Jimmy Walker			X	
Marion Welborn	X			
Suzanne Wright			X	