

Executive Committee Meeting Minutes

June 25, 2020	5:00 PM	Conference Call
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Call to order	Mickey Cartner welcomed and thanked everyone for calling in to have this Executive Committee and then called the meeting to order. <i>(This conference call meeting is in lieu of the Board of Director's Meeting, which was canceled for everyone's safety due to COVID-19).</i>
Approval of Agenda	<p>Mickey asked for a motion to approve the Executive Committee Agenda. Mickey asked if anyone had questions or if anything on the agenda needed to be changed. Hearing none, he asked for a motion to accept the agenda.</p> <p>Motion by Dr. Edward Stevens Second by Marion Welborn Motion carried</p>
Invocations / Memorials	Chaplain Mike Crouse gave the invocation and asked that we remember an unusually large number of staff and Board members who were ill or recently lost loved ones.
Attendance for Conference Call	<p>Mickey noted the Executive Committee members present as follows: Mickey Cartner, Eddie Harris, Jim Brown, Mike Crouse, Sylvia Jessup, Richard Lasky, Dr. Edward Stevens and Marion Welborn</p> <p>Agency staff present: Kathy Payne, Executive Director Terry Daniels, Executive Assistant / Staff Recorder Chris Fowler, Finance Director Rhonda Wrenn, Head Start Director Yolanda Lytton, MHS Program Coordinator Regina Chappell, CSBG Director Lisa Money, Senior Services Director Jeff Cockerham, Transportation Director</p> <p>There was a quorum present with 8 of 8 members attending.</p>
Approval of Minutes	<p>Mickey asked for a motion to approve the April 23, 2020 Executive Committee minutes.</p> <p>Motion by Sylvia Jessup to approve the minutes Second by Richard Lasky Motion carried</p>
Executive Director Report	Kathy said it was nice to hear your voices and you're missed very much since we can't get together due to COVID-19. Mickey said you all are missed too and thank you very much.

Monitoring and Training Reports

Kathy asked everyone to please turn to page 21 to look at the monitoring and training reports. She pointed out there's been a lot more training and webinars during this pandemic. To touch on some of the highlights, we received our official results letter from the Office of Head Start Federal monitoring that Mike and Sylvia participated in back in February.

The five areas they reviewed were:

- 1) Program Design and Management
- 2) Designing Quality Education and Child Development Program Services
- 3) Designing Quality Health Program Services
- 4) Designing Quality Family and Community Engagement Services
- 5) Developing Effective Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSA) Strategies and Fiscal Infrastructure

We are happy to report there were zero findings and that's something to be very proud of. Rhonda thanked Mike and Sylvia for helping out and members expressed their appreciation of their good work.

Moving on to page 23 Migrant Head Start has opened and enrollment is picking up. They have been doing lots of training as you can see listed in the report.

Senior Services and Weatherization have also been busy with lots of training. Kathy added that no one at YVEDDI has missed a paycheck during the pandemic and we are so very grateful for that. There was no further discussion on this topic.

Program Reports and Statistics

Kathy said starting on page 27 are the monthly reports that staff normally submit to her and in light of our distancing she thought it would be a good way to keep the Board in the know of all the programs. These reports include program current events and challenges, what monitoring is coming up, and what Board actions are needed. The statistical report is to show how many people were served by program. Kathy asked if there were any questions on the program reports or statistics and there were none. Mickey asked if anyone in the agency has had COVID-19 and Kathy answered none so far.

New CARES Act Funding

Kathy asked members to turn to page 41. We have a chart reflecting all the CARES Act funding that we have applied for or have received allocation notification for. We will ask for Board approval on this later during the meeting. Most programs were directed to apply for this money. Kathy mentioned that Regina will increase her staff by one person and they advanced the CSBG program just over \$100,000 of the CARES Act funding.

Inequality Statement

Kathy reported that we have developed an inequality statement on page 43 and we would like your input for additions, changes, or your blessing.

YVEDDI is deeply disturbed by the recent racial injustice and violence. We have always stood for equal treatment, inclusion, mutual respect, and strive to empower people to lead more successful lives. We are committed to doing our part to reduce inequality in our

	<p><i>communities.</i></p> <p>Mickey asked if anyone would like to add to the statement. Dr. Stevens said he thinks it's a good statement and other Board members agreed. There was no further discussion on this topic.</p> <p><u>Pay Increases</u></p> <p>Kathy stated we have received a number of thank you(s) from the staff for our pay increases. She read a statement received from our Senior Service Team who expressed their deep gratitude. Regina, Rhonda and Jeff added that their staff were very appreciative. Mickey said he thinks YVEDDI has the best staff we could ever ask for and thanked everyone personally.</p>
<p>Financial Reports</p>	<p>Chris said this was the greatest group of directors he's ever worked with and he was honored to be with YVEDDI. Mickey thanked Chris and said we think it's a blessing that you are here.</p> <p>Chris said our cash flow is still very strong and on the dashboard you can see our net cash flow is \$345,000, which means we're taking in more money than we're spending. He said we have approximately \$1.3 million in cash total and we do not have any utilization of the line of credit. Everything else looks good and he asked if anyone had any questions about the reports and there were none.</p> <p>On page 49 Chris discussed the agency statement of revenue expenses and said if you look at the receipts you will see \$11.5 million is year-to-date and our budget was approximately \$12 million. On page 53 you can see we have an under-spend of approximately \$41,000. We have some programs showing an overage, however, we are waiting to be reimbursed from those grantors. Chris asked if there were any questions and there were none.</p> <p>Jeff shared the report on page 45. The graph shows the per mile revenue that we have billed out. Meaning our program bills every agency that we provide transportation for. In 2018, it was approximately \$1.65 per vehicle mile, in 2019 it increased and in 2020 we were earning over \$2.00 per mile. Our trips have dropped around 65% due to the pandemic but they have picked up in May and the preliminary report shows an increase in June. Our ROAP program spending benchmark is 92%, Surry County has evened out and the other counties are behind due to COVID. NCDOT and the counties have told us that we can keep the money and we do not have to send it back.</p> <p>Updates from DOT: During FY20 the ROAP allocation increased but for FY21 if House Bill HB77 is signed, it will take all the ROAP money from FY21. However, we will get CARES money which will help offset the loss of ROAP funds.</p> <p>Managed Care has new proposed date of implementation of July 1, 2021. We have been told by our Transit Association that the legislators are not wanting to fight over this and will fund it, so it will likely go into effect.</p> <p>Chris said it's been 5 years since we have bid out our audit. He reviewed the vendors he invited to bid and their related bids. Bernard Robinson & Company came in as the low bidder and he recommends we select them as our audit firm. Mickey asked for discussion or a motion to accept Bernard Robinson for our auditor.</p>

	<p>Motion by Jim Brown to accept Bernard Robinson as our auditor Second by Marion Welborn Motion carried</p>
Committee / Council Reports	<p>June Meetings of the Personnel, Finance, and P&E Committees canceled due to COVID-19. Board of Director's meeting also canceled.</p> <p>Program / Policy Advisory Councils – Meetings canceled due to COVID 19.</p>
Other Action Needed	<p><u>CSBG CARES Act Funding</u> Regina Chappell stated the Community Service Program received an allocation of \$449,995 from the Office of Economic Opportunity to create what we are calling the YVEDDI CARES Act Program. This flexible funding is to be used to help low income individuals and families meet a variety of needs caused by the economic disruption of the COVID 19 pandemic. The program is temporary and will run from July 1, 2020 until September 30, 2022 or until funds are exhausted. This money is available to our Davie, Stokes, Surry, and Yadkin County communities.</p> <ul style="list-style-type: none"> · Applicants must have been affected by COVID-19 in some manner...an example is job loss or decreased hours or having suffered income loss due to having contracted COVID. Also, applicants for the funds must be at or below 200 percent of the Federal Poverty Guidelines. · The main goal of the program is to provide stabilization assistance with such things as utilities, transportation, housing, education, nutrition, and childcare to name a few. <p>Motion by Sylvia Jessup to apply for the CARES Act funding Second by Richard Lasky Motion carried</p> <p><u>Acceptance of the Community Assessment (CA)</u> Regina stated one of our goals in our current strategic plan was to contract with a professional consultant to complete our community assessment. We did that through a contract with Howell LLC and Kathy shared it with the Board electronically in mid-April, and mailed it to members without email. Our plan was to have Mr. Howell formally present the CA to the full Board at our June meeting, which fell through due to the pandemic. Having a CA accepted by the Board will fulfill one of our grant standards. In summary, we feel this CA is very worthy of your approval and propose that you formally accept the CA.</p> <p>Motion by Richard Lasky to accept the Community Assessment Second by Sylvia Jessup Motion carried</p> <p>Since we know community needs have greatly changed post-pandemic, we think it would be wise for us to ask Mr. Howell to quote doing an update of significant trends and changes. We will report back to the Board when we receive his quote</p> <p><u>Strategic Planning in FY 2021</u> The agency strategic plan is vital because it outlines our goals for the agency for the next five years and serves as a guide. Having completed the CA, our next steps are</p>

to use the results to inform and drive our Strategic Plan (SP). Knowing that we have an agreement with Howell LLC to help us complete our SP next fiscal year and the 2-part contract (CA & SP) enabled us to save a significant amount of money for this project. Completing these projects will put us in compliance with organizational standards. Mr. Howell has outlined a plan to assist the agency with defining our agency goals. The planning process will include research, planning preparation, interviews, development, and planning sessions with document generation.

If it's the Board's pleasure, we are asking for approval for Mr. Howell to move forward with the development of our new strategic plan that is to be completed next fiscal year. Mickey asked about the cost and Regina said its \$13,000 and that CSBG had money to pay for it. Mickey asked if there were any questions and there were none. Mickey asked for a motion.

Motion by Jim Brown to approve the development of the Strategic Plan for FY 2021 by Howell LLC

Second by Mike Crouse

Motion carried

Head Start CARES Act Funding Application

Referencing page 61 of the Board packet Rhonda shared that \$338,341 is the amount allocated to Head Start of the CARES Act funding and discussed the ways the funding would be used in the program with the committee. Mickey asked for a motion to approve our application submission.

Motion by Dr. Stevens to approve our application for funding

Second by Richard Lasky

Motion carried

Migrant Head Start CARES Act Funding Application

Referencing page 63 of the Board packet Yolanda shared that \$11,310 is the amount they will be awarded from the CARES Act funding and stated that their funding would be used much like regular Head Start. Yolanda added they opened today for children and she is working to implement all the COVID safety rules that change almost daily. Mickey asked for a motion to approve our application submission.

Motion by Sylvia Jessup to approve our application for funding

Second by Jim Brown

Motion carried

Senior Services – Lisa Money

Seeking permission to apply:

- Meals on Wheels America: COVID relief fund: \$10,000
- Meals on Wheels America: COVID relief fund (second round): \$75,000
- Meals on Wheels N.C./SECU: \$10,000
- Meals on Wheels N.C./SECU (second round): \$5,000

Motion by Mike Crouse to approve application submission

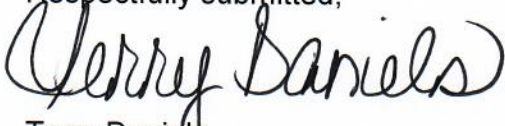
Second by Jim Brown

Motion carried

	On page 65 of our packet Lisa Money shared a letter from a Meals on Wheels client with the committee. The letter was very gracious and made everyone feel very blessed to have a part in serving our seniors.
Other	Kathy thanked everyone for attending this meeting
Next Meeting	TBD as needed
Adjournment	Mickey asked for a motion to adjourn Motion by Dr. Edward Stevens Second by Sylvia Jessup Motion carried

The meeting adjourned at: 6:10 pm

Respectfully submitted,



Terry Daniels
Staff Recorder