



Executive Committee Meeting Minutes

October 22, 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 meeting 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 or if anyone had questions or if the agenda needed to be changed. Hearing none, he asked for a motion to accept the agenda.</p> <p>Motion by Dr. Edward Stevens to approve the agenda Second by Richard Lasky 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>Sylvia 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 Janet Phillips, HR Director Rhonda Wrenn, Head Start Director Jeff Cockerham, Transportation Director Lisa Money, Senior Services 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 August 27, 2020 Executive Committee minutes.</p> <p>Motion by Marion Welborn approve the minutes Second by Dr. Edward Stevens Motion carried</p>
Recognitions	The following staff members were recognized for length of service and were awarded a service pin.

	<p><u>5 Years</u></p> <ul style="list-style-type: none"> Floyd Grayson Boles, CTP 	<p><u>25 Years</u></p> <ul style="list-style-type: none"> Linda Watkins, CTP
	<p><u>10 Years</u></p> <ul style="list-style-type: none"> Linda Watkins, CTP 	<p><u>35 Years</u></p> <ul style="list-style-type: none"> Kathy Payne, IDC
<p>Executive Director Report</p>	<p>Good evening and thanks to each of you for being on the conference call tonight.</p> <p><u>Executive Director Accomplishment Report:</u></p> <p>You have the ED report in your packet. Some additional things we want to mention:</p> <ul style="list-style-type: none"> We finally received our capital agreement with DOT and will begin the Yadkinville Transportation Office Roof Restoration in the next few weeks. We continue to have contract discussions with MMC Brokers We are expecting the audit to be completed soon and the auditors will present at the December Board meeting Staff Annual Performance Evaluations were completed in September We've had recent monitoring by ECMHSP, CFW, GCC and have a WAP desk review next week We are having our first ever Facebook Domestic Violence Vigil that will feature 3 county district court judges as speakers Our directors have been very busy. There is a lot of information in your packet in the Leadership Team Activity Reports that you can review at your leisure. We have about 3 rooms vacant at the Jones Family Resource Center and need assistance finding occupants, please send referrals if you know of anyone Migrant Head Start has closed their classrooms for the season Our Service Statistical Report is included for your information <p><u>YVEDDI CARES Program:</u></p> <p>Temeka Marsh, CARE Coordinator, serving Davie, Stokes, Surry, and Yadkin Counties is completing approximately 8 to 10 intakes per week with assistance from the rest of our staff when needed. The majority of the assistance being requested is for utility bills and housing.</p> <ul style="list-style-type: none"> Enrolled 28 customers since July 1, 2020 6 customers are pending 23 applications waiting for documentation Expenditures to date approximately \$23,000 for services rendered At approximately 16% spent on participant support for a 12-month period and 8% for the duration of the program – ending September 30, 2022 <p><u>Pending Board Work</u></p> <p>Kathy said she wanted to make mention of things we need to do when we can reconvene the whole Board which are our bylaws, officer elections, and seating of members whose terms have expired.</p> <p><u>December Meetings</u></p> <p>Discussion followed regarding the December meeting schedule. It was decided that if the number of COVID cases were still of great concern in December we can</p>	

	<p>address it then. For now we will schedule the Personnel Committee meeting on Monday, December 7, Finance on Tuesday, December 8, mail out the Board packet on the 10th and have our Christmas Dinner and Board meeting on December 17th at 5 PM. The P&E Committee will not meet and instead have the Christmas Dinner.</p> <p><u>Succession Plan</u> Kathy reported that the Executive Director Succession Plan has been updated mainly to remove the former finance director and include Chris who is now authorized to do the agency banking and sign checks. Workforce was added because they are now doing payroll and life insurance provider changed to US Able Life. Kathy reminded members about the order of succession; Rhonda Wrenn and in her absence Jeff Cockerham and this is as it was before. Your approval is requested.</p> <p>Motion by Sylvia Jessup to approve the Succession Plan Second by Richard Lasky Motion carried</p>
<p>Financial Reports</p>	<p>Finance Director Chris Fowler thanked everyone for attending the conference call. Chris said he knows it's challenging to have these conference calls but it's necessary to know the financial health of the agency.</p> <p>Chris said that in your packets you have the Dashboard, the Revenue and Expense and Fund statements. As of August we have \$838,000 in cash in the bank. We've had some expenses that we have not been reimbursed for so that's why we have a big drop down in cash. We have not used the line of credit. Accounts Receivable is sitting at approximately \$300,000 which is down from the prior year and means collections are up but that's something we've been watching and Jeff has been very helpful. We're still in a good strong financial position. We're paying our bills on time and our credit rating is good. Chris asked if there were any questions and there were none.</p> <p><u>Agency Budget Plan for FYE 20-21</u> Chris asked everyone to review the Agency Budget Plan and requested approval. He said we have received some CARES funding. Mickey asked if there were any questions and there were none. Mickey asked for a motion to approve the Agency Budget Plan for FYE 20-21.</p> <p>Motion by Dr. Stevens to approve the Agency Budget Plan for FYE 20-21 Second by Sylvia Jessup Motion carried</p> <p><u>Credit Card Statement</u> Chris said we will upload the credit card statement on the YVEDDI website under the Board of Director's tab for your review and if anyone has any questions to please email or call him.</p>
<p>Committee / Council</p>	<p>October meetings of the Personnel, Finance, and P&E Committees were canceled due to COVID-19. Board of Director's meeting also canceled.</p>

Reports	
Other	<p><u>Transportation Public Hearing</u></p> <ul style="list-style-type: none"> • Mickey opened the hearing on the Community Transportation Grant for FY 2022 and asked for general public comments. There were none. • Mickey closed the public hearing. <p>Transportation Director Jeff Cockerham stated Title VI surveys can be mailed to anyone on the call then gave an overview of each grant to be applied for.</p> <p>5311 Administration The Administration Grant pays for salaries and fringe benefits for seven (7) administrative staff</p> <ul style="list-style-type: none"> • Program Director • Operations Manager • Administrative Coordinator • Call Center Manager • Safety Officer • Two Transportation Coordinators • Also included in the admin grant are drug tests, background checks, office supplies, office phones, marketing, and vehicle insurance. The total for Admin for FY22 is \$719,697. Starts July 1, 2021. Jeff directed attention to the local share certification document on page 117 which detailed where the proposed local match would be obtained. <p>Mickey asked for any discussion. Eddie asked what kind of numbers apply to Surry County and Jeff said he would have to get with Kathy. Eddie asked if it's going to be divided between counties and Jeff said yes. Kathy asked if she should write another letter and Marion said yes. Jeff said this is for FY 2022. Mickey asked if there was any other discussion. There was none. Mickey asked for a motion to approve the 5311 grant application for FY22.</p> <p>Motion by Marion Welborn to approve the 5311 Administration grant application for FY22 Second by Eddie Harris Motion Carried</p> <p>5311 Operating Grant</p> <ul style="list-style-type: none"> • The operating grant is a 50% match available to help fund deviated fixed routes such as the Elkin Circulator and the Mocksville Circulator. • The total for FY22 for operating is \$198,500. <p>Mickey asked for any discussion. Eddie asked what town in Surry County and Jeff said the city limits of Elkin and the money comes from NCDOT. Mickey asked if there was any other discussion. There was none. Mickey asked for a motion to approve 5311 Operating Grant application.</p>

Motion by Eddie Harris to approve 5311 Operating Grant Application

Second by Dr. Edward Stevens

Motion Carried

Combined Capital Grant

- The Capital grant provides replacement vehicles for our fleet. In FY22 we will be replacing a total of 8 vehicles, 8 on-Board camera systems, and 8 on-Board tablets to operate the scheduling software. The capital grant application will be for \$564,152.

Mickey asked for any discussion. There was none. He asked for a motion to approve the combined Capital Grant application.

Motion by Dr. Edward Stevens to approve the combined Capital Grant application.

Second by Jim Brown

Motion Carried

5310 or NC Rural Operating Grant

- This grant is a State Elderly and Disabled grant and pays 50% of trip costs for eligible riders. The match is acquired by matching the grant with ROAP trips. The grant application will be for \$150,000. Jeff explained that YVEDDI will apply for the NC Operating grant if funds are available and if not convert the application to apply for 5310 grant funds.

Mickey asked for any discussion. There was none. He asked for a motion to approve the 5310 or NC Rural Operating Grant application.

Motion by Richard Lasky to approve the 5310 or NC Rural Operating Grant application

Second by Jim Brown

Motion Carried

Mobility Management Grant

- The mobility management grant pays for our mobility manager salary and fringe. The grant application will be for \$43,694.

Mickey asked for any discussion. There was none. He asked for a motion to approve the Mobility Management Grant application.

Motion by Richard Lasky to approve the Mobility Management Grant

Second by Eddie Harris

Motion Carried

Authorizing Resolution

- The Authorizing Resolution gives the Executive Director the authority to apply for the grants discussed.

Mickey asked for any discussion. There was none. He asked for a motion to approve the Authorizing Resolution.

	<p>Motion by Marion Welborn to allow Kathy Payne, Executive Director, to sign the resolution Second by Dr. Edward Stevens Motion Carried</p> <p><u>Permission to apply: MOW/SECU-Round 2: \$10,000 for Meals on Wheels</u> Lisa Money, Senior Services Director asked for permission to apply for the MOW/SECU – Round 2: \$10,000 for Meals on Wheels. She said this will be shared equally for Yadkin and Surry Counties and the money will be used to purchase meals for homebound clients. Mickey asked if there were any questions and there were none. Mickey asked for a motion.</p> <p>Motion by Dr. Edward Stevens to apply for the MOW/SECU – Round 2: \$10,000 for Meals on Wheels Second by Sylvia Jessup Motion carried</p> <p><u>Permission to participate in 2020 Subaru Share the Love Grant</u> Lisa Money, Senior Services Director asked for permission to apply for the grant which is based on revenue that comes into North Carolina for Subaru vehicles sold in North Carolina. Senior Services received \$5,000 last year. This will be shared equally for Yadkin and Surry homebound meals. Mickey asked if there were any questions and there were none. Mickey asked for a motion to approve the Subaru Share the Love Grant Application.</p> <p>Motion by Mike Crouse to participate in 2020 Subaru Share the Love Grant Second by Sylvia Jessup Motion carried</p>
Next Meeting	Our Board of Director’s meeting will be December 17 th if it is safe to convene our members.
Adjournment	<p>Mickey asked for a motion to adjourn</p> <p>Motion by Sylvia Jessup to adjourn Second by Marion Welborn Motion carried</p>

The meeting adjourned at: 6:00 pm and then went into closed session to discuss the Executive Director’s performance evaluation and compensation.

Respectfully submitted,

Terry Daniels
Staff Recorder