



Executive Committee Meeting Minutes

December 17, 2020	5:00 PM	Conference Call
-------------------	---------	-----------------

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 Sylvia Jessup_ to approve the agenda 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>Sylvia noted the Executive Committee members present as follows: Mickey Cartner, Eddie Harris, Jim Brown, Mike Crouse, Sylvia Jessup, and Marion Welborn</p> <p>Agency staff present: Kathy Payne, Executive Director Terry Daniels, Executive Assistant / Staff Recorder Chris Fowler, Finance Director Regina Chappell, CSBG Director Rhonda Wrenn, Head Start Director Yolanda Lytton, MHS Program Coordinator Jeff Cockerham, CTP Director</p> <p>There was a quorum present with 6 of 8 members attending.</p>
Excused	Richard Lasky and Dr. Edward Stevens
Approval of Minutes	<p>Mickey asked for a motion to approve the October 22, 2020 Executive Committee minutes.</p> <p>Motion by Sylvia Jessup_ approve the minutes Second by Mike Crouse Motion carried</p>
Executive	Good evening and thanks to each of you for calling in this evening.

Director Report

Executive Director Report page 23

You have the ED report in your packet. Some additional things we want to mention:

- Pandemic Service Model Summary
- We are now training a person to act as a backup for TSP billing and bookkeeping.
- Will complete the new roof on the Yadkinville Transportation Office by the end of the month which is paid for by DOT and the Cannon grant.
- Moving to a new payroll vendor "Paychex" first of the year for improved data and reporting
- Still need assistance filling occupant vacancies at the JFRC
- Leadership Team Program Reports begin on page 25 so you can review specifics of what is going on in each of our programs
- Our Service Statistical Report is on page 33 for your review
- YVEDDI employees contributed \$13,610 for the 2021 United Fund Campaign!!!
- \$10,000 donated to Surry County MOW
- New CARES dollars \$1,780,286
- \$26,000 more Duke Endowment money on the table for COVID relief. Permission to contract / Kathy asked the board for their thoughts. Mickey said apply for it and Sylvia agreed as long as the program and staff members were not overwhelmed. Kathy said to be honest they're already overwhelmed. Sylvia asked Regina her opinion and she said there's a lot of need and it has advantages and disadvantages. Regina said she would hate to turn it down. She said Kathy would get \$13,000 up front and we could possibly spend the money out in a year's time. Mike said he respects Regina and what she does and the pros and cons made him feel good about applying for the Duke Endowment because Regina always put other people's needs first. Eddie and Marion agreed. Kathy said we'll get it signed tomorrow.

CSBG CARES Program Report:

- Enrolled 45 customers since July 1, 2020
- \$42,030.00 Participant Support to date
- Applications remain steady at approximately 10-12 intakes a week with other staff assisting

Community Action Plan Update on page 75. Overlooked asking for Board approval and requesting approval now.

Reminder: Work delayed due to COVID

- Bylaws – revision requires full board approval
- Elections /Seating of members whose terms expired – requires voting of the full board
- Finance and HR Manual updates, Risk and Self Assessments, Audit, Board Training
- New ways to handle business if gathering continues to be limited? Mickey said by phone would be the safest.
- Full board meeting by telephone on Thursday, February 25, 2021 at 6:00 PM

	<p>Mickey asked for a motion to schedule a full board meeting via telephone in February 2021.</p> <p>Motion by Marion Welborn to approve full board meeting via telephone Second by Sylvia Jessup Motion carried</p> <p>Kathy asked if there were any questions and there were none.</p> <p>Wishing you all a very safe and healthy Merry Christmas!</p> <p>Food Program Report on page 37</p> <p>Other: CSBG Monitoring Report page 87, HS Monthly Reports</p>
<p>Financial Reports</p>	<p>Finance Director, Chris Fowler said on page 41 of your board packet is the financial dashboard. October our cash flow declined, but we did not use our line of credit. Funds not recorded but awaiting receipt: \$800,000 CTP \$200,000 HS \$52,000 LIHEAP</p> <p>Current cash position is 1.2 million</p> <p>Accounts receivable is healthy</p> <p>Page 42 - 1.1 million short but that's because we have not collected our revenues but yes we have collected it now.</p> <p>All is good now it just looks bad for October.</p> <p>Pg. 43 – 2.69 in revenue Pg. 45 – 1.1 million short fall Pg. 47 – Health of our agency \$670,070.22 Accounts Receivable \$347,000 Allowance / Bad Debt - \$107,000 for 2019 and back Pg. 49 – Debt / what we owe \$85,000 Pg. 51- 1.31 short fall</p> <p>Mickey asked what created the short fall. Chris said the CARES money is slow receiving it and so is the DOT money.</p> <p>Pg. 53 – is our Agency Statement Pg. 56 – All credits – We will get the money and everything is improving</p> <p>Any questions. None</p>

	<p>Credit Card Statement – Increase in credit line from \$25,000 to \$35,000. Everything is doing well with the credit card. The rewards we receive from the card is going to be up to the board’s discretion, the credit card company will not allow us to use it to reduce the credit card balance. Chris suggested requesting a check from the credit card company to put back into the agency. Mickey said let’s put it on the agenda for our February meeting</p> <p>The Audit is usually completed but due to the pandemic it should be completed in January.</p> <p>Discussion followed about the presentation of the audit and members decided to have a special called meeting the fourth Thursday in January 1/28/21 at 6 PM.</p> <p>Chris asked if anyone had any questions and there were one.</p>
Committee / Council Reports	<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>
Other	<p><u>Community Action Plan Update</u> Mickey asked if there were any questions and there were none.</p> <p>Motion by Sylvia Jessup_ to approve the Community Action Plan Second by Marion Welborn Motion carried</p> <p><u>Intent to File for CSBG Renewal Funding</u> Mickey asked if there were any questions and there were none.</p> <p>Motion by Mike Crouse to approve CSBG Renewal Funding Second by Eddie Harris Motion carried</p> <p><u>Migrant Head Start Annual Self-Assessment</u> Yolanda said on page 70 of your board packet is a copy of the Migrant Head Start self-assessment. She said they weren’t able to have policy council meetings due to the pandemic. We were having issues with the wireless network and grateful the IT people fixed it. She said they met the educational and bilingual numbers. Remote learning increased our enrollment number to 30, which only left us short by 9. Social distance was challenging this season, but fortunately no children were directly affected by the pandemic. Yolanda asked if anyone had any questions and there were none.</p> <p>Mickey asked if there were any questions and there were none. Mickey asked for a motion to approve the MHS Annual Self-Assessment</p> <p>Motion by Eddie Harris to approve the MHS Annual Self-Assessment</p>

	Second by Marion Welborn Motion carried
Next Meeting	Board of Director's Meeting via telephone on February 25, 2021 at 6:00 PM
Adjournment	Mickey asked for a motion to adjourn Motion by Sylvia Jessup to adjourn Second by Marion Welborn Motion carried

The meeting adjourned at: 6:00 PM

Respectfully submitted,

Terry Daniels
Staff Recorder