



Executive Committee Meeting Minutes

August 27, 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 Richard Lasky 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>Mickey noted the Executive Committee members present as follows: Mickey Cartner, Eddie Harris, Jim Brown, Mike Crouse, Richard Lasky, 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 Lisa Money, Senior Services Director Jeff Cockerham, Transportation Director</p> <p>There was a quorum present with 6 of 8 members attending.</p>
Absent	Sylvia Jessup and Dr. Edward Stevens
Approval of Minutes	<p>Mickey asked for a motion to approve the June 25, 2020 Executive Committee minutes.</p> <p>Motion by Richard Lasky to approve the minutes Second by Eddie Harris Motion carried</p>
Executive Director Report	<p>Kathy asked everyone to turn to page 23 and she would touch on a few highlights from the Accomplishment Report, Program Reports and Statistics.</p> <p>She stated that the new roof has been completed at the Jonesville Senior Center and that it looks really good. We requested an extension from the Cannon Foundation to complete the roof at the Transportation office in Yadkinville due to waiting for DOT to release funds to help with the project. The Cannon Foundation graciously extended our project until December.</p>

	<p>Bristol is working with renters at the JFRC who are having difficulties paying their rent due to budget limitations as a result of COVID. Some of the rent for the Disabled American Veterans will be forgiven.</p> <p>Kathy reminded everyone that YVEDDI is now a charity participating with Amazon Smiles in which a small portion of the proceeds can be allocated to YVEDDI when purchases are made.</p> <p>There has been several articles published in local newspapers and the NC Community Action Association Newsletter about activities in our Senior Services program. Kathy stated she recently interviewed with WRAL about Social Determinants of Health and that the conversation will be published on their website.</p> <p><u>Program Reports and Statistics</u></p> <p>Kathy asked everyone to turn to page 25 to review the monthly reports submitted to her by the Directors. In light of our distancing, these reports are a good way to keep the Board apprised of program activities. These reports include program current events and challenges, what monitoring is coming up, and what Board actions are needed. Kathy asked everyone to turn to page 35. She explained to the committee members that this Statistical report will show us how many people were served by each program by county. Kathy said the Migrant Head Start and RSVP programs have a different fiscal year and to keep that in mind when reading the report. We hope to utilize software that will track participants so the numbers will not be duplicated. Kathy asked if there were any questions on the program reports or statistics and there were none.</p> <p>Kathy said on page 39 is survey results from the Senior Services program which were all good. On page 43 is a letter from Mount Airy City Schools recognizing our Head Start employee Karl Allen. He was nominated by friends and colleagues for his service to the community and efforts to improve the lives of others and concluded that we were very proud of Mr. Allen. Kathy asked if there were any questions. With hearing none she asked Chris to report on the financials.</p>
<p>Financial Reports</p>	<p>Finance Director Chris Fowler asked everyone to turn to page 47 to look at the total revenues compared to last year. He said if you turn to page 51 the total cash on hand is \$1.5 million. Chris said on page 57 is the financial dashboard and he needed to make a correction on it. He said if you look at the cash on hand it shows \$1,295,000 and it should be \$1,495,000. Chris asked if there were any questions and there were none.</p> <p><u>Review and Approval of the IRS 990 for Period Ending June 2019</u></p> <p>Chris asked everyone to turn to page 59. The IRS Form 990 was included and we need approval. Mickey asked if there were any comments or questions and there were none. Mickey stated that Chris is doing a good job and to keep up the good work. Mickey asked for a motion.</p> <p>Motion by Marion Welborn to approve the IRS 990 Second by Richard Lasky Motion carried</p>
<p>Committee / Council Reports</p>	<p>August 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 were canceled due to COVID 19. Transportation Advisory Board (TAB) Meeting was held by conference call and their minutes are included for your information.</p>

<p>Head Start</p>	<p>Head Start Director Rhonda Wrenn gave a report on the current operational model that Head Start is using due to the COVID19 situation. Head Start is providing remote services to children for the first nine weeks of school. Our plan is to resume regular face-to-face services in the classrooms beginning October 12, provided that we can do so in an environment that is safe for the children, families and staff. Mickey asked Rhonda how the remote services are being provided. She replied that Head Start is using various programs like Zoom and Facebook with cell phones, tablets and computers. The Head Start families were surveyed to find out which option worked best for them and we accommodate their preference. There are also activities being provided by the teaching staff that has been sent home to families to help them with their child’s learning. Mickey asked how many children were in attendance with the remote learning and Rhonda replied that our enrollment numbers are down so far this year due to parents who prefer face-to-face learning. She mentioned that other Head Start and NCPK programs are also seeing a decline in enrollment at this point in the school year. Mickey thanked Rhonda for her report and asked if anyone had any questions and there were none.</p>
<p>Other Action Needed</p>	<p><u>Approval CTP Disciplinary Reduction in Pay Policy</u> Transportation Director Jeff Cockerham asked everyone to turn to page 71. He’s requested approval of the CTP Disciplinary Reduction in Pay Policy. He said he was trying to get the attention of the drivers to reduce claims to our insurance carrier. Jeff then asked everyone to turn to page 72 and discussed the threshold. He explained that if a driver contributes to or is At-fault for an accident with damages of \$1,000 or more, their pay will be reduced to minimum wage for 2 pay periods. Also, in regards to the staff performance evaluation, if the driver is involved in this type of accident they will receive a score of “1” which will be assigned in the proper category for a period of 12 months. If a driver avoids any incidents they will receive a score of 4 or 5. Mickey asked if the guidelines are the same at other companies and Jeff said he didn’t know. Eddie asked if Human Resources reviewed this policy and Jeff said yes, he went through it with Janet. Mike asked if it was veteran drivers or rookie drivers and Jeff said both. Jeff said our insurance increased and so did our deductible. Mike said the issue needs to be addressed, and Kathy said she would like to add that Jeff works hard to attract and retain drivers and that he uses a matrix to gather accident data which informs training needs. Kathy said that this information was shared with our insurance company and they were very impressed. Mike asked Jeff for feedback on the result of the policy regarding the possible reduction of future accidents and Jeff said he would provide feedback. Mickey asked if there were any more questions and there were none. Mickey asked for a motion</p> <p>Motion by Mike Crouse to approve the CTP Disciplinary Reduction in Pay Policy Second by Marion Welborn Motion carried.</p> <p><u>Approval CTP to purchase two replacement minivans (90% funded by NCDOT, 10% local)</u> Jeff requested approval to purchase 2 replacement minivans that were approved in FY 20 budget. 90% will be funded by NCDOT at \$60,000 and 10% local at \$6,000. Mickey asked if there were any questions and there none. Mickey asked for a motion.</p>

Motion by Richard Lasky to purchase 2 replacement minivans
Second by Jim Brown
Motion carried

Approval Request for CTP to receive 2nd round of CARES Act grant funds

Jeff requested approval to receive the 2nd round of CARES Act grant funds in the amount of \$786,698. He said this money will be used for operational cost and is 100% federal money with no required match. Mickey asked if there were any questions and there none. Mickey asked for a motion.

Motion by Mike Crouse to receive 2nd round of CARES Act grant funds
Second by Jim Brown
Motion carried

Approval Request for CTP to apply for the Appalachian Development Grant

Jeff requested approval to apply for the Appalachian Development Grant. The amount of this grant is approximately \$152,713 and approved by the federal transit administration. Jeff said we never applied for this grant before. Mickey asked if there were any questions and there none. Mickey asked for a motion.

Motion by Richard Lasky to apply for the Appalachian Development Grant
Second by Jim Brown
Motion carried

Permission to apply to NANASP (National Association of Nutrition and Aging Services Programs).

Senior Services Director Lisa Money requested permission to apply for the NANASP (National Association of Nutrition and Aging Services Program). The amount of this grant is from \$1,000 - \$5,000 and the award is based on availability of funding. This money will be used to purchase computers for the Nutrition Site managers. Mickey asked if there were any questions and there were none. Mickey asked for a motion.

Motion by Marion Welborn
Second by Richard Lasky
Motion carried

Permission to apply: Meals on Wheels America TRUIST Foundation COVID-19 Response Grant

Lisa requested permission to apply for the Meal on Wheels America TRUIST Foundation COVID-19 Response grant. The amount of this grant is \$10,000 and will be shared equally for Yadkin and Surry Counties. This 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.

Motion by Mike Crouse to approve Meals on Wheels America TRUIST Foundation COVID-19 Response Grant
Second by Richard Lasky
Motion carried

Permission to apply: Shore Trust through Clemmons Community Foundation for Senior

	<p>Centers – The amount of this grant is up to \$12,000</p> <p>Lisa requested permission to apply for Shore Trust fund through Clemmons Community Foundation. The money will be used to purchase the following items for the senior centers: exercise equipment, blood pressure cuffs, and senior back packs that will include fruit, vegetables and personal hygiene items. Mickey asked if there were any questions and there were none. Mickey asked for a motion.</p> <p>Motion by Marion Welborn to apply for Shore Trust through Clemmons Community Foundation Grant Second by Richard Lasky Motion carried</p>
Other	Kathy thanked everyone for attending this meeting
Next Meeting	TBD as needed
Adjournment	<p>Mickey asked for a motion to adjourn</p> <p>Motion by Marion Welborn Second by Mike Crouse Motion carried</p>

The meeting adjourned at: 6:00 pm

Respectfully submitted,

Terry Daniels
Staff Recorder