



Board of Director's Meeting Minutes

February 25, 2020	6:00 PM	Via Conference Call
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Call to Order	Board Chair Mickey Cartner welcomed everyone that called in and called the meeting to order.
Approval of Agenda	<p>Mickey asked for additions to or a motion to approve the agenda.</p> <p>Motion by Edward Stevens to approve the agenda Second by Wayne Frye Motion Carried</p> <p>In addition to the agenda, we need to add a review of the Pay Schedule that requires our approval.</p> <p>Motion by Edward Stevens to approve the addendum Second by Mike Crouse Motion Carried</p>
Invocation Memorials/ Remembrances	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	Sylvia Jessup, Secretary, called the roll. A Quorum was met with <u>12</u> of <u>20</u> active members in attendance. A Quorum must meet the requirement of 50% of the membership.
Approval of Minutes	<p>Mickey asked for changes to or a motion to approve the December 17, 2020 Executive minutes. Mickey asked if there were any questions and there were none.</p> <p>Motion by Sylvia Jessup to approve the minutes Second by Richard Lasky Motion Carried</p>
Audit	<p>Finance Director Chris Fowler presented Heather D. Hayes and Benjamin Ripple from Bernard Robinson & Co. Benjamin discussed the audit in detail using a PowerPoint presentation. He said we did get an unmodified audit, and that is good to report. There were no findings in the audit and a clean audit on the compliance side.</p> <p>Mickey asked if anyone had any questions, and there were none.</p>

	<p>Motion by Marion Welborn to accept the audit Second by Sylvia Motion Carried</p>
<p>Executive Director Report</p>	<p>Good evening and thanks to each of you for calling in this evening. I will make this report short since we have had the audit presentation tonight.</p> <p>Executive Director Report page 27</p> <ul style="list-style-type: none"> • We are still in the process of moving to the new payroll vendor and are at about 44% with the transition process. • Leadership Team Program Reports begin on page 29, so you can review specifics of what is going on in each of our programs. • Our Service Statistical Report is on page 37 for your review. • After 26 years, our DV Director Linda Trivette retired as of February 3rd. We are very saddened to see her go but wish her well as she continues to regain her health. Linda accomplished great things, had an incredible rapport with our grantors, and will be truly missed. • Madison Wright has been promoted to Linda's position as DV Director. Madison recently received her BA degree in Public Health Education and has worked with our DV program since January 2020, quickly excelling in learning her job and showing excellent leadership skills along the way. Madison is Suzanne Wright's niece, and we are very glad to have her in this role. • Reminder to please take the survey emailed to you yesterday to get us started on our strategic plan development <p>Many thanks to our directors, who currently have very heavy workload that includes, altered service models, grant writing season, and dealing with the consequences of the pandemic. More people are in need and seeking services, and they are doing additional programmatic and fiscal reporting for the CARES funding.</p> <p>Kathy asked if there were any questions, and there were none.</p> <p><u>Financials</u></p> <p>Finance Director Chris Fowler said on page 43 of your packet is the Financial Dashboard. We have balances on our receivables and have not used our credit line. We are still waiting on some grant money to come in for some of the programs. Our cash balance is approximately 1.2 million dollars.</p> <p>Chris also reviewed the Revenue and Expense, Fund, and Agency statements.</p> <p>Chris noted that the Head Start itemized budget statement is also included in your packet, and their spending is looking good, and his department would be doing another drawdown soon.</p>

	<p>On page 65 is our Credit Card Statement. We have a rewards balance and Chris is proposing to use the money for district office maintenance, more specifically to update the paint and carpet in the conference room and eventually the roof. Page 67 shows the detail of the points available to spend. Points accumulate based on purchases, but we have reached a timeline whereby we lose a certain amount of points per month. Once we spend all the points, they will begin to accumulate again.</p> <p>Motion by Edward Stevens to approve the use of rewards points for maintenance Second by Mike Crouse Motion Carried</p> <p>There was some discussion about opening the agency back up and having our Annual April meeting in person. Members agreed to gather for the next session using the social distancing protocol.</p>
<p>Executive Director Report page 27</p>	
<p>Program Committees Councils</p>	<ul style="list-style-type: none"> ○ Minutes – for information only
<p>Program Statistical Reports (December 2020 – January 2021)</p>	<ul style="list-style-type: none"> ○ Reports – for information only
<p>Other</p>	<p><u>New TSP Funding: Vaccinations/HEPA Filters/Camera Upgrades</u> Transportation Director, Jeff Cockerham reported that NC DOT is applying for additional CARES Act funding which will be passed through to the systems in NC.</p> <p>\$80,095 – Vaccine Transportation: this funding is from the Department of Health and Human Services and is to be used to provide passenger trips to any resident in our area to COVID vaccination sites. This funding is available immediately.</p> <p>\$91,500 – HEPA filtration unit installation in vehicles – this funding will be to add filtration units for the inside of the (61) vehicles, which remove potentially infectious particles from the air.</p> <p>\$185,684 – Video Camera Upgrade with live streaming capability for our 61 vehicles. This will help reduce our need to have staff actually board a vehicle to assess driver compliance with safety procedures. Our on-board camera systems are currently 9 years old and have met the official NCDOT useful life expectancy of 7 years.</p> <p>Both the filtration units and the camera systems funding are in NCDOT's next</p>

round of CARES funding application to federal transit. We request the Board to approve YVEDDI to receive the funding as presented.

Mickey asked if there were any questions and there were none.

**Motion by Edward Stevens to approve the additional funding
Second by Wayne Frye
Motion Carried**

Refunding Application

Head Start Director, Rhonda Wrenn, presented the annual Head Start Refunding Application for approval. The funding amount for the FY 21-22 is \$2,790,809. This amount is broken down into two budgets: \$2,754,761 for operations (PA22) and \$36,048 for Training and Technical Assistance (PA20).

Each board member received a summary of the program's five-year grant goals and objectives in advance so that it could be discussed during the meeting.

Increase the implementation of The Creative Curriculum and Teaching Strategies Gold

- Objective 1: Provide additional training to staff
- Objective 2: Implement the Fidelity Tool for Administrators and the Fidelity Tool Teacher Checklist

Ensure that each child is prepared for success in the public school environment

- Objective 1: Use social/emotional strategies to prepare children for kindergarten
- Objective 2: Increase parent knowledge of developmental and social/emotional Milestones

Provide support for current health issues in our communities

- Objective 1: Increase awareness of the current opioid epidemic
- Objective 2: Increase awareness of the issue of obesity in children and adults

Strengthen mental health awareness and services

- Objective 1: Maintain network of medical professionals as resources for children, families and staff
- Objective 2: Provide ongoing training for staff regarding child mental health and behavioral concerns

Pursue Relocation of Red Hill Creek Site (Dobson, NC) (continued goal)

- Objective 1: Assess community to determine future need of classroom at current location or in a location in a nearby community
- Objective 2: Research and identify a new location site in an area better suited to meet enrollment
- Objective 3: Make plans for renovation of site (if needed) and pursue

licensure to open new facility

Increase parent knowledge of what resources are available in their community

- Objective 1: Provide additional resources and information pertaining to the Family Needs Assessment, the Family Partnership Agreement, and the Parent Interest Survey
- Objective 2: Enhance Parent resource areas at Family Advocate offices and classrooms.

It was explained that there will be supporting documents uploaded into the HSES (Head Start Enterprise System) to accompany the grant application such as the updated Community Assessment, Training Plan and Narrative, Organizational Chart and Annual Report Card.

Mickey gave the members an opportunity to ask questions and there were none.

A motion was made by Mike Crouse to approve the Head Start annual refunding application

A second was made by Dr. Edward Stevens

The motion carried unanimously

Self-Assessment and Improvement Plant

Head Start Director, Rhonda Wrenn presented the FY 2019-2020 Self-Assessment and Improvement Plan for the board's approval. Each member received a copy of the Self-Assessment and the Improvement Plan in advance so that it could be discussed during the meeting.

The Head Start Director gave a special thank you to board member Sylvia Jessup for her assistance in participating in the self-assessment process this year. It was explained to the board that the self-assessment was handled differently this year due to the pandemic. Rather than going out to sites as usual, staff worked together to answer protocol questions and gather reports and data to ensure program compliance. State COVID guidelines have issued strict regulations regarding visitors in classrooms, however, we were able to use some of our classroom monitoring tools in developing our program improvement plan.

Strengths and noted areas of needed improvement for each content area were discussed with the board. (see handout) Increasing technology program-wide was shown as one of the major areas of needed improvement and this has been addressed throughout the current school year.

The Program Improvement Plan was also covered, indicating some center repairs that are on the schedule to be completed.

It was explained to the board that the Self-Assessment and Program Improvement Plan is one way that we monitor our program for compliance and is also part of the

information that will accompany the refunding application.

Mickey gave the members an opportunity to ask questions and there were none.

**A motion was made by Marion Welborn to approved the Head Start Self-Assessment Improvement Plan
A second was made by Sylvia Jessup
The motion carried**

Eligibility Rating Criteria

Head Start Director, Rhonda Wrenn presented the new Eligibility Criteria Rating System to the board. It was explained that this is an annual update that is done when the new poverty guidelines are released by the federal government. Each board member received a copy of our Eligibility Criteria Rating System for Most in Need prior to the meeting for review.

The handout identifies the “point system” used for eligibility for the program. Income is the primary factor, but there are also other criteria considered such as disability, single parent homes, foster care, homelessness, non-English speaking families, the age of the child and several other factors when determining whether or not a family is eligible for services.

Mickey asked if there were any questions and there were none.

**A motion was made by Sylvia Jessup to approve the new Head Start Eligibility Criteria Rating System
A second was made by Dr. Edward Stevens
The motion carried**

Domestic Violence: Council for Women; Governor’s Crime Commission; United Fund

Executive Director, Kathy Payne proposed that we approve the renewal grants for Council for Women, Governor’s Crime Commission, and United Fund for Yadkin, Stokes and Surry Counties. Kathy said Madison has been working on the grants and is with us on this call attending her first Board of Director’s meeting.

Mickey welcomed Madison and asked if there were any questions and there were none.

**Motion by Mike Crouse to approve the renewal grants and United Fund grants for Yadkin, Stokes and Surry Counties
Second by Wayne Frye
Motion Carried**

Other Business / Salary Schedule

	<p>Human Resources Director, Janet Phillips reported that it was time to review our Pay Schedule for needed updates. We would like to continue using the Pay Schedule as it was in the previous year and propose that you approve. Mickey asked if we had the finances to back it up and Janet said according to our Finance Director, Chris Fowler we do.</p> <p>Mickey asked if there were any questions and there were none.</p> <p>Motion by Richard Lasky to approve the pay schedule Second by Edward Stevens Motion carried</p>
	<p>Mike Crouse added that he's never been so proud of the group we currently have working in the best interest of the agency and he's proud to be a member of this Board.</p>
Adjournment	<p>Mickey asked for a motion to adjourn.</p> <p>Motion by Sylvia Jessup to adjourn Second by Wayne Frye Motion Carried</p>

The meeting adjourned at 7:30 PM

Next Board Meeting: April 22, 2021

Respectfully submitted,

Sylvia Jessup
Secretary

Terry Daniels
Staff Recorder

Board Members				<u>Staff and Guests</u>
<u>February 25, 2021</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Jim Brown	X			Chris Fowler
Mickey Cartner	X			Jeff Cockerham
Kelly Craine			X	Lisa Money
Mike Crouse	X			Rhonda Wrenn
Ana Flores-Cortez			X	Madison Wright
Wayne Frye	X			Janet Phillips
Eddie Harris	X			Kathy Payne
Debra Jessup	X			Terry Daniels
Sylvia Jessup	X			Heather Hayes
Larry Johnson			X	Benjamin Ripple
Mark Jones			X	
Shelby King			X	
Richard Lasky	X			
Jo Ann Layell			X	
Mary Olvera		X		
Marlana Riley	X			
Dr. Edward Stevens	X			
Rebecca VanHoy			X	
Marion Welborn	X			
Suzanne Wright	X			
Vacant				
Vacant				
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