



Board of Director's Meeting Minutes

June 24, 2021	6:00 PM	District Office
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Call to Order	Mickey Cartner, Board Chairman welcomed everyone and called the meeting to order.
Invocation/Memorials	Chaplain Mike Crouse gave the invocation and asked that we remember the staff, Board Members and families who were sick and had lost loved ones.
Pledge of Allegiance	In the absence of Eddie Harris, Vice-Chair, Mickey Cartner leads the Board and staff members in the Pledge of Allegiance.
Approval of Agenda	<p>Mickey asked for any changes to the agenda. Richard Lasky, Personnel Committee Chair stated that under Personnel Committee Reports, the action needed should be changed from NO to YES.</p> <p>Mickey asked for a motion to approve the agenda with changes.</p> <p>Motion by Suzanne Wright Second by Larry Johnson Motion Carried</p>
Attendance	Sylvia Jessup, Secretary, called the roll. A Quorum was met with 11 of 20 members in attendance. A Quorum must meet the requirements of 50% of the membership.
Approval of Minutes	<p>Mickey asked for a motion to approve the minutes from the April 22, 2021 Board Meeting. He asked if there were any changes or additions, and there were none.</p> <p>Motion by Richard Lasky Second by Suzanne Wright Motion carried.</p>
Service Recognitions	<p>The following staff and Board members were recognized for their length of service and were awarded service pins.</p> <p><u>5 Years</u></p> <ul style="list-style-type: none"> ○ Mark Jones – Board member - absent ○ Suzanne Wright – Board member <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Clara Berrum Urquiza, HS ○ Patty Vestal, MHS <p><u>25 Years</u></p> <ul style="list-style-type: none"> ○ Angelina Melvin, HS

	<p>Angelina thanked everyone and expressed how grateful she was to YVEDDI as it has been an important part of her life. She also spoke of the importance of Head Start to the members of the communities we serve.</p> <p>Board Member Recognition Kathy announced that she had received an email from the Yadkin County Community Foundation stating that we had been recommended for a grant by Marion and Jewel Welborn. From that, we will be gifted \$2,000. Kathy presented Marion with a plaque in gratitude for remembering the agency especially during this difficult year.</p>
<p>Executive Director Report</p>	<p>Executive Director Kathy Payne thanked members for coming out to be with us tonight.</p> <p>In Your Board Packet you will find:</p> <ul style="list-style-type: none"> ➤ The Executive Director Report is on page 29. ➤ Service Statistics report on page 85 ➤ HR & Financial Policy Manuals revisions are complete and ready for Board approval ➤ FY 2022-2024 Strategic Plan is complete and ready for Board approval <p><u>Tripartite Training and Vacancies</u></p> <p>Kathy shared a handout that illustrates Board Composition according to YVEDDI Bylaws and the requirements of the CSBG Org Standards. Color coding is used to show the balance by sector and the columns show county representation with rows categorized by committee membership. Kathy reviewed the criteria for sector and special interest representation to include required reps for Head Start being parents (Candra and Ana), an attorney, financial, and early childhood experts.</p> <p>Low Income Sector – page 5 of the Bylaws Seat opening for Davie County replacing Wayne Frye Seat opening for Stokes County replacing Carolyn Carrier</p> <p>This representative must apply and be democratically elected by our HS Policy Council.</p> <ul style="list-style-type: none"> • Must live in the neighborhood/service area in which they represent, but does not have to be low-income themselves. • Please encourage anyone you think might be a good fit to fill out an application. Applications are available on the YVEDDI Website, Board of Director’s Tab. <p>Private Sector – page 5 of the Bylaws Seat opening for Surry County rep replacing Dr. Stevens</p> <p>The Private Sector Group shall be defined as any non-profit organization or interest concerned with business, industrial, labor, religious, private welfare, private education, civic, professional, significant minority groups, or other community interests. This is a good opportunity to seek out a specific type of expertise that you feel could be beneficial to our Board.</p> <p><u>Other Mentions:</u></p> <ul style="list-style-type: none"> • Board Member Orientations must occur within 6 months of seating (Aug 26): Wayne, Robin, Candra, Andy, Ana. The Executive Director can travel to you for your

convenience.

- Floor at the Yadkin County Senior Center – Tiles are raising up, suspect major plumbing problems
- Recent Heat Pump expense: Replacement \$57,566 Repairs \$7,623

Bylaws – Remote meeting Examples for Consideration

Website - Boardsource

Combination of present on and off site: a majority of the **Board** may allow a **Board** member to attend **meeting** through **telephone** conference call or other electronic means if his or her physical presence at the **meeting** is prevented due to (1) personal illness or disability; (2) employment purposes or the business of the **Board**; or (3) a family or other emergency

Passage Home a CAA in Wake County (taking action without a meeting)

Any action required or permitted to be taken by the Board may be taken without a meeting. All members of the Board must receive forty-eight (48) hours' written notice of the proposed action. Such written notice may be transmitted by first-class mail, messenger, courier, facsimile, email, or any other reasonable method satisfactory to the Chairperson or the President. Once written notice is given, a majority of the Board must consent in writing to the action for it to become effective. Such written consent shall have the same force and effect as a vote of the Board taken at a meeting. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Any action taken under this Section 7.14 is effective when the last Director signs the consent, unless the consent specifies a different effective date.

Members ask that we continue to search for a practice that might be a good fit for our Board. Larry Johnson stated that by allowing remote participation, their Board meeting attendance had improved as they could Zoom in when traveling and not miss their meetings. Larry recommended that Kathy call Surry County Manager Chris Knopf to ask for a copy of their written guidelines. Kathy agreed to bring back additional examples for the Board's consideration at our next meeting.

There was no more discussion on this topic.

Financial Report

Kathy asked Finance Director Chris Fowler to come forward to give a report on the financial dashboard. Chris presented the dashboard for review noting that the condition of the agency is stable. Our credit line remains unutilized. Due to increase fees, he said that YVEDDI will be changing banks from First Horizon to the First Citizens bank located here in Boonville. They have extended a credit line to us as well. The credit line will be the same amount as we have at First Horizon.

In Jim Brown's absence, Mickey asked Chris or Marion Welborn to give the Finance Committee report. Marion deferred to Chris who stated that a quorum was not met at the meeting. However, there are items that we need action on.

Fiscal Policy Revisions

Financial Report

	<p>Chris reviewed changes that have been made in the Fiscal Policy Manual. He said that this is a living document and we can make more changes as necessary. Updates (copies in your Board packets) reflect changes in the areas of Payroll, table of contents, Board Self-Assessment, Purchasing, Retirement Plan, Treasury Management, General Ledger Programs, Property Disposal Records, Payroll Entries View, and the users of AccountMate.</p> <p>Kathy stated that the finance committee was in agreement with the changes and recommend Board approval</p> <p>Mickey asked for a motion to accept the changes.</p> <p>Motion by Richard Lasky Second by Mike Crouse Motion carried.</p> <p><u>Agency Budget Plan FY 21-22</u> Chris reviewed the proposed agency budget with a Revenue \$12,640.00 and Expenses at \$12,540.00.</p> <p>Mickey asked if there were any questions, there were none. He asked for a motion to accept the YVEDDI FY 21-22 Agency Budget as proposed.</p> <p>Motion by Marion Welborn Second by Larry Johnson Motion carried</p> <p><u>Corrective Action Plan with Governor’s Crime Commission (GCC)</u> Chris gave an update regarding the corrective action plan with the GCC. He stated that we were given an extended time frame to finish reporting and make necessary corrections.</p> <p>Mickey asked for motion to approve the minutes from the June 10, 2021 Finance Committee meeting.</p> <p>Motion by Richard Lasky Second by Kelly Craine Motion carried</p>
<p>Board Development</p>	<p>Allison Chappell with Head Start, presented the Child Year-End Outcomes and the Child CLASS Scores for Head Start.</p> <p><u>End-of-Year Outcomes</u> In your packets you can review the reports, detailed with the outcomes. You will see that our overall gain for the year is 38%. Keeping in mind that we are not assessing the same group of children at the end of the year as in the beginning. There are children who are dropped and/or added throughout the school year. The 38% achievement is great consider the year we have had</p>

	<p>that includes remote learning and social distancing. This information is also available in the Head Start Annual Report that we share with the community through various platforms.</p> <p>At this time, we are transitioning children to the public school system. Teachers are assembling packets regarding each child with their scores and health assessment to be delivered to the appropriate elementary schools that the individual child will attend in the fall. This information will allow their kindergarten teacher's an insight to the child's development.</p> <p><u>Classroom Assessment Scoring System (CLASS)</u> Allison stated we are proud that our Head Start program has five (5) CLASS observers. These teachers are required to be re-certified each year. Noting that the test for the certification is very difficult. These CLASS observers observe the interaction between the teacher and the child and, where the conversation in leading. The handout will show you our CLASS Scores. We will utilize these scores in planning our upcoming pre-service training in August. We will be having two weeks of pre-service training this year where we normally have one week. A representative from Teachstone Training that developed the CLASS observation system will be part of the additional training.</p>
<p>Committee Reports</p>	<p><u>Planning and Evaluation (P&E) Committee</u> Kathy stated that the P&E Committee did not meet tonight due to not having a quorum, so they were not able to review the Strategic Plan.</p> <p>Strategic Plan Kathy stated the Strategic Plan is located on the YVEDDI website along with other important documents. Please log onto the site and look under the Board Log-In to review. Kathy asks for names of anyone who would like a hard copy mailed to them. She thanked Kelly Craine and Richard Lasky for participating as part of the planning committee.</p> <p>Mike Crouse stated that he had reviewed the Strategic Plan and described it as a "road map" for the agency. He challenged everyone to read the document. Kathy also stated that we had updated the agency vision statement in the process, so that will be for review and approval as well.</p> <p>Mickey stated that since everyone had not read the Strategic Plan, we would vote on it at the next Board meeting and members agreed.</p> <p>Migrant Head Start Kathy explained the current challenges with the Migrant Head Start Program (MHS). The program was developed for "migrant" families to have a safe place for their children to attend as opposed to remaining in the fields where their families are working. The regulations have broadened so that we can serve "seasonal" families as well. However, over the years we have seen a drop in enrollment for both the migrant and seasonal families as they are settling out due to the decline in farming employment opportunities in the area. In addition, some students drop from the program each August to attend Head Start or the school system to have on going services.</p>

MHS is a 17-week program with additional regulations to those of Head Start. MHS also serves infants and toddlers. Yolanda must have teachers with bachelor degrees in early childhood and CDA's for toddlers. Currently to meet those requirements, she is borrowing teachers from Head Start to work from June till August, along with some teachers from the public school system. Once school starts, these teachers must return to their other jobs. At this point, Yolanda again begins the hiring process bringing in new teachers, unfortunately with less qualifications. This leads to non-compliance of staff qualifications from August till October. This transition negatively affects the student outcomes, as they were familiar with the former staff. When we began the program, we were funded for 65 children and are now down to 39. Staffing has decreased from 25 to approximately 15. When the pandemic hit, there was a cap on the capacity for people riding busses as social distancing requires. This created challenges getting children to the center.

Kathy stated that on May 4, 2021 she received a call from Christine Alvarado with East Coast Migrant Head Start Project (ECMHSP) which is the grantor that funds the Migrant Head Start Program. She called to discuss the program and asked what we were thinking about the decline in numbers which affects the child outcomes. Christine explained that ECMHSP has expanded into Oklahoma and Indiana where the need for services has risen. Given that increase in need, ECMHSP is looking for additional funding resources for these states. Kathy stated that we have a great working relationship with ECMHSP and the program here has enabled us to make a difference to those we serve. However, we have reached a point where a decision needs to be made regarding the viability of the program. After some discussion, Kathy recommended that we finish the program year through October and close it down. She asks for comments and/or questions.

Allison spoke with Yolanda regarding the children and reported that the closure will affect 16 families with some families having multiple children. Most of these families have at least one family member not working. So, childcare will not be an immediate concern for those families. There are 5 children who will go to public school and some who are attending remotely.

Both Kathy and Allison commended Yolanda from an incredible job she has done with the program, even through the many challenges. Kathy said that Yolanda is truly part of the YVEDDI family and has been here for 28 years serving in many capacities.

There being no further discussion, Mickey asked for a motion to close the Migrant Head Start Program in October.

Motion by Larry Johnson
Second by Kelly Craine
Motion carries

Mickey asked for a motion to approve the minutes from the April 22, 2021 Planning & Evaluation Committee minutes. He asked if there were any changes or additions, and there were none.

Motion by Sylvia Jessup
Second by Richard Lasky
Motion carried

	<p><u>Personnel Committee</u> Chairperson Richard Lasky stated that the personnel committee did not meet due to not having a quorum. However, there are a number of items that need attention with regards to the Human Resource Policy Manual. You have a copy of the proposed changes at your seat. Richard went over each of the proposed changes relating to Equal Opportunity Employment, Workplace Safety, Drug and Alcohol Abuse/Background Checks, Employee Behavior, Employee Insurance Benefits, Sick Leave, and Family Medical Leave. Suzanne Wright asked for additional clarification on procedures for suspicion of alcohol/drug use. Janet stated that we do have additional procedures in place for that.</p> <p>Mickey asked if there were any further questions, there were none. He asks for a motion to approve the changes to the Human Resource Policy Manual.</p> <p>Motion by Candra Brown Second by Suzanne Wright Motion carries</p> <p><u>Finance Committee</u> Minutes approved in the financial report discussion above.</p>
<p>Program Committees/ Councils</p>	<p>Minutes – for information only</p>
<p>Program Statistical Report</p>	<p>Reports – for information only</p>
<p>Other</p>	<p><u>Air Conditioning Replacement at Head Start Administrative Office</u> Allison presented a quote from SHAC for \$33,278 to replace cooling units. She explained that currently there were differences in temperature within the building varying from office to office. The humidity in the offices affects the paper and causes paper jams in the printer. The funds would be coming out of our CARES Act budget. SHAC currently services our units. This is the only design that will fit the area of the existing units.</p> <p>Kathy added that due to this item being over \$30,000, our Fiscal Policy Manual states that Board approval must be given for an item not included in an existing budget.</p> <p>Larry Johnson asked if any other bids were requested. Kathy added that YVEDDI has an existing contract with SHAC. Richard Lasky asked for clarification regarding the design and the possibility of a design flaw. Allison stated that the representative from SHAC said that the problem was due to the age of the existing units. Allison addressed concerns regarding possible damage during instillation, noting that she felt that any damage would be minimal cosmetic damage.</p> <p>Mickey asked if there were any further discussion, there was none. He asked for a motion to approve the purchase of the air conditioning units.</p>

	<p>Motion by Sylvia Jessup Second by Candra Brown Motion carried.</p> <p><u>Bylaws</u> Kathy reminds everyone to please sign and leave the form stating that you have received a copy of the updated Bylaws.</p>
Adjournment	<p>Mickey asked for a motion to adjourn.</p> <p>Motion by Sylvia Jessup Second by Kelly Craine Motion carried.</p>

The meeting concluded at: 7:40 p.m.

Next Board Meeting: August 26, 2021 6:00 p.m.

Respectfully submitted,

Sylvia Jessup
Secretary

Dawn Cheek
CSBG Administrative Assistant