



Board of Director's Meeting Minutes

August 26, 2021	5:00 PM	Via Conference Call
-----------------	---------	---------------------

Call to Order	Board Chair Mickey Cartner welcomed everyone 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 Sylvia Jessup to approve the agenda Second by Richard Lasky 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. The required 50% quorum was met with 11 of 18 members in attendance.
Approval of Minutes	<p>Mickey asked for changes to or a motion to approve the June 24, 2021 Board minutes. There were no changes or questions.</p> <p>Motion by Sylvia Jessup to approve the minutes Second by Richard Lasky Motion Carried</p>
Seating of New Board Members	<p><u>Seating of Representatives – Surry County Private Sector</u> Mickey said Dr. Edward Stevens seat can be replaced by Tom Bachmann for the Private Sector in Surry County and his bio is on page 23 of the Board packet. Mickey asked for any discussion. Hearing none, he asked for a motion to approve the seating of Tom Bachmann.</p> <p>Motion by Larry Johnson to approve the seating of Tom Bachmann Second by Marion Welborn Motion Carried</p> <p><u>Seating of Representatives – Yadkin County Low-Income Sector</u> Mickey said Rebecca VanHoy can be replaced by Danny Royall in the Yadkin County Low-Income Sector seat and his bio is on page 23 of the Board packet. Mickey asked for any discussion. Hearing none, he asked for a motion to approve the seating of Danny Royall.</p> <p>Motion by Mike Crouse to approve the seating of Danny Royall</p>

	<p>Second by Richard Lasky Motion Carried</p> <p><u>Seating of Representatives – Yadkin County Low-Income Sector</u> Mickey said Ana Quintana can be replaced by Nancy Vera Trujillo in the Yadkin County Low-Income Sector. Nancy was appointed by the Migrant Head Start Policy Council. Mickey asked for any discussion. Hearing none he asked for a motion to approve the seating of Nancy Vera Trujillo.</p> <p>Motion by Richard Lasky to approve the seating of Nancy Vera Trujillo Second by Sylvia Jessup Motion Carried</p> <p><u>Seating of Representatives – Davie County Low-Income Sector</u> Mickey said Wayne Frye can be replaced by Brent Ward in the Davie County Low-Income Sector and his bio is also on page 23. Mickey asked for any discussion. Hearing none, he asked for a motion to approve the seating of Brent Ward.</p> <p>Motion by Larry Johnson to approve the seating of Brent Ward Second by Richard Lasky Motion Carried</p>
<p>Executive Director Report</p>	<p>Good evening and thank you for being with us this evening</p> <p>In Your Board Packet you will find:</p> <ul style="list-style-type: none"> ➤ The Executive Director Report on page 27 ➤ Program and Service Statistics Reports begin on page 29 ➤ Board Orientations need to be scheduled: Stokes Commissioners – Andy Nickelston and Wayne Barneycastle, Robin Beeson, Danny Royall and Tom Bachmann ➤ Board Vacancies: 1 vacancy in the low-income sector and 1 new vacancy for Yadkin County public official as Marlana Riley left her position with Yadkin County DSS. Kathy requested Marion Welborn’s assistance with having the Yadkin County Commissioner’s appoint a replacement and Marion said he would take care of it. ➤ Anticipated funding <ul style="list-style-type: none"> ○ WEA - expecting 25% more in HARRP ○ TSP - increase of \$161,000 for vehicle replacement ○ OAA - we’ve been told there is more money coming for nutrition ○ HS - \$33,608 increase for COLA; \$415,186 extra funding for American Rescue Plan over the next two years ○ CSBG - now in year 2 with the CARES program

	<p>➤ FY 2022-2024 Strategic Plan and vision statement document was sent to some of you in the mail and others of you have reviewed the plan on our website. I'd like to give many thanks to Kelley and Richard for helping on the planning committee. Kathy asked for questions and if there are none, we would like your approval of the plan, then your approval of the recommended and updated vision statement which is... <i>A united community with adequate resources where people can meet their basic needs and live successful lives.</i></p> <p>➤ JFRC Facility Ownership – Kathy received a call from Surry County Manager Chris Knopf on behalf of the Board of Commissioners. They were asking about our interest in taking ownership of the JFRC. Some background on the building for your consideration:</p> <ul style="list-style-type: none"> ○ Building is 42,300 sq. ft. and 82 years old ○ YVEDDI and the County have been in partnership operating the facility since 1994 or 27 years with YVEDDI as the administrator to serve families in the area ○ Facility was recently added to the Register of Historic Places ○ We have FRC Manager Bristol Mitchem on the call tonight if you have questions for her <p>Eddie Harris asked what funding is out there to keep up the building. Kathy said there are revenues coming in from the occupants of the building. Bristol said the budget stayed the same this year as it did last year. Major restoration will be necessary in the coming years for a roof and a boiler system. Debra Jessup said we need to know what exactly needs to be done and what is the timeline to get it done, and a cost-effective manner to get it done. Bristol explained who the occupants are in the building and said there are (3) empty rooms that could be rented. Eddie Harris and Larry Johnson said they would go back to the County / Board of Commissioners to discuss YVEDDI's concern of the cost to keep the historical building up. Eddie Harris said he would get Jessica Montgomery to contact Bristol Mitchem to discuss the long-term maintenance cost of the building. Mickey asked if we needed to come back with a projected cost to keep the building up for the next 5-10 years. The matter was tabled until the next meeting</p> <p><u>Financial Report</u> Kathy said Finance Director, Chris Fowler has resigned and his last day will be 9/3/21. The Finance Reports start on page 55. Kathy said we are doing okay with our finances and asked for questions and there were none.</p>
Committee / Council Reports	August committee meetings canceled due to the pandemic
Program Committees / Councils	Minutes – for information only

Program Statistical Reports FY 20-21	Reports – for information only
Other	<p><u>Strategic Plan 2022-2024 and Vision Statement – Kathy Payne</u></p> <p>➤ Kathy said the strategic plan was mailed to the Board and posted on the agency website for review. Our proposed vision statement is – <i>A united community with adequate resources where people can meet their basic needs and live successful lives.</i></p> <p>Mickey asked for any discussion. Hearing none, he asked for a motion to approve the Strategic Plan and Vision Statement.</p> <p>Motion by Eddie Harris to approve the Strategic Plan 2022-2024 and the Vision Statement Second by Marion Welborn Motion carried</p> <p><u>Employment Trends and Organizational Chart Update – Janet Phillips</u></p> <p>HR Director Janet Phillips said the updated organizational chart is on page 109 and is ready for approval by the Board. There are no significant changes, only title updates primarily in the Domestic Violence program.</p> <p>Mickey asked for any discussion. Hearing none, he asked for a motion to approve the updated organizational chart.</p> <p>Motion by Kelly Craine to approve the organizational chart Second by Richard Lasky Motion Carried.</p> <p>Janet said the agency is struggling with employment shortages just like everyone else. She reported on current vacancies the agency has and stated they are advertised in numerous places such as Workforce, Facebook, LinkedIn, Twitter, Indeed and on our website. She asked the Board to consider eliminating the lowest grade level on our pay schedule and increase the hiring wage. Mickey suggested discussion of the Finance Director position. The salary is \$26.45 to \$31.73. Mickey asked if the agency can afford it and Janet said the agency can afford the minimum salary. Debra Jessup said she heard Sheetz was starting new hires at \$17.50 per hour. There were several questions so Kathy recommended our calling a ZOOM Personnel meeting to discuss the matter in more depth. All agreed.</p> <p><u>New Transportation Operations Manager – Jeff Cockerham</u></p> <p>Jeff announced to the Board that David Torres has been hired as the new Operations Manager for YVEDDI Transportation. David has lived much of his life in Ohio but relocated to NC in 2018. In David’s previous work experience as a director and manager he has had responsibility in budgetary compliance, safety,</p>

oversight of personnel and equipment maintenance, marketing and operational management. We expect David to bring his previous work experience to the position and be a great asset to our agency. David's first day of work was August 10th.

New Transportation Transit Planner– Jeff Cockerham

Jeff then announced to the Board that during the search for an Operations Manager we found Genesis Harrod and created a position to utilize her impressive talent. Genesis resides in Lexington and is originally from Florida. She has a Bachelor's degree in mathematics and Master's degree in Urban and Regional Planning and Civil Engineering. She is licensed and certified as a Professional Transportation Planner and has worked with various agencies on transit projects in Florida, Georgia, Tennessee, Mississippi, and North Carolina. Genesis has been hired for the position of Transit Planner to help YVEDDI convert the two deviated fixed routes to the new micro transit model, a form of demand response transportation. Genesis started work on August 4th and has already got the ball rolling to convert the two routes to micro transit.

Department of Transportation Drug Testing Revisions – Jeff Cockerham

Jeff explained that NCDOT had revised the drug and alcohol testing policy template. Jeff said that the changes are just clarifying changes and that there were no changes of substance. Jeff referred the Board to page 121 and gave a brief summary of each change. Jeff asked for the Board to approve the policy with the changes discussed.

Mickey asked for any discussion. Hearing none, he asked for a motion to approve the Drug and Alcohol testing policy as presented.

Motion by Marion Welborn to approve the CTP Drug and Alcohol Testing Policy

Second by Richard Lasky

Motion Carried

Jeff asked the Board to approve YVEDDI as the 5311 designees for the 4 counties as noted on page 127.

Mickey asked for any discussion. Hearing none, he asked for a motion to approve YVEDDI as the 5311 designee for the 4 counties.

Motion by Larry Johnson to approve YVEDDI as the 5311 designee for the 4 counties

Second by Kelly Craine

Motion Carried

5311 Transportation Grant – Jeff Cockerham

Transportation Public Hearing

- Mickey opened the hearing on the Community Transportation Grant for FY

2023 and asked for general public comments. There were none.

- Mickey asked for a motion to close the public hearing.

Motion by Sylvia Jessup to close the Public Hearing

Second by Jim Brown

Motion Carried

Mickey turned the meeting over to Jeff for an overview of the grants. Jeff asked the Board to look at page 125. Jeff explained that the Board can follow along with the grant overview starting on page 125.

Jeff said Title VI surveys can be mailed to anyone on the call. Please see attached: Local Share Source of Funding page 128. Jeff explained using the form where the local match would be obtained. Jeff also stated that only \$159,673 of local funds would be needed to match the grants because some grants will be used to match each other. Advertised in WS Journal per pages 130 and 131 and the Authorizing Resolution is on page 132.

5311 Administration

The Administration Grant pays for salaries and fringe benefits for eight (8) administrative staff

- Program Director
- Operations Manager
- Administrative Coordinator
- Call Center Manager
- Safety Officer
- Two Transportation Coordinators
- Part-time Billing Specialist
- Also included in the admin grant are: drug tests, background checks, office supplies, office phones, and marketing and vehicle insurance. The total for Admin for FY23 is \$786,967.

Mickey asked for any discussion. Hearing none, he asked for a motion to approve the 5311 Administration Grant for FY 2023

Motion by Jim Brown to approve the 5311 Administration Grant for FY 2023

Second by Marion Welborn

Motion Carried

5311 Operating Grant

- 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 FY23 for operating is \$132,500.

Mickey asked for any discussion. Hearing none, he asked for a motion to approve the 5311 Operating Grant.

Motion by Jim Brown to approve the 5311 Operating Grant

Second by Kelly Craine
Motion Carried

Combined Capital Grant

- The Capital Grant provides replacement vehicles for our fleet. In FY23 we will be replacing a total of 11 vehicles, 11 on-Board camera systems, and 11 On-Board Tablets to operate the scheduling software. We also are applying for funds to renovate the Yadkinville Operations Center with new windows, new carpet, new ceiling tiles and a new awning over the front entrance. The Capital Grant application will be for \$873,341.

Mickey asked for any discussion. Hearing none, he asked for a motion to approve the Combined Capital Grant.

Motion by Marion Welborn to approve the Combined Capital Grant
Second by Jim Brown
Motion Carried

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 \$135,000.

Mickey asked for any discussion. Hearing none, he asked for a motion to approve the NC Rural Operating Grant.

Motion by Kelly Craine to approve the NC Rural Operating Grant
Second by Jim Brown
Motion Carried

5310 Operating Grant

- This grant is a Federal 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 \$135,000.

Mickey asked for any discussion. Hearing none, he asked for a motion to approve the 5310 Operating Grant.

Motion by Jim Brown to approve the 5310 Operating Grant
Second by Shelby King
Motion Carried

Mobility Management Grant

- The Mobility Management Grant pays for our Mobility Manager salary and fringe. The grant application will be for \$48,583.

Mickey asked for any discussion. Hearing none, he asked for a motion to approve the Mobility Management Grant.

	<p>Motion by Jim Brown to approve the Mobility Management Grant Second by Marion Welborn Motion Carried</p> <p>Jeff then asked the Board to turn to page 132, which is the Authorizing Resolution.</p> <p>The Authorizing Resolution gives the Executive Director the authority to apply for the grants discussed.</p> <p>Jeff asked that the Board approve for Kathy to sign the Authorizing Resolution which is due October 2021.</p> <p>Mickey asked for any discussion. Hearing none, he asked for a motion.</p> <p>Motion by Kelly Craine to allow Kathy Payne, Executive Director to sign the resolution Second by Shelby King Motion Carried</p> <p><u>Grant to Clemmons Community Foundation for Senior Centers – Lisa Money</u> Senior Services Director Lisa Money asked for permission for the 3 Yadkin County Senior Centers (Yadkinville, East Bend and Jonesville) to apply for the Clemmons Community Foundation grant. Mickey asked for discussion and there was none. He asked for a motion granting them permission to apply for the Clemmons Community Foundation grant.</p> <p>Motion by Richard Lasky to approve Second by Jim Brown Motion Carried</p>
Adjournment	<p>Mickey asked for a motion to adjourn.</p> <p>Motion by Marion Welborn to adjourn Second by Kelly Craine Motion Carried</p>

The meeting adjourned at 6:50 PM

Next Board Meeting: October 28, 2021

Respectfully submitted,

Sylvia Jessup
Secretary

Terry Daniels
Staff Recorder

Board Members				<u>Staff and Guests</u>
<u>August 26, 2021</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Wayne Barneycastle		X		Kathy Payne
Robin T. Beeson			X	Janet Phillips
Candra Brown			X	Jeff Cockerham
Jim Brown	X			Terry Daniels
Mickey Cartner	X			Rhonda Wrenn
Kelly Craine	X			Regina Chappell
Mike Crouse	X			Lisa Money
Eddie Harris	X			Tommy Eads
Debra Jessup	X			Bristol Mitchem
Sylvia Jessup	X			
Larry Johnson	X			
Mark Jones		X		
Shelby King	X			
Richard Lasky	X			
Jo Ann Layell		X		
Andy Nickelston		X		
Marion Welborn	X			
Suzanne Wright			X	
<i>Tom Bachmann – Seated 8/26</i>				
<i>Danny Royall – Seated 8/26</i>				
<i>Nancy Vera – Seated 8/26</i>				
<i>Brent Ward – Seated 8/26</i>				
Vacant				
Vacant				