



# *Board of Director's Meeting Minutes*

February 24, 2022	6:00 PM	Via Conference Call
-------------------	---------	---------------------

<b>Call to Order</b>	Board Chair, Mickey Cartner welcomed everyone and called the meeting to order.
<b>Approval of Agenda</b>	<p>Mickey asked for additions to or a motion to approve the agenda.</p> <p><b>Motion by Sylvia Jessup to approve the agenda</b>  <b>Second by Jim Brown</b>  <b>Motion Carried</b></p>
<b>Invocation Memorials/ Remembrances</b>	Vice Chairman Eddie Harris gave the invocation and asked that we remember staff and Board members who were ill or had recently lost loved ones. Special memories of Mike Crouse were shared along with prayers for his family. Mr. Harris stated that it was a great loss to all who knew him and that Mike would be missed.
<b>Attendance</b>	Sylvia Jessup, Secretary, called the roll. A Quorum was met with 17 of 23 active members in attendance. A Quorum must meet the requirement of 50% of the membership.
<b>Approval of Minutes</b>	<p>Mickey asked Terry Daniels to read the minutes, and after some giggles, he asked for changes to or a motion to approve the December 16, 2021 Board minutes.</p> <p><b>Motion by Sylvia Jessup to approve the minutes</b>  <b>Second by Richard Lasky</b>  <b>Motion Carried</b></p>
<b>Audit</b>	<p>Interim Finance Director Jan Zachary announced that we have our audit completed and that she was extremely glad to put this to a close. She then introduced Ben Ripple with Bernard Robinson &amp; Company.</p> <p>Ben said he has a PowerPoint presentation to share and mentions that copies of this PowerPoint and the draft audit were mailed and/or online for review. Ben discussed highlights of our Financial Position, Statement of Activities, Statement of Functional Expenses, Statement of Cash Flows, Schedule of Revenues and Expenditures of Federal and State Awards, and in summary stated there were no deficiencies in internal controls, no compliance findings, and no findings and questioned costs. Ben added the agency ended FY 21 in a strong position.</p>

	<p>Mickey thanked Ben for his report and asked if there were any questions and there were none.</p> <p>Eddie Harris thanked Jan for stepping in and helping the agency. Mickey thanked the staff and expressed his appreciation to all as well. Jan added that it took the whole team to pull this off and commended the directors for their work with the compliance piece of audit.</p> <p>Mickey asked for a motion approve the Audit as presented.</p> <p><b>Motion by Eddie Harris to approve the audit</b>  <b>Second by Kelly Craine</b>  <b>Motion Carried</b></p>
<p><b>Recognitions</b></p>	<p>The following staff and Board members were recognized for their length of service and were awarded service pins.</p> <p><b><u>5 Years</u></b></p> <ul style="list-style-type: none"> <li>○ Larry Johnson, Board</li> </ul> <p><b><u>10 Years</u></b></p> <ul style="list-style-type: none"> <li>○ Kelly Craine, Board</li> <li>○ Belinda Stillwagon, HS</li> </ul> <p><b><u>15 Years</u></b></p> <ul style="list-style-type: none"> <li>○ Gelee Beck, CTP</li> <li>○ Mitzi Hutchens, CTP</li> <li>○ Elbert Danny Overby, CTP</li> </ul> <p><b><u>20 Years</u></b></p> <ul style="list-style-type: none"> <li>○ Mary Osborne, HS</li> </ul>
<p><b>Executive Director Report</b></p>	<p>Kathy greeted the members and thanked them for participating in the meeting. She stated she would be brief with her report since the agenda is so heavy tonight with the audit and grant approvals</p> <p><b><u>Board Orientation to be Done</u></b>  Amy Bryant, David Jordan, Andy Nickelston, Wayne Barneycastle</p> <p><b><u>Board Vacancies</u></b>  One Private Sector position to replace Mike Crouse</p> <p>One Low Income Sector position since Migrant Head Start is no longer operating under YVEDDI. We have 120 days from 2/1/22 to fill the vacant position.</p>

	<p><b><u>April is the Annual Meeting</u></b>  Kathy asked the group to please be thinking about Officer elections and if they might like to volunteer for one of the positions. We are hoping to have a slate of officers for consideration on our April Agenda. Write-ins will be an option at the meeting. Our April meeting will be live in person and we can leave every other seat open for distancing.</p> <p><b><u>Board Terms</u></b>  Our Bylaws say our three-year Board member terms should be staggered, eight at time. This way we will always have seasoned members on the Board. Board terms follow the seat, not the person.</p> <p><b><u>Board Terms Expiring in 2022</u></b></p> <table data-bbox="386 705 1122 850"> <tr> <td>Larry Johnson</td> <td>Nancy Vera Trujillo (MHS)</td> </tr> <tr> <td>Mark Jones</td> <td>Debra Jessup</td> </tr> <tr> <td>Suzanne Wright</td> <td>Brent Ward</td> </tr> <tr> <td>Amy Bryant</td> <td>David Jordan</td> </tr> </table> <p><b><u>Staff Position Vacancies</u></b>  Kathy explained the serious need for people to fill vacant positions. We currently have these vacancies: Transportation needs 4 Drivers, Head Start has a total of 17 openings (9 Assistant Teachers, 5 Teachers, 1 Family Advocate, 1 Health Supervisor and 1 Mental Health Coordinator), Weatherization needs 3 Crewman and 1 Energy Auditor. This brings us to a total of <b>27 openings</b> in the agency and we currently have NO qualified applicants for Finance Director.</p> <p>Kathy thanked Danny Royall for his help in working with the Town of Boonville to obtain quotes for the agency to hook-up to the town water system. She stated this concludes her report unless there are questions and there were none.</p>	Larry Johnson	Nancy Vera Trujillo (MHS)	Mark Jones	Debra Jessup	Suzanne Wright	Brent Ward	Amy Bryant	David Jordan
Larry Johnson	Nancy Vera Trujillo (MHS)								
Mark Jones	Debra Jessup								
Suzanne Wright	Brent Ward								
Amy Bryant	David Jordan								
<p><b>Committee / Council Reports</b></p>	<p><b><u>Planning &amp; Evaluation Committee – Meeting Canceled</u></b></p> <p><b><u>Personnel Committee – Organizational Chart</u></b>  Mickey asked Personnel Committee Chairman Richard Lasky to present the Organization Chart.</p> <p>Richard said we did not have a meeting due to quorum, but that he had reviewed the Organizational Chart update and recommended to Janet that we add the Succession Plan in the event the Executive Director, Kathy Payne was not there. As you can see, that page is there now and shows the Head Start Director, Rhonda Wrenn is the first successor, and the Transportation Director, Jeff Cockerham is the second successor. Richard said he recommends the Board approve the updated chart as presented in the Board Packet.</p>								

	<p>Mickey asked for any discussion. Hearing none, he asked for a motion to approve the Organizational Chart.</p> <p><b>Motion by Richard Lasky to approve the Organizational Chart</b>  <b>Second by Tom Bachmann</b>  <b>Motion Carried</b></p> <p><b><u>Finance Committee</u></b>  Mickey asked Finance Committee Chairman Jim Brown to give the finance report. Jim said he had nothing to add to the minutes.</p> <p>Jim Brown said he would like to make a motion to approve the Finance minutes. Mickey asked for any discussion. Hearing none, he asked for a second motion to approve the Finance minutes.</p> <p><b>Motion by Jim Brown to approve the Finance minutes</b>  <b>Second by Kelly Craine</b>  <b>Motion Carried</b></p>
<b>Program Committees Councils</b>	<ul style="list-style-type: none"> <li>○ Minutes – for information only</li> </ul>
<b>Program Statistical Reports (FY – Dec. 2021- Jan. 2022</b>	<ul style="list-style-type: none"> <li>○ Reports – for information only</li> </ul>
<b>Approval Requests</b>	<p><b><u>Intent to Apply - CSBG Renewal Application</u></b>  CSBG Director, Regina Chappell said the program has been offered a Carry Forward Funding amount of \$84,227 to spend on our customers. This money is unused funding distributed out to all CSBG programs. We are asking the Board for approval to accept this funding for FY 21-22. Regina asked if there were any questions and there were none. Mickey asked for any discussion. Hearing none, he asked for a motion to approve the application for Carry Forward Funding.</p> <p><b>Motion by Sylvia Jessup to approve the Application for Carry Forward Funding</b>  <b>Second by Richard Lasky</b>  <b>Motion carried</b></p> <p><b><u>CTP (Community Transportation Program)</u></b></p>

**Microtransit Public Hearing**

Transportation Director Jeff Cockerham reported that at the last Board meeting we had a public hearing regarding the conversion of our two circulator routes to the microtransit model. NCDOT requires that a public hearing be held that is open to the public and that the public hearing be advertised in a newspaper that has broad circulation across the affected area. We contracted with the Winston Salem Journal to advertise the public meeting in December, but they failed to get the notice in the paper. Unfortunately, we did not know that the Journal had not published the notice, so we had no choice but to have the public hearing again. This time the Journal did get the notice in the paper and we have received the affidavit that the notice was published on 2/13/22. We ask the Board to open a public hearing. The notice informed any public to contact me by email or telephone if interested in attending the public hearing. No one has contacted me to attend the public hearing. Mickey asked for a motion to open the Public Hearing.

**Motion by Tom Bachmann to open the Public Hearing  
Second by Richard Lasky  
Motion carried**

**Safety Plan**

Jeff stated for the Board members that didn't have computers, they were sent a printed copy of our newly revised safety plan. For members that have computers, the document has been uploaded the YVEDDI website in the Board Log In tab.

In November, YVEDDI Transportation had a safety review conducted by a consulting firm on behalf of NC Department of Transportation. We had a good review and they did cite a few findings. One of the findings was that we had not updated our safety plan to the new template that NCDOT wanted. We have revised the safety plan to the new template and we would like for you to approve the plan tonight. The safety plan is a template provided to us by NCDOT and was about 90% completed when NCDOT sent it to us, we only had to insert the YVEDDI specific information which was the remaining 10%. As you can see it is quite lengthy and covers a lot of information. As part of the process to close the review, we had to send the revised plan to NCDOT and they have accepted the plan and closed our review as complete. Dave Torres, our Operations Manager and Deputy Director of the transportation department took the lead on the revision and Dave has joined the meeting with us tonight. We will be glad to answer any questions that you may have regarding the safety plan.

Mickey asked for any discussion. Hearing none, he asked for a motion to approve the Safety Plan.

**Motion by Richard Lasky to approve the Safety Plan  
Second by Kelly Craine  
Motion Carried**

**Head Start**

**Presentation of Head Start Refunding Application**

Head Start Director, Rhonda Wrenn gave an overview of the Annual Grant Application for Refunding and shared how all the different components are encompassed together to create the grant. She shared that the grant is due in by April 1, 2022 and briefly shared the following details for the Period of Funding: 7/1/2022-6/30/2023: Program Operations: \$2,788,369; Training and Technical Assistance: \$36,048; Total Funding: \$2,824,417 with a Federal Funded Enrollment of 347 children. Rhonda asked if there were any questions and there were none. Mickey asked for any discussion. Hearing none, he asked for a motion to approve the Head Start Refunding Application.

**Motion by Sylvia Jessup to approve the Head Start Refunding Application**

**Second by Natalie Williams**

**Motion Carried**

**Annual Report Card**

Head Start Director, Rhonda Wrenn presented and summarized the Annual Report sharing specific details within each content area. She also pointed out that any service areas not having met the 100% mark may have been affected by the probability that a child dropped from the program prior to receiving the required services, for example: dental exams. Rhonda asked if there were any questions and there were none. Mickey asked for any discussion. Hearing none, he asked for a motion to approve the Annual Report Card.

**Motion by Sylvia Jessup to approve the Head Start Annual Report Card**

**Second by Amy Bryant**

**Motion Carried**

**Self-Assessment and PIP**

Head Start Director, Rhonda Wrenn shared the Self-Assessment Program Improvement Plan. She explained the Self-Assessment Process and that it's required annually and how different content areas come together to ensure its completion. Rhonda shared each content areas strengths and weaknesses noted during the process. She further explained that any weaknesses or needs for improvement would be focused on as goals and that staff would be working diligently towards achieving those goals. Rhonda asked if there were an questions and there were none. Mickey asked for any discussion. Hearing none, he asked for a motion to approve the Self-Assessment and PIP.

**Motion by Amy Bryant to approve the Self-Assessment and PIP**

**Second by Kelly Craine**

**Motion Carried**

**Final Rule on Eligibility**

Head Start Director, Rhonda Wrenn shared the Selection Criteria and Enrollment Procedures/Eligibility ERSEA Final Eligibility Rule. She said this is required training

annually for both the Policy Council as well as the Board of Directors. Rhonda summarized the requirements for determining eligibility for families and how certifications of files are handled. She highlighted the 7 New Provisions of the Final Rule which include:

- 1) Option for telephone interview
- 2) Eligibility determination records
- 3) Allowance for serving homeless/foster children
- 4) Written declarations
- 5) Third party verification
- 6) Program policies and procedures (including actions for violating regulations)
- 7) Training for Staff and Governing Bodies

Rhonda asked if there were any questions and there were none. She said she does not need Board approval this was just for informational purposes.

**COVID Vaccine Policy**

Head Start Director, Rhonda Wrenn said Head Start is mandating the COVID vaccine. Rhonda stated that all staff have to have proof of the complete vaccine with booster shots or have an exemption in place. This will now be part of the Preliminary Job Packet for new hire staff. Rhonda ended her discussion by thanking the Board of Directors for their support. Mickey asked for any discussion. Hearing none, he asked for a motion to approve the COVID Vaccine Policy.

**Motion by Sylvia Jessup to approve the COVID Vaccine Policy**

**Second by Amy Bryant**

**Motion Carried**

**Senior Services**

Senior Services Director, Lisa Money requested permission to apply for the following renewal grants:

United Fund of Surry: \$40,000

Yadkin County United Fund: \$20,000

Yadkin Valley United Fund: \$9,000

Mickey asked for any discussion. Hearing none, he asked for a motion to approve the Renewal Grants.

**Motion by Jim Brown to approve the Renewal Grants**

**Second by Natalie Williams**

**Motion Carried**

	<p><b>2020-2021 Agency Annual Report</b>  Executive Director, Kathy Payne said we are ready for Board approval of the Annual Report and that she needed to do a final edit for any errors or typos. She said this is the first year with managerial pictures, and if possible next year she would like to have the Board member pictures in the report. Kathy commended Donna Rutledge who compiled and designed the report and said it's a good snapshot of our services.</p> <p>Mickey asked for any discussion. Hearing none, he asked for a motion to approve the Annual Report.</p> <p><b>Motion by Sylvia Jessup to approve the Annual Report</b>  <b>Second by Kelly Craine</b>  <b>Motion Carried</b></p>
<p><b>Adjournment</b></p>	<p>Mickey asked for a motion to adjourn.</p> <p><b>Motion by Sylvia Jessup to adjourn</b>  <b>Second by Jim Brown</b>  <b>Motion Carried</b></p>

The meeting adjourned at 7:15 PM

**Next Board Meeting: April 28, 2022**

Respectfully submitted,

Sylvia Jessup  
Board Secretary

Terry Daniels  
Staff Recorder



<b>Board Members</b>				<b><u>Staff and Guests</u></b>
<b><u>February 24, 2022</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Excused</u></b>	
Tom Bachmann	X			Rhonda Wrenn
Wayne Barneycastle		X		Kathy Payne
Robin T. Beeson			X	Janet Phillips
Jim Brown	X			Jeff Cockerham
Amy Bryant	X			David Smith
Mickey Cartner	X			Terry Daniels
Kelly Craine	X			Lisa Money
Eddie Harris	X			Dave Torres
Debra Jessup		X		Bristol Mitchem
Sylvia Jessup	X			Regina Chappell
Larry Johnson			X	Jan Zachary
Mark Jones	X			Ben Ripple (BRC)
David Jordan	X			
Shelby King	X			
Richard Lasky	X			
Jo Ann Layell	X			
Andy Nickelston	X			
Danny Royall	X			
Nancy Vera Trujillo		X		
Brent Ward	X			
Marion Welborn			X	
Natalie Williams	X			
Suzanne Wright	X			
Vacant				