



Board of Directors Meeting Minutes

October 27, 2022	6:00 PM	District Office
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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 Larry Johnson to approve the agenda Second by Marion Welborn Motion Carried</p>		
Pledge of Allegiance	Eddie Harris, Vice-Chair, led the group in reciting The Pledge of Allegiance.		
Invocation Memorials/ Remembrances	Danny Royall, Chaplain, gave the invocation and asked that we remember staff and Board Members who were ill or recently lost loved ones.		
Attendance	Sylvia Jessup, Board Secretary, called the roll. A Quorum was met with 16 of 23 members in attendance. A Quorum must meet the requirements of 50% of the membership.		
Approval of Minutes	<p>Mickey asked for changes to or a motion to approve the August 25, 2022 minutes. Mickey asked if there were any questions and there were none.</p> <p>Motion by Tom Bachmann to approve the minutes Second by Amy Bryant Motion Carried</p>		
Introduction of Staff & Recognitions	<p>The staff introduced themselves to the Board at Mickey's request.</p> <p>The following staff members were recognized for their length of service and were awarded service pins:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>5 Years</u></p> <ul style="list-style-type: none"> ○ Larry Pinnix, WEA ○ Tina Abigail Watkins, HS <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Cristina Alonza, HS </td> <td style="width: 50%; vertical-align: top;"> <p><u>20 Years</u></p> <ul style="list-style-type: none"> ○ Rhonda Beavers, Senior Services <p><u>30 Years</u></p> <p>Jeff Cockerham, TSP</p> </td> </tr> </table>	<p><u>5 Years</u></p> <ul style="list-style-type: none"> ○ Larry Pinnix, WEA ○ Tina Abigail Watkins, HS <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Cristina Alonza, HS 	<p><u>20 Years</u></p> <ul style="list-style-type: none"> ○ Rhonda Beavers, Senior Services <p><u>30 Years</u></p> <p>Jeff Cockerham, TSP</p>
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<p>Executive Director Report</p>	<p>Accomplishments Report – Kathy said her report is in the packet and asked if there were any questions. There were no questions.</p> <p><u>Board Vacancy</u> Kathy reported that we have one Board member vacancy. David Jordan had to resign and later lost his wife. His board member slot is for Davie County Low-Income Rep. Please let us know if you know someone who might be willing to serve. Member applications are on our website board of directors Tab.</p> <p><u>Board Self-Assessment</u> Jim Brown presented the results of the Board Self-Assessment questionnaire. He shared composite scores and a list of comments. Kathy told the Board that she would develop a plan to address items with the lowest scores and bring it back to the Board for input and approval.</p> <p><u>Policy Review</u> Kathy presented a letter she has written to applicable grantors to summarize the Board’s ongoing activities related to policy review, revision, and approval. She added the letter would help clarify the Board’s practice and she invited input from the Board. Hearing none,</p> <p>Mickey asked for a motion to approve the letter. 1st Danny Royall to approve the letter 2nd Natalie Williams With no objections, the motion carried</p> <p><u>Succession Plan</u> Kathy presented the updated Executive Director Succession Plan that included the same successors as before, which are Rhonda Wrenn and Jeff Cockerham. She stated there is an additional section that includes sensitive information such as insurance policies, bank accounts, passwords, etc. that would be available in the event the plan had to be implemented.</p> <p>With no further comments, Mickey asked for a motion to accept the letter as written.</p> <p>1st Brent Ward made a motion to accept as written 2nd Amy Bryant Motion carried</p> <p><u>Ottenweller Building Upfit</u> Kathy reported that she had met with the architect on Tuesday, November 11th. The drawings have been approved by the Fire Marshall, city planners, and the Ottenwellers. It remains to be approved by the health department and Day Care Licensing. We hope to get it out for bid in November with a bid opening in December and construction to begin in January. Construction should take about 4 months if all goes well.</p> <p>Kathy stated that as articles in the papers have reported, Surry County did approve \$400,000 on 09-19-2022. Then later realized that it was against statutory regulations to upfit a privately owned building that is not operated by the county. They are currently looking for an alternative method to help with funding.</p>
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Kathy reported that she submitted an inquiry to the Cannon Foundation on the 19th. They do award capital grants for improvements on buildings and renovations. I have not heard back yet, but remain hopeful. As a last resort, I propose to you that we use unrestricted funds for construction while we apply for grants. Also, another option we might consider, is that Jan suggested we ask the Ottenwellers to pay for the uplift and then repay it in our lease. The concern there is that it will be hard for some of the grants to pay the higher rent.

Eddie Harris asked to remind them again what the construction costs will be. Kathy stated that the pre-bid estimate is \$500,000. However, we believe we can get it down to \$350,000 or \$400,000. The Ottenwellers are doing a lot of the concrete work for the plumbing, and their maintenance person is getting quotes for the sidewalk that goes to the playground. Our staff and volunteers can help with some tasks. Janet has donated a large amount of paint to help offset costs. Eddie asked what was Toni Chilton's best-case scenario and Kathy stated that turn-key with all the bells and whistles was almost one million.

Larry Johnson asked Kathy to elaborate on Jan's idea again. Jan stated that she was wondering if the owners of the building would upfit the building for us, then we would pay them. Larry said that would increase the lease and Jan agreed. The School of Government said that is the way to do it. I am not talking about Surry County Commissioners; I am just saying that is the process that would be normal for the property owner to upfit and charge you the appropriate lease payments. Eddie Harris asked from a financial standpoint, is the "basement" rental price per square foot what you would like to stay at? Kathy stated yes and that the detailed math on this is on page 37 of the Board packet.

Eddie asked if there was any way to use Invest in Surry monies with the concern that it is a private business. Larry said that we could not use the Invest in Surry monies in the direction we passed our vote. Our County Manager suggested that if we do it the way the School of Government says let the property owner make the repairs, of course, we would have to vote on it, but the county could maybe help with the lease. Eddie stated that it is a huge price change from \$10,700 to \$30,915 per month. Larry said that if you do the math with that cost over several years, it is the better deal if you have a firm lease at .66 for about 15 years. Eddie asked if there was any way we could ease into this building in stages. Kathy stated that they had wanted to go ahead and move Senior Services in but, there would be an interruption with heating and air. Eddie asked about grant money. Kathy said she thought she could find about \$300,000, not including what Surry County can do.

Eddie asked about our credit line and equity/assets. Kathy stated that the \$450,000 line of credit would cover two payrolls if we need it. She did not want to use that for the upfit. Eddie asked about a small bank loan. First Citizens was talking with us about it but as soon as they read the article that Surry County could not fund it, we have not heard back. Eddie stated that he was not opposed to having a different location for YVEDDI, but as a commissioner, he has concerns with appropriating county resources to upfit private property, considering that Surry County had recently disposed of the Jones Family Resource Center (FRC). The county needed to fund high schools and had other capital needs. Also stated that at the time he simply did not have answers to questions of concern.

Kathy reported that we have concerns about the lack of maintenance at the FRC due to staffing challenges and the boiler is currently awaiting repairs. Until the repairs are completed, staff have

to reset the boiler every 15 minutes to have heat in the building. We've also had communication challenges with getting timely repair approvals from the AAHGS.

Eddie said he wants to publicly tell this Board that I want YVEDDI to be successful and my comment at the Board meeting and the comment you read in the paper, and I'm one that does my business in public not in private, I'm just an open book. I want everyone to be successful and I just simply didn't know the answers to some of the questions that had arisen in my mind about the funding and the use of public dollars for a private business

Kathy reported that she had a Zoom meeting with Tony and Rhonda from Head Start along with Gary and Michael Ottenweller today regarding the lease as we are seven months into this project. Talking with the architect, depending upon the funding and the route you tell me to go, ideally, we need to sign the lease just before we award any bids. The Ottenwellers want to do a reduced rate for 90 days during the construction phase. They are working on revising the lease, then I will bring it to you. I am supposed to get them a report after talking to you tonight about what direction we are taking from here.

Larry Johnson asked Kathy and Jan if we use the funds we have on hand, will it hurt YVEDDI. Kathy said the amount we pay as we go along will be a percentage. Larry asked if no help comes, can YVEDDI endure the cost. Kathy asked Jan what she thought about \$400,000 coming out of our bank account. Jan said that after looking at YVEDDI's past year's cash flow, cash flow did not get as tight as expected during the summer months. We cannot guarantee that the cash flow will not get tight if the feds and state do not pay us when they are supposed to. That is why the \$450,000 equity line is sitting there. It is to float our payroll and benefits to keep everybody above board. In saying that, we do not want to go in that direction because of that reason.

If we could get another loan like we were talking about with First Citizens, and make payments on that over a period of 15 to 30 years, however, they do an equity line just for that purpose. They may have to use another building to stand good for it and we would be in a better position so that our cash flow would not go down in the summer when we stop one year and start another. The cash flow slows down for about three months there and we had a cash flow problem starting in April this time because they were not paying on time. It is hard for me to say yes or no to that because I cannot predict what the state and feds are going to do with our money coming back in. Most of those grants are reimbursable.

Larry recapped that we do know we are going to get it, we just do not know when. Jan said that was right. Larry asked if she was more concerned about the cash flow. Jan said if we use the four or five hundred thousand, it will come out of that cash flow. Right now, we are setting at about 1.4. That is not a lot when you are talking close to \$200,000 on each payroll. Jan said that it could have an effect and we would have to go into the equity line to meet payroll. Right now, we are at the tail end of starting to get money back in and we are setting at 1.3. We got down as low as 1.1 is the lowest I saw come through. If you take four hundred or five hundred thousand off that, you are down to five or six hundred thousand left in the bank account. It will affect our cash flow. It might not be till next summer. So that is where we are with that.

Kathy said right now there are about four or five hundred thousand coming to us in reimbursements from transportation and CSBG. We just received Domestic Violence contracts last week. We have not gotten anything this year from the Council for Women. It's typical not to get anything till October or November for that program.

Marion Welborn asked Kathy if she had asked the property owner if they can deduct the expenses. Kathy said that was one thing we were discussing as an option. But we have not asked yet since I am waiting for direction from the Board. Eddie Harris added that another option is to put in a request to the state legislature for appropriations to fund this project. YVEDDI is in four counties; it is a big organization, employs a lot of people, and does a lot of good in all four counties, so it would make a good case. Every dime that comes into Surry County is money that helps our citizens.

Kathy stated that she plans to work hard to get funding from anybody that will take a capital funding application. She said that Larry mentioned something about Health and Education money when they get back in session in January. Amy Bryant suggested asking the Ottenwellers if they would upfit the building and that be part of our lease payment. Once we have secured funding, we can then renegotiate the lease accordingly. Amy expressed safety concerns about the building as she takes her daughter to Head Start at the FRC. Janet Phillips also expressed her concerns regarding the boiler and safety issues.

Larry Johnson said he would like for us to take action on it. As Eddie said, there is money everywhere. Larry feels confident that with what Kathy can get access to, what Surry can contribute, and perhaps we hire grant writers to help us find the funding. We just need to know whom to contact. Kathy stated that we can certainly come up with the money for that. He said that Health and Education have pots of money but that he is not sure of the time frame. It is not a motion yet, just a discussion, but I would like to see us move forward with it. Don't give up on Surry County. Our County Manager and the financial manager even talked with the School of Government today about it. And anytime you want to see what Surry County is doing you can contact one of those two, no use of me or Eddie being the middle man. We can go that route. As far as county commissioners go, we can take that up when we can go with some of these options. I would like to see YVEDDI continue to go ahead with the process, even if you have to upfront the funds a little bit as you go. That would be my desire.

Kelly Craine added I like Eddie's suggestion of getting in contact with the legislature. All they can say is no. Kathy replied, absolutely.

Mickey asked if there was any more discussion. Richard Laskey wanted to get back to the boiler. Out of concern, this seems to be something that needs to be a high priority. Are we putting people at risk because of this? Larry stated that Surry County owned that building for twenty-plus years after the school was closed. We kept it up with tax dollars. It became so desperate that we surplused it. We did not want to invest any more money in it. But we made a deal with the Surry County African American Historical and Geological Society (AAHGS). Surry County gave it to them, plus \$60,000 per year for three years if they need it for maintenance. It is up to the owners now if they want to replace the boiler. Richard stated that we have people in that building and someone needs to be pushing to get that fixed. Richard said that we should not be paying rent to them for a building that was dangerous. Kathy responded that there was no rent. Richard said that something needed to be done.

Sylvia asked how long the boiler issue had been going on. Rhonda said that it had been a least two weeks now since it has been needing to be re-set. Larry asked what would happen if the boiler is not reset. Kathy replied that there would not be any heat. She said that Stanley Heating & Air Conditioning, Inc. SHAC had given a quote of \$3,500 and we have three quotes. Eddie

asked why we did not pay it and go on. Kathy said that our lease says that we have to have the AAHGS's approval and that we are still on that. Sylvia asked about the repairs and Kathy stated that the repair would not make it new, just to where it would not have to be re-set. It will be a band-aid.

Tom Bachmann stated that the building is also full of asbestos. Richard said that is why he is in support of what we are doing to get our people out of there. Sylvia stated that the issue with the boiler system did not just happen as we have discussed it in meetings before. Sylvia stated that the issue had been tabled before: sometimes you can't table an issue and then at the last minute when the new owners are in you want to pitch a fit or whatever. She asked if five years ago when the boiler was messing up, "did you leave?"

Tom said that it had been converted from oil to propane. Kathy said that the new issue is the time and resources to get things done. The county was fast with responding to repair needs. Current communication with the new owners may take a couple of days. This is something that can't wait. Our lease tells us that we have to have approval for any large maintenance because they are going to the county for reimbursement, so they want to be in on the approval. The timing is what is hurting us right now. We have to keep everybody safe and hope that they will approve it after the fact. That is where we are.

Mickey asks for a motion for Kathy to make the repairs for \$4,000 or less.

1st – Brent Ward

2nd – Suzanne Wright

With no further discussion the motion carried

Kathy added that we will probably sign the lease before we award the bid and begin construction. I estimate we will have about 90 days at a reduced rate during the construction phase.

Mickey began a discussion of the lease. He said he had been quiet, but wanted to share his opinion. We knew the existing place was in pretty bad shape or we would have taken it from the county. Due to the lack of funding, we looked at fixing up another building. We have hashed this thing out for six months. We have got an opportunity. We are going to have to patch the boiler up, then the next thing we are going to have to do is make a decision to go ahead and move into this Ottenweller building and bite the bullet and make it happen or we are going to pull YVEDDI out of Surry County...that's where you are standing. The Head Start program, and everything that's in that building, pull it out. That is where you are standing. We are not the government and we can't give it away. We have to have the funds to keep us afloat. If that hurts your feelings, I'm not sorry. Eddie said that's what this discussion is all about, to get a good result and I think it's healthy. I don't take any offense at all. Mickey said I want a motion to say whether or not to go ahead with this lease for the Ottenweller building, give Kathy the go-ahead and tell her to make it happen. If we have to finance some of this upfit we will make that happen too.

Mickey said, do I hear a motion, Eddie interjected and asked if the lease had been reviewed by an attorney. Kathy stated no, we are now at the stage for them to do the second draft. But it will, I will be glad to take it to Greg. Eddie stated that anything we do here will need to be subject to the approval of our attorney to be sure we are protected. Mickey says we cannot wait till December. Do you want to go ahead with it? Mickey asked for a motion to go ahead with the lease, subject to the approval of the attorney.

	<p>1st – Brent Ward made a motion to go ahead with the lease, subject to the approval of the attorney. 2nd – Kelly Craine Motion carried</p> <p>Richard Laskey stated that if there are some slight modifications, we should have the Executive Committee get together and look at it. Brent Ward said to amend the motion. Kathy asked to hear the motion again. Brent clarified the motion to secure the lease with attorney approval using current funds on hand.</p> <p>1st – Brent Ward made a motion that any modification to the lease requires Executive Board approval 2nd – Kelly Craine With no further comments, Motion carried.</p> <p>Kathy asked Jan if she has any concerns. Jan responded that her only concern is making sure the bank will follow up with the loan since we do not own the building. It is very similar to an equity loan and it goes forward paying for the renovations if we are not going to the owner to do the upfit. Or, see if we can pay the owner in the form of a loan. We are stalled out right now with what we are doing. Securing the bank loan is the first thing I would do. If the bank loan does not go through, then we need to have a discussion with the owner. These are my two suggestions to move forward.</p> <p>Kathy stated that we probably have enough in reserves to give two more checks to the architect. By that time, I think we will have enough funds identified. That is my hope.</p> <p>Kathy concluded her report by saying said that Terry is out sick and she has missed her. I want to say a big thank you to Lisa Money for taking minutes for the P&E meeting and many thanks to Dawn Cheek, who in addition to doing her regular job, made the snacks, got the coffee ready, made it look nice, and is taking the Board minutes tonight.</p>
<p>Board Development</p>	<p><u>Community Block Grant Program (CSBG) Success Story</u></p> <p>Dawn Cheek, CSBG Deputy Director, presented a success story from an individual in the CSBG Program. She noted that while we give reports on measurable Outcome numbers, this success story shows many of the aspects of the program that are not measurable. The customers in the CSBG Program learn many skills from budgeting, and parenting, to communication skills that will enable them to advocate for themselves with community partners as they begin their road to self-sufficiency.</p> <p><u>Head Start Program Performance Standards</u></p> <p>Rhonda Wrenn, Head Start Director, presented information regarding Head Start’s Performance Standards and Preamble. She noted that the Performance Standards manual gives them the standard that they are to meet. The Preamble will give reference to the conversation regarding the standard. Rhonda stated that one standard is the training for our governing board. That standard states that Head Start must provide training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training</p>

	<p>on performance standards. We give board development pieces throughout the year. Sometimes it comes through P&E Committee, a small presentation to the entire Board but that training is a requirement. It is specifically listed in a standard.</p> <p>The Head Start Act also gives responsibilities to our governing body. For example, we are required to have a financial, legal, and early childhood expert on the governing board. The Head Start Standards cover everything from the children we enroll, to how they are eligible, education requirements for every position in Head Start, how we interact with our families, the things we are required to provide, and every service that we provide, it is all in these standards. If it is not listed in the Standards, we go to the Head Start Act. Another resource is the State Day Care Licensing notebook, they will have regulatory guidance for us as well.</p> <p>One important aspect of Head Start administration is understanding how our Head Start families are eligible. For many years, there was fraud to elevate the number of children in the programs. The federal government started investigating Head Start programs. Rhonda stated that her staff is aware of the guidelines and that she would rather not have enrollment than have enrollment, which is not truthful. She stated that we are here to provide services to people who meet certain criteria and that is what we are going to do. Rhonda asked if anyone has any questions. She also offered to send anyone copies of the Performance Standards if they would like. Rhonda said that they take the rules and make a plan of how they will carry out the required actions.</p> <p>Jessica Smith, Head Start Family Community Partnership Coordinator, will introduce The Final Rule on Eligibility. Head Start came out a few years ago with a Final Eligibility Rule and we are required to train you on this every year. Handouts were passed out earlier. Jessica noted that we must train our governing body within 180 days of our school year regarding eligibility. The final rule for eligibility came out on March 12, 2015. They made seven provisions for the final rule. They have created seven Provisions; those being, telephone interviews, eligibility determination records, allowances for serving homeless/foster-children/SNAP recipients, written declarations, third-party verification, program policies and procedures, and training for staff and governing boards.</p> <p>Jessica explained in detail each provision. She noted that as wages rise it is more challenging for families to qualify. However, if a family receives SNAP, they are automatically eligible. That is important because only 10% of your enrollment can be above income, which is not a lot. With our current funding enrollment that would be 34 of the 347 children. She reminded the Board that each staff signs a Code of Ethics regarding training and eligibility. She asked if anyone has questions. Kathy asked Jessica to explain the Eligibility Rating System for Most in Need. Jessica explained that there is a list of risk factors with assigned points. The individual with the most risk factor points would be first moved from a waiting list.</p>
<p>Committee Council Reports</p>	<p><u>Planning & Evaluation</u> Committee Chair, Tom Bachmann said the P & E Committee met this evening and we need approval for the August 25, 2022 minutes that is included in your packet. Mickey asked for any discussion and there was none. He asked for a motion to approve the minutes.</p> <p>Motion by Amy Bryant to approve the minutes Second by Sylvia Jessup Motion Carried</p>

	<p><u>Personnel Committee - Canceled</u></p> <p>Committee Chair, Richard Laskey, presented one item that needed approval. On page 47, the Termination of Employment policy has two areas that have been changed. Mickey asked if there were any questions. There were none.</p> <p>Motion by Suzanne Wright to accept changes to the Termination of Employment Policy. Second by Motion Carried</p> <p><u>Finance Committee</u></p> <p>Committee Chair, Jim Brown reported that the financial reports and minutes represent everything they discussed. However, we did not have a quorum. The last section covers the discussion we had regarding the Ottenweller Building.</p> <p>Mickey asked for any discussion and there was none. He asked for a motion to approve the minutes.</p> <p>Motion by Richard Laskey to approve the minutes Second by Sylvia Jessup Motion Carried</p> <p><u>Executive Committee Meeting</u></p> <p>Mickey announced that there would be an Executive Committee Meeting directly after adjournment. Janet Phillips, HR Manager, will need to be in attendance. All appropriate members should have received a letter regarding the Executive Director's yearly salary and compensation.</p> <p>Upcoming Meetings Personnel – December 5, 2022 at 6 pm Finance – December 8, 2022 at 5:30 pm P&E – December 15, 2022 at 4 pm – (kitchen next to Head Start) Christmas Dinner – December 15, 2022 at 5 pm YVEDDI Board Meeting – December 15, 2022 at 6 pm</p>
Program Committees Councils	<ul style="list-style-type: none"> ○ Minutes – for information only
Program Statistical Reports (August 2022 & September 22)	<ul style="list-style-type: none"> ○ Reports – for information only
Other	Mickey introduced new Board member Angie Walker. Kathy added that she had completed Board Orientation yesterday.

	<p><u>Senior Services</u> Lisa Money asked the Board for permission to participate in the Subaru Share the Love Event. There is no set amount to ask for. Senior Services can earn shares of the revenue generated by Subaru sales in North Carolina from now until the end of the year based upon the completion of qualified activities (Facebook posts, Christmas cards to homebound, newspaper articles, etc.). Last year we earned a little over \$4900 which was split equally between Yadkin and Surry County home-delivered meals which enabled us to remove one person from the waiting list for each county.</p> <p>Motion by Suzanne Wright to approve participation in the Subaru Share the Love Event Second by Marion Welborn Motion Carried</p> <p><u>Employee Bonuses</u> Danny Royall asked the Board to consider researching available funding to give all YVEDDI employees a \$1,000 bonus. Since neither the Board nor the staff has time, perhaps this funding could be secured with a grant writer in conjunction with looking for building funds. Janet reported that we have 173 employees and that we are short approximately 30 employees. Danny said that a lot of employees are doing double work and wage increases should be one of our main priorities. Mickey asked for a motion.</p> <p>Motion by Larry Johnson to find funding for the bonuses Second by Sylvia Jessup Motion Carried</p>
Adjournment	Mickey asked for a motion to adjourn. Motion by Sylvia Jessup to adjourn Second by Danny Royall Motion Carried

The meeting adjourned at 7:40 PM

Next Board Meeting: December 15, 2022

Respectfully submitted,

Dawn Cheek
CSBG Deputy Director

Board Members				<u>Staff and Guests</u>
<u>October 27, 2022</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Tom Bachmann	X			Lisa Money
Wayne Barneycastle		X		David Smith
Robin T. Beeson			X	Rhonda Wrenn
Jim Brown	X			Jessica Smith
Amy Bryant	X			Dawn Cheek
Mickey Cartner	X			Jeff Cockerham
Kelly Craine	X			Angie Walker
Pam Crouse	X			
Eddie Harris	X			
Debra Jessup	X			
Sylvia Jessup	X			
Larry Johnson	X			
Mark Jones			X	
Shelby King	X			
Richard Lasky	X			
Jo Ann Layell		X		
Andy Nickelston		X		
Danny Royall	X			
Angie Walker	X			
Brent Ward	X			
Marion Welborn	X			
Natalie Williams	X			
Suzanne Wright	X			
Vacant				