



Board of Directors Meeting Minutes

February 23, 2023	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 Amy Bryant to approve the agenda Second by Richard Laskey Motion Carried</p>
Pledge of Allegiance	Jim Brown led the group in reciting The Pledge of Allegiance.
Invocation Memorials/ Remembrances	Danny Royall gave the invocation and asked that we remember staff and Board Members who were ill or recently lost loved ones.
Attendance	Staff Recorder, Dawn Cheek called the roll. A Quorum was met with 14 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 December 15, 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.</p> <p>Mickey introduced Commissioner Benita Finney. She is the Co-Chair of the County Commissioners of Davie County and will replace Mark Jones. Benita will be seated at the April 2023 Board Meeting.</p> <p>The following staff members were recognized for their length of service and were awarded service pins:</p> <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Tommy Eads, Weatherization <p><u>25 Years</u></p> <ul style="list-style-type: none"> ○ Penny Spainhour, Transportation

	<p><u>30 Years</u></p> <ul style="list-style-type: none"> ○ Patricia Peebles, Head Start ○ Mavis Moore, Head Start <p>Special Recognition – Retirement of Head Start Family Advocate Angelina Melvin (27 years).</p> <p>Angelina Melvin thanked the Board and said that she has been delighted to be a part of YVEDDI. She thanked Kathy and all of the other ladies of Head Start for all of the training and support over the years. Angelina stated that her many years with Head Start and Migrant Head Start have been rewarding and allowed her to have a job that she loved.</p>
<p>Executive Director Report</p>	<p><u>Accomplishments Report</u></p> <p>Kathy said her report is in the packet and asked if there were any questions. Hearing none she shared the following:</p> <p><u>The Annual Board Meeting</u> is coming up in April. We plan to have a meal and this meeting will be particularly important as we will reseal those with expiring Board terms and we will elect officers. Please consider your officers and whether you would be willing to serve or continue to serve. If our current officers are willing to continue, we can present them as a slate for consideration and take nominations from the floor.</p> <p>Board Vacancies:</p> <ul style="list-style-type: none"> ○ David Jordan – Low-Income Rep – Davie County ○ Robin Testerman Beeson – Private Sector – Mandated Early Childhood Rep – Surry County ○ Suspect that Joann Layell is having health issues. She has not resigned yet. <p>New Commissioners to be seated in April:</p> <ul style="list-style-type: none"> ○ Marion Welborn will be replaced by Cliff Collins ○ Andy Nickelston will be replaced by Brad Chandler ○ Wayne Barneycastle will be replaced by Keith Wood ○ Mark Jones will be replaced by Benita Finney <p>Thanks to those willing to do another Board Term:</p> <ul style="list-style-type: none"> ○ Shelby ○ Kelly ○ Natalie ○ Tom ○ Pam ○ Richard

Ottenweller Upfit - YVEDDI Resource Center:

- The Ottenwellers donated about 16 cubicles to us. We will begin advertising for sale next week. Larry Johnson stated the carport folks may be interested.
- Goodwill is interested in some office space
- Lyn's Medical Closet is interested in some space
- May need more space for Early Head Start
- Surry County Manager Chris Knopf is touring the site today to consider renting some space for Economic Development
- Change Order #1 – Fire Sprinkler reconfiguration \$24,600. All bidders missed this as it was only marked on the cover page of the bid package. This is about half our contingency budget.

From David Hill Builders / Todd Frye 2/21/23:

"We are awaiting permitting approval based on addressing their review comments. We've gotten the zoning compliance permitting from the city but the building inspections and the fire marshall's office had some comments to address from their plan review which as stated, Tony Chilton is currently addressing. I've spoken with the fire marshall and left a message for the lead building inspector (who is out of the office until Friday 2/24) requesting that they allow us to mobilize and start demolition until approvals are given and permits issued. The fire marshall had no objections and we're currently awaiting the lead building inspector's approval to do so. Whichever comes first, demo approval or full permitting, our intentions are to start Monday the 27th."

Town of Boonville Requests Use of Grounds for Boonville Bash

- Will furnish COI for liability
- Repair any damages
- Will pay for water or power use if any
- Would furnish porta johns
- Could possibly pay a reasonable rent
- Would have local police on-site during the event
- Will take care of their trash
- No YVEDDI labor is needed
- **Want to know if they can have alcohol. If so, they would get their state permits**

Boonville Bash

Richard Lasky explained that the Boonville Bash was an event showcasing classic cars, food and craft vendors, and such. He expressed concern that since YVEDDI is a non-profit, we should charge some rental fee for the use of the grounds. He also expressed concern regarding any property damage due to adverse weather conditions, etc.

Kathy stated that the Town of Boonville said they would take care of any repairs needed. Richard also expressed concern that if any part of the events were taken from the town area, it might hurt the businesses. Kathy stated that she was told

there was something happening with the intersection and that is driving the request to expand the festival area.

There was discussion regarding alcohol at the event as local wineries are showcased as part of the Boonville Bash. Amy Bryant commented that this was not a wine event but a family event. Danny Royall said he could handle all of it except the alcohol. He felt it breaks the spirit and mission of everything that YVEDDI stands for. He also felt we could charge more than \$500. The town has helped us a lot and sometimes we can help them and they can help us. We can partner together. Angie Walker added that the event was started by the Boonville Downtown Business Association. However, our Town Commissioners were now organizing the event. She stated that she was not sure why the additional location was needed.

Mickey asked if there was any other discussion. We need to decide if we want to allow the Town of Boonville to rent the grounds and then we can decide on specifics. Richard stated that he did not want to see alcohol there.

**Motion by Richard Laskey to rent the grounds with no alcohol.
Second by Danny Royall
Motion Carried**

Sylvia Jessup mentioned a rental fee of \$2,500.

**Motion by Sylvia Jessup to charge \$2,500 rent for use of the YVEDDI facilities
Second by Richard Laskey
Motion Carried**

Other News:

1. ARPA funding has increased for Senior Services. Surry Congregate went from \$30,251 to \$57,785 and Yadkin went from \$14,717 to \$42,251
2. Head Start will receive a 5.6% COLA. This is the largest we can remember.
3. Our indirect cost rate will increase from 7.1 to 11% on July 1st. Thanks to Janet Phillips for revising our application to the Department of Health and Human Services
4. Today's bank balance: \$2,235,439.98

Kathy closed her report acknowledging Dawn Cheek for helping out with the minutes again. She also thanked Larry Johnson for coming out to tour the new Resource Center on February 10th.

<p>Board Development</p>	<p><u>Head Start Refunding Application</u></p> <p>Rhonda Wrenn, Head Start Director, presented the Annual Refunding Application to the Board. She started by stating that she was proposing something different for the Head Start Program for the upcoming year that was long overdue. She announced the amount of the grant request -\$2,906,051 with a non-federal match of \$726,513.</p> <p>Rhonda stated that after completing the Community Assessment update, there is a significant need in our area for early child care for ages 0-3. She stated that the Office of Head Start has encouraged grantees to consider a reduction and conversion at this time of submitting annual grants, especially those who are having a hard time meeting their funded enrollment, such as YVEDDI Head Start. She commented that we know that there is a need to serve infants, toddlers, and even pregnant women in our service area which is what Early Head Start (EHS) does. Rhonda stated that she is proposing in the grant application to reduce the regular Head Start enrollment by 68 slots and convert 24 of those slots to EHS. This is done by calculating the cost per child of your regular Head Start slot and basically doubling it for each EHS slot. Our current cost per child is around \$8,000 so we expect our EHS slots to be funded at around \$16,000 per slot. Rhonda has contacted another program director to assist her with writing some of the particulars of the conversion part of the grant application. She commented that she has also worked with Executive Director, Kathy Payne, on the budget part of the grant. The proposal is to open an EHS site at Jones (or at the new resource center), Yadkinville and possibly JG Koontz. She stated that she is still unsure about JG Koontz due to space issues. If a space at JGK is not possible, then the plan will be to double up on slots at Yadkinville. Each classroom will have 8 slots and two staff. Rhonda commented that Head Start is also expecting some expansion funding later in the year so there may be additional opportunities for YVEDDI Head Start to bring on more EHS slots. She has the understanding that if you already operate an EHS program you are more likely to get EHS expansion funding.</p> <p>Rhonda told the Board that she hopes that having EHS will help with enrollment issues as the program continues to lose children to the school system. It was learned this year that the school system is now enrolling three-year-olds which continues the impact of enrollment of Head Start children. The state continues to add funding for Pre-K classrooms which adds more competition for Head Start. Our program needs to get on board with EHS as we see that a universal Pre-K is right around the corner.</p> <p>Rhonda spoke to the Board about some of the impacts of reducing and converting slots. One particular impact would be the closing of the Red Hill Creek Head Start Center. She stated that this center has been under-enrolled for several years –it was maybe a couple of years before COVID that we were fully enrolled there. Since then there has been an enrollment of 10, 8, and 7 children per year with three staff working at this site. The families, with the exception of</p>
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two, drive anywhere from 11 to 14 miles to bring their children to school each day. The children are no longer in the area for us to serve so it is not practical to keep this center open. She stated that she will have other locations to move the staff so they will remain employed.

Rhonda informed the group that EHS is a year-round program and the education level for the staff is less than the regular Head Start program so it should be easier to fill the positions. The child-staff ratio is also less in EHS, only 1:4. Rhonda said that she did a preliminary inquiry at her In-Service Training Session today to find out in any of her current staff would be interested in working with the EHS program and she received several positive responses.

Rhonda stated that there had been no changes in the five-year grant goals. Board Chair, Mickey Cartner, asked for a motion to approve the Head Start Refunding Application to include a reduction and conversion of enrollment.

Motion by Amy Bryant to approve the grant
2nd: Sylvia Jessup
Motion Carried

Head Start Self-Assessment

Head Start Director, Rhonda Wrenn, distributed a copy of the 2021-22 Head Start Self-Assessment Program Improvement Plan (PIP) to the Board members. She explained the annual self-assessment process, how a protocol is used to complete the task, and how the assessment is divided by content areas. She explained how the Head Start management team determines program strengths and areas that need improvement after the protocol is finished.

Rhonda explained that when all of the data is collected, a Program Improvement Plan is created. This plan indicates areas that need improvement, what action will need to be taken, who is responsible, and a timeline for making the corrections. She briefly covered the document, giving examples of the types of strengths and needed improvements that were discovered during the assessment. In addition to using the protocol to perform the assessment, Rhonda noted that the staff also used several recent classroom monitoring tools as data for the Program Improvement Plan. She commented that this is a very important process for the Head Start management team so that they could evaluate the program objectively, identify areas of strength and realize problem areas that needed to be corrected. The PIP is a document that is sent in with the grant each year.

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

Board Chair Mickey Cartner asked for a motion to approve the Head Start Self-Assessment Program Improvement Plan.

Motion by Sylvia Jessup to approve the Program Improvement Plan
Second by Amy Bryant
Motion Carried

<p>Committee Council Reports</p>	<p><u>Executive Committee</u> Mickey stated that the minutes from the Executive Committee meeting are in your report. He asked for any questions or comments. There were none.</p> <p>Motion to accept as presented by Richard Lasky Second by Sylvia Jessup Motion Carried</p> <p><u>Planning & Evaluation</u></p> <p>Annual Report Committee Chair, Tom Bachmann presented the YVEDDI Annual Report for approval. He said that it was a very good public relations tool and encouraged everyone to read the report.</p> <p>Motion by Suzanne Wright to approve the YVEDDI Annual Report Second by Amy Bryant Motion Carried</p> <p>Next, the P & E Committee met this evening and we need approval for the December 15th minutes.</p> <p>Mickey asked for any discussion and there was none. He asked for a motion to approve the minutes.</p> <p>Motion by Tom Bachmann to approve the minutes Second by Suzanne Wright Motion Carried</p> <p><u>Personnel Committee</u> Committee Chair, Richard Lasky said there are some changes and updates to the Human Resource manual in the areas of the pay schedule, Per Diem, mileage, vacation leave, and termination. Please refer to your packet for details.</p> <p>Mickey asked for any discussion and there was none. He asked for a motion to approve the minutes as written.</p> <p>Motion by Brent Ward to approve the minutes Second by Danny Royall Motion Carried</p>
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	<p><u>Finance Committee</u> Committee Chair Jim Brown said the minutes are in your packet for review. Mickey asked for any discussion and there was none. He asked for a motion to approve the minutes.</p> <p>Motion by Suzanne Wright to approve the minutes Second by Amy Bryant Motion Carried</p>
Program Advisory Councils	<ul style="list-style-type: none"> ○ Minutes – for information only
Other	<p><u>CSBG Carryforward Funding</u> The Office of Economic Opportunity (OEO) has notified YVEDDI that the CSBG Program has been awarded FY 2022-2023 Carryforward Funding in the amount of \$65,726. CSBG Director Regina Chappell requested permission to apply for the FY 2022-2023 Carryforward Funding. Our current operating budget is \$439,817 with the additional \$65,726, we will have an operating budget of \$505,543 for FY 2022-20233.</p> <p>Mickey asked for any discussion and there was none. He asked for a motion to approve the minutes.</p> <p>Motion by Suzanne Wright to approve the carry-forward application Second by Kelly Craine Motion Carried</p>
Adjournment	<p>Mickey asked for a motion to adjourn.</p> <p>Motion by Suzanne Wright to adjourn Second by Kelly Craine Motion Carried</p>

The meeting adjourned at 7:15 PM

Next Board Meeting: April 27, 2023 - Meal to be provided.

Respectfully submitted,

Dawn Cheek
Staff Recorder

Board Members				<u>Staff and Guests</u>
<u>October 27, 2022</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Tom Bachmann	X			Tom Beckom
Wayne Barneycastle		X		Regina Chappell
Robin T. Beeson			X	Dawn Cheek
Jim Brown	X			Jeff Cockerham
Amy Bryant	X			Tommy Eads
Mickey Cartner	X			Benita Finney
Kelly Craine	X			Angelina Melvin
Pam Crouse	X			Bristol Mitchem
Eddie Harris			X	David Smith
Debra Jessup	X			Rhonda Wrenn
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				