



Board of Directors Meeting Minutes

August 25, 2022	6:00 PM	District Office
-----------------	---------	-----------------

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 Suzanne Wright to approve the agenda Second by Amy Bryant Motion Carried</p>
Pledge of Allegiance	Eddie Harris led the group in reciting The Pledge of Allegiance.
Invocation Memorials/ Remembrances	Jeff Cockerham gave the invocation and asked that we remember staff and Board Members who were ill or recently lost loved ones.
Attendance	Staff Recorder, Terry Daniels called the roll due to Sylvia Jessup being absent. A Quorum was met with 12 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 June 23, 2022 minutes. Mickey asked if there were any questions and there were none.</p> <p>Motion by Amy Bryant to approve the minutes Second by Marion Welborn Motion Carried</p>
Seating of a New Member	<p><u>Seating of Representative – Yadkin County Low-Income Sector</u> Mickey said Angie Walker will fill the vacant board position in the Yadkin County Low-Income Sector seat. Mickey asked for any discussion. Hearing none, he asked for a motion to approve the seating of Angie Walker.</p> <p>Motion by Marion Welborn to approve the seating of Angie Walker Second by Suzanne Wright Motion Carried</p>
Introduction of Staff & Recognitions	<p>The staff introduced themselves to the Board.</p> <p>The following staff 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"> ○ Sandra Johnson, Senior Services ○ Donna Sims, HS ○ Richard Veler, CTP ○ Zany Gray, CTP <p><u>25 Years</u></p> <ul style="list-style-type: none"> ○ Daphne Cothren, TSP
<p>Public Hearing</p>	<p><u>Public Hearing</u></p> <p>Mickey – Opened a Public Hearing on the Community Transportation Program Grants for FY24. He asked for comments from the General Public (Not Board Members) on any of the following grants, and there were no comments or any people from the general public.</p> <ul style="list-style-type: none"> ● 5311 Administration Grant and Operating Grants ● 5310 and NC Rural Operating Grant ● State Rural Operating Grant ● Mobility Management Grant <p>Mickey closed the public hearing and turned it back over to Jeff for an overview of the FY24 grants.</p> <p>Transportation Director, Jeff Cockerham said Title VI surveys can be completed by anyone in the General Public. Surveys are at the entrance of the conference room.</p> <p><u>See Attached:</u></p> <ul style="list-style-type: none"> ● Local Share Source of Funding, Capital will be released in November, due to contract issues. ● Authorizing Resolution ● Advertised in WS Journal <p><u>5311 Admin</u></p> <p>Jeff said the admin grant pays for salaries and fringe benefits for 8 administrative staff:</p> <ul style="list-style-type: none"> ● 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, marketing, and vehicle insurance. The total for Admin for FY24 is \$790,064.

Mickey asked if there was any discussion and there was none. He asked for a motion to approve the 5311 Admin grant.

Motion by Tom Bachmann to approve the 5311 Admin Grant.

Second by Amy Bryant

Motion Carried

5311 Operating

Jeff said the operating grant is a 50% match available to help fund Microtransit Flex routes in Elkin Circulator and Mocksville. He said the total for FY24 for operating is \$184,000. Mickey asked if there was any discussion and there was none. He asked for a motion to approve the 5311 Operating grant.

Motion by Suzanne Wright to approve the 5311 Operating Grant.

Second by Tom Bachmann

Motion Carried

5310 Operating

Jeff said 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 \$150,000. Mickey asked if there was any discussion and there was none. He asked for a motion to approve the 5310 Operating grant.

Motion by Larry Johnson to approve the 5310 Operating Grant.

Second by Amy Bryant

Motion Carried

NC Operating

Jeff said 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 \$204,922. Mickey asked if there was any discussion and there was none. He asked for a motion to approve the NC Operating grant.

Motion by Marion Welborn to approve the NC Operating Grant.

Second by Amy Bryant

Motion Carried

	<p><u>Mobility Management</u> Jeff said the mobility management grant pays for our mobility manager’s salary and fringe. The grant application will be for \$52,110. Mickey asked if there was any discussion and there was none. He asked for a motion to approve the Mobility Management grant.</p> <p>Motion by Tom Bachmann to approve the Mobility Management Grant. Second by Amy Bryant Motion Carried</p> <p><u>Resolution</u> Jeff said the Authorizing Resolution gives the Executive Director the authority to apply for the grants discussed. Mickey asked if there was any discussion and there was none. He asked for a motion to approve the Resolution.</p> <p>Motion by Richard Laskey to approve the Resolution Second by Tom Bachmann Motion Carried</p> <p>Vice Chairman Eddie Harris asked if these grants were the same as the prior year, or if there have been increases. Jeff replied the admin grant is up approximately 5–10%, Operating is similar. The 5310 Operating is up \$15k, and the NC Rural is up \$50k.</p>
<p>Executive Director Report</p>	<p>Executive Director Kathy Payne reported that her Accomplishment Report was included in the Board packet and asked if there were any questions and there were none.</p> <p>Kathy stated she wanted to share some of our recent challenges not to complain, but for the sake of awareness and to acknowledge the efforts of our staff. Some of those more significant challenges include:</p> <ul style="list-style-type: none"> • A labor shortage • Shortage of volunteer drivers for MOW • Wages are not attracting job applicants • Management staff reduction at the JFRC • Recruiting children for HS (especially 4-year-olds) <ul style="list-style-type: none"> ○ We are losing 3 and 4-year-olds to the school system ○ Current child enrollment 204/347 ○ NCPreK slots filled 108/178 • HS had to prepare our meals for the first week of school until the public schools open the following week for catering

Success Story:

K was enrolled into the CSBG program on 09/14/2020 and at the time of her enrollment, the customer was living in a temporary homeless shelter in Elkin. Through the CSBG program and agency partner, Rapid Rehousing, K has been able to secure safe and affordable housing for her and her 4-year-old son. The program assisted K in maintaining her housing while working on the completion of her educational goals. Since enrollment, the customer has increased her level of education and as of 05/14/22 has obtained her 2-year Medical Assistant degree from Surry Community College. Since completion of her educational goals and obtainment of her degree, K has secured full-time gainful employment that gives her a projected annual income above federal poverty guidelines for her household size. While enrolled in the CSBG program K has also increased her skills, knowledge, and ability to better manage her income and budget by completing the required money management eCourse called Money Smart.

Proposal:

Kathy said she wanted to extend special thanks to Tom Bachmann for attending a meeting with her and the Ottenwellers on 8/17/22 at their facility to discuss the cost of the buildout.

Executive Director Kathy Payne reported that she had been working to find a place to relocate the YVEDDI Mount Airy Programs (Head Start, Senior Services, CSBG, and other nonprofits) from the old Jones School. We have identified the Ottenweller Building at 401 Technology Ln, Mount Airy, NC 27030 formally known as the Hospice Offices that will meet our needs. They have over 16,000 square feet available for rent for \$1.50 sq ft. The average rental cost for commercial property is \$23 per square foot. There would be renovations needed to bring the building up to code for Head Start and include the buildout of some walls, bathrooms, exits, and a playground.

Kathy mentioned that she has been working with Commissioner Johnson who has shown a desire to help with this endeavor. He has talked with Representative Sarah Stevens and helped to identify potential funding resources such as:

- | | |
|--------------|--------------------------------|
| 1. \$100,000 | State Health & Education Funds |
| 2. \$200,000 | County of Surry |
| 3. \$100,000 | Mt. Airy City |
| 4. \$60,000 | Cannon Foundation |
| 5. \$40,000 | YVEDDI |

Estimated startup funds needed are \$400 - \$500k. We could get a loan from First Citizens and then Kathy asked Finance Director Jan Zachary to share the details of our loan option.

Interim Finance Director Jan Zachary reported that Sam with First Citizens recommended a separate unsecured loan, which is basically a line of credit that

we can pull from to do the build-out, and then at the end of the renovation, it would revert to a term loan with payments if we don't come up with other funding sources to pay it off. Larry asked about the rate and Jan replied that Sam is still working on that and we don't know as yet.

Eddie Harris asked about the square footage price and it was realized the actual price per square foot is \$0.67, which is a great price.

$$16,310 \text{ sf} / \$10,700 = \$1.52$$
$$\$10,700 / 16,310 \text{ sf} = \$0.67 \text{ is the correct math}$$

Tom Bachmann shared that where he worked formerly with Social Security, they had a 7500 sq ft building that was built for \$1.4 million and they had to pay \$140k per year to rent. Commercial buildings are very expensive and this is a really nice commercial building. It's on a slab and the landlord said he will do the concrete work to add the sewer line for the child-sized bathrooms. When Mr. Ottenweller said that, I was amazed they would do that for so little a square foot. That's a huge job to chop that concrete out and drop in the sewer pipes and re-concrete. I just couldn't believe they would do that and I think it will be the most expensive part of the work. The plumbing is overhead in the ceiling and will be easy to modify. They are also going to put an exit door and sidewalks in the back of the building for Head Start so the kids have an evacuation exit and access to the playground.

Kathy shared that the rental cost was quoted higher but we asked for a reduction. The Ottenwellers researched us on our website and stated they liked what we do and agreed to discount the price to \$10,700 per month for 16,310 square feet. Kathy stated they also agreed to let us sublet with their prior approval to help us further reduce our rental costs.

Kathy asked for the Board's direction. Debra Jessup asked if we looked at other facilities. Kathy replied that we have talked with a realtor and we looked at the former Elks Lodge in Mount Airy. The Elks Lodge had accessibility issues which create a problem for seniors and children because it was 3 levels. Larry added that Surry Medical Ministries got a great building funded by government resources at \$2 million or more. He said we couldn't ask for a better location than where we are looking with the Ottenweller Building, that it was surrounded by industry and the charter school and it would be convenient for staff and clients.

There was some discussion on the terms of the lease with the AAHGS and with the Ottenwellers. The FRC lease is annual, July 1 with a 60-day written termination notice. We've discussed 10 years with the Ottenwellers to protect our investment and theirs.

Debra Jessup remarked that it appears to be our best option and in a great location. Eddie asked what was in the building now. Kathy replied the Ottenweller offices were on the left side, machine welding in the back where

they make parts for Deere-Hitachi, and on the right of the facility are the former Hospice Offices, which is what we are interested in occupying. Tom Bachmann added that it also has great parking.

There was some discussion on funding. Eddie commented that the Legislature would not be in session again until January and that with Economic Development there is not enough sufficient commercial space in Surry County. Eddie said he wasn't sure about timelines, but in principle, it all sounds good. Kathy stated she would work hard to get the funding, but couldn't guarantee anything. Larry said he didn't think anybody can, but that Surry Medical Ministries got their building funded through multiple sources and that he thought this would be a good move for YVEDDI.

Kathy invited Lisa Money to share her thoughts about the move. Lisa stated the FRC has been wonderful and that she respects the history of the facility, but we have seniors who have mobility issues and our senior center is upstairs and the nutrition site is downstairs. We have seniors who eat lunch downstairs who don't go up to the senior center because by the time they walk upstairs they are exhausted. Some have walkers and wheelchairs, so I believe it would be a more cohesive fit to have all programs on the same floor. Lisa said she and Rhonda have discussed the opportunity of having intergenerational activities with seniors eating lunch with the children. Think about those children who don't have grandparents or even role models. Most of our seniors are very sweet and loving and starving for a purpose. Rhonda said couldn't you just see story time with grandma reading a book to the preschoolers.

Jim Brown asked when the lease would start and Kathy replied that is to be determined. We anticipate at the very least a reduced rate but hope for no cost until occupancy. Tom Bachmann added that they alluded to no cost for maybe a year and that he's still amazed at what they are renting it for in conjunction with what they have offered to do to help with the upfit.

Eddie asked for input from our Board Attorney Debra Jessup. Debra stated that if we are giving Kathy the go-ahead, it should include giving her the authority to commit to the building and to begin the attorney draft of the lease. Then she could get our attorney Greg Matthews to review as well.

Richard Lasky cautioned us to have a reasonable term on the lease due to our investment. Eddie added that you wouldn't want a lease that would go up to \$23 a square foot in a couple of years.

Kathy proposed that we pursue the loan for \$500k. Mickey asked for a motion for Kathy to pursue a loan and move forward with the facility.

Motion by Amy Bryant for Kathy to pursue the loan and to move forward with working through the terms of the lease

Second by Larry Johnson

Motion Carried

Board Development	<p><u>End of Year Child Outcomes – HS Education Coordinator</u> Education Coordinator Tracey Speight discussed the End of Year Child Outcomes report on pages 23-25 in detail of their Board packet. She explained that it was preparing children and parents both for school. She shared the development the children achieved and that they had an overall gain of 28% for the year. She asked if there were any questions. Kathy asked how many indicators were in a domain and Tracey said she would get back to her because they're all different.</p>
Committee Council Reports	<p><u>Planning & Evaluation</u> Committee Chair, Tom Bachmann said the P & E Committee met this evening and we need approval for the June 23, 2022 minutes. Mickey asked for any discussion and there was none. He asked for a motion to approve the minutes.</p> <p>Motion by Eddie Harris to approve the minutes Second by Richard Laskey Motion Carried</p> <p><u>Personnel Committee</u> Committee Chair, Richard Lasky said they discussed health insurance increasing 5 – 8 %. Also, he said they're reviewing a 32-hour work week, but getting paid for 40 hours to help with wages; however, that will not work for all programs. Mickey asked for any discussion and there was none. He asked for a motion to approve the minutes.</p> <p>Motion by Larry Johnson to approve the minutes Second by Tom Bachmann Motion Carried</p> <p><u>Finance Committee</u> Committee Chair Jim Brown said he had nothing to add. Everything is covered in the minutes. 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 Amy Bryant Motion Carried</p>
Program Committees Councils	<ul style="list-style-type: none"> ○ Minutes – for information only
Program	<ul style="list-style-type: none"> ○ Reports – for information only

Statistical Reports (FY 21-22 and July 2022)	
Other	<p><u>Domestic Violence & Sexual Assault</u> Kathy apologized for David Smith being absent but stated he was having some health issues. Unfortunately, she did not have specific details about the two grants he was applying for, but that he was seeking approval to submit with 1) in the amount of \$40,000.00 and the other one around \$4,000.00. Mickey asked for any discussion and there was none. He asked for a motion to allow David Smith to apply for the two grants.</p> <p>Motion by Jim Brown to approve the grant submissions Second by Richard Laskey Motion Carried</p> <p><u>NANASP Grant</u> Senior Services Director, Lisa Money is seeking permission to apply for NANASP (National Association of Nutrition and Aging Services Providers) a grant (up to \$5,000) for home-delivered meals. Mickey asked for any discussion and there was none. He asked for a motion to grant permission to apply for the NANASP grant.</p> <p>Motion by Amy Bryant for approval to submit the NANASP grant Second by Jim Brown Motion Carried</p> <p><u>Shallow Ford Grant</u> Senior Services Director, Lisa Money is seeking permission for the three Yadkin County senior centers (East Bend, Yadkin County, Yadkin Valley) to apply with the Shallow Ford Foundation for grants (up to \$10,000 each) to continue providing fresh produce, prepared meals, and activities for Yadkin County seniors. Mickey asked for any discussion and there was none. He asked for a motion to grant permission to apply for the Shallow Ford grant.</p> <p>Motion by Jim Brown to approve submission of our grant to the Shallow Ford Foundation Second by Richard Laskey Motion Carried</p>
Adjournment	Mickey asked for a motion to adjourn. Motion by Marion Welborn to adjourn Second by Amy Bryant Motion Carried

The meeting adjourned at 7:25 PM

Next Board Meeting: October 27, 2022

Respectfully submitted,

Terry Daniels
Staff Recorder

Board Members				<u>Staff and Guests</u>
<u>August 25, 2022</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Tom Bachmann	X			Terry Daniels
Wayne Barneycastle		X		Kathy Payne
Robin T. Beeson			X	Rhonda Wrenn
Jim Brown	X			Lisa Money
Amy Bryant	X			Regina Chappell
Mickey Cartner	X			Tracey Speight
Kelly Craine			X	Jeff Cockerham
Pam Crouse	X			Dave Torres
Eddie Harris	X			Janet Phillips
Debra Jessup	X			
Sylvia Jessup			X	
Larry Johnson	X			
Mark Jones			X	
David Jordan			X	
Shelby King			X	
Richard Lasky	X			
Jo Ann Layell	X			
Andy Nickelston			X	
Danny Royall			X	
Brent Ward			X	
Marion Welborn	X			
Natalie Williams			X	
Suzanne Wright	X			
Vacant				