



Board of Directors Meeting Minutes

February 22, 2024	6:00 PM	Location: District Office												
Call to Order	Chairman, Mickey Cartner welcomed everyone and called the meeting to order.													
Approval of Agenda	<p>Mickey Cartner asked for additions to or a motion to approve the agenda.</p> <p>Motion by Larry Hayes to approve the agenda Second by Suzanne Wright Motion Carried</p>													
Invocation Memorials/ Remembrances	Pam Crouse gave the invocation and asked that we remember staff and Board Members who were ill or recently lost loved ones.													
Pledge of Allegiance	Vice Chair, Tom Bachmann led the group in reciting The Pledge of Allegiance.													
Attendance	Sylvia Jessup, Board Secretary, called the roll. A Quorum was met with 18 of 22 members in attendance. A Quorum must meet the requirements of 50% of the membership.													
Approval of Minutes	<p>Mickey Cartner asked for changes to or a motion to approve the December 14, 2023 minutes. He asked if there were any questions and there were none.</p> <p>Motion by Sylvia Jessup to approve the minutes Second by Richard Lasky Motion Carried</p>													
Seating (2) Board Members	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #e0f0e0;"> <th style="width: 40%;">Sector</th> <th style="width: 20%;">Current</th> <th style="width: 20%;">New</th> <th style="width: 20%;">Vote</th> </tr> </thead> <tbody> <tr> <td>Low-Income Sector – Yadkin Co.</td> <td>Vacant</td> <td>Joey Tilley</td> <td>Yes</td> </tr> <tr> <td>Public Official – Yadkin Co.</td> <td>Natalie Williams</td> <td>Kevin Austin</td> <td>Yes</td> </tr> </tbody> </table> <p>Executive Director, Kathy Payne said Joey Tilley, who is the Chief Probation and Parole officer in Stokes County, was recommended by our Domestic Violence / Sexual Assault Director, David Smith. She said Kelly Craine also knows him and recommends him. Kathy reported that the Head Start Policy Council unanimously and democratically elected Joey at their last meeting.</p> <p>Mickey asked if there was any discussion and there was none. He asked for a motion to approve the seating of Joey Tilley.</p> <p>Motion by Tom Bachmann to seat Joey Tilley on the YVEDDI Board Second by Larry Hayes Motion Carried</p>		Sector	Current	New	Vote	Low-Income Sector – Yadkin Co.	Vacant	Joey Tilley	Yes	Public Official – Yadkin Co.	Natalie Williams	Kevin Austin	Yes
Sector	Current	New	Vote											
Low-Income Sector – Yadkin Co.	Vacant	Joey Tilley	Yes											
Public Official – Yadkin Co.	Natalie Williams	Kevin Austin	Yes											

	<p>Mickey said that Yadkin County Commissioner Kevin Austin, who used to be on this board is coming back to fill Natalie William's seat. Mickey asked if there was any discussion and there was none. Mickey asked for a motion to approve the seating of Kevin Austin.</p> <p>Motion by Richard Lasky to approve the seating of Kevin Austin on the YVEDDI Board Second by Suzanne Wright Motion Carried</p>
<p>Introduction of Staff & Guests Recognitions</p>	<p>The staff and guests introduced themselves to the Board.</p> <p>The following staff members were recognized for length of service and were awarded service pins:</p> <p><u>5 Years</u></p> <ul style="list-style-type: none"> ○ Anesia Bridges, HS ○ Carolyn Gentry, OAA ○ Doug Cockerham, CTP ○ Sherman Smith, CTP ○ Antionette Rucker, CTP ○ Timothy Baker, CTP ○ Jennifer Sommers, CTP <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Catherine Adams, CTP
<p>Executive Director Report</p>	<p>Executive Director Kathy Payne welcomed everyone and thanked them for coming out tonight.</p> <p>She directed them to her report in the board packet and ----- . A few additional things she wanted to share with them: :</p> <ul style="list-style-type: none"> • The YRC Open House was a big success with an estimated attendance of 130. Kathy thanked Board Members Tom Bachmann, Larry Johnson, Sylvia Jessup, Amy Bryant, and Keith Wood for attending. She also thanked the staff for doing a great job with preparations and food. Sylvia Jessup said the YRC building is awesome and looks very nice and she complimented the staff on a job well done. • Kathy acknowledged Head Start Director Rhonda Wrenn who was recently elected as the new NC Head Start Association Vice Chair. She will assist them with conducting meetings and have a large part in planning the annual state conference this year. Thank you Rhonda for representing! • Kathy reported that we have been busy updating several important documents including our Pay Schedule, Organizational Chart, Job Descriptions, Succession Plans, the CSBG Annual IS Report, and the agency-wide Risk Assessment. Additionally, we have a consultant preparing our next comprehensive Community Needs Assessment. • YVEDDI Meals on Wheels has been chosen by Surry Yadkin Electric Membership Corporation to be one of this year's charity recipients for their annual Golf Tournament that will be held at Cedarbrook Golf Course in Elkin on June 20, 2024. Their goal is to raise \$30k, which will be split between YVEDDI MOW and Habitat of Stokes and Yadkin Counties.

- YVEDDI Senior Services was recognized as a “**best practices agency**” for the SFMNP (Senior Farmers Market Nutrition Program) by the North Carolina Division of Health and Human Services and the North Carolina Division of Aging and Adult Services.

Lisa Money, YVEDDI, Yadkin & Surry Counties

- Held a pop-up market event that helped to increase the redemption rate.
 - Attended the market(s) and got to know the farmers involved in the program.
 - Sent out press releases about the program for promotion.
- Our Domestic Violence program was monitored by the Council for Women yesterday for the first time in 3 years. We are happy to report there were **no findings** and we would like to commend our DV staff for all their hard work. Kathy mentioned that working in our DV program can be dangerous and that they must have Armed Intruder Emergency Procedures.

Board Business

As we approach our Annual Meeting in April, it is time to consider **who is willing to continue another 3-year term and who will run for officers**. On behalf of the Executive Committee, Kathy will ask the Boards of Commissioners in Surry and Stokes to reappoint Eddie Harris and Brad Chandler to serve another 3-year term. Other members whom we hope will agree to another 3-year term are Sylvia Jessup, Amy Bryant, Jim Brown, and Mickey Cartner. Kathy asked any members who were not willing to serve another term on the Board to stand and all members remained seated. Sylvia Jessup submitted a signed document stating she would stay on the board.

Board Member Amy Bryant's child aged out of Head Start, which made her ineligible to fill the HS parent seat on our board. In December, we reseated her to fill a vacancy. Kathy extended thanks **to Amy for staying on with us**. We have one snag in that the seat she filled had a spot on the finance committee and their meeting conflicts with another meeting she has bimonthly at the same time. As a means to resolve the schedule conflict, we needed to find someone on the Personnel Committee to switch with her. Fortunately, board member Larry Hayes has agreed to do this for us but he wanted to be sure it's alright with everyone. The board did not have an issue with it.

Kathy announced that the Bank Balance for 2/22/24 is \$2,267,690.42

Kathy used this time as an opportunity to say thank you to every member of this board. It is phenomenal **how well we work together**. We usually have 100% concurrence and on rare occasions, when we do not agree, this board can agree to disagree and move on. Considering the size of our agency, we cover a lot of ground at our board meetings, which you amazingly complete in about an hour. You can attribute this efficiency to your committees who do the legwork and recommend courses of action to the full board. It is evident that you trust and work well with your colleagues, otherwise, all the committee's work would be rehashed at our board meeting and we would be here much longer than an hour! With a board and agency this size, this is quite commendable!

Kathy asked Mickey if he would like to lead the Corporation Bylaws review and update discussion. He turned it over to Kathy who stated she had no recommendations for changes and that we had used the Bylaws Toolkit from CAPLAW (national legal experts for the community action network). Eddie Harris asked if our attorney approved them, and Kathy said yes. He asked if the state or feds required them and Kathy said some of the grantors do. Mickey asked if there was any more discussion and there was none. Mickey asked for a motion to approve the Corporation Bylaws.

Motion by Eddie Harris to approve the Corporation Bylaws
Second by Sylvia Jessup
Motion Carried

Board Development	<p><u>Enrollment Eligibility</u> Head Start Family Community Partnership Coordinator, Jessica Smith discussed the Eligibility Rating System in detail. Head Start Director, Rhonda Wrenn handed out the Eligibility Rating System for Families Most in Need. Head Start has to follow the 100% Poverty Index Guidelines and the Public Schools' Income threshold is double that of our Head Start program. It is very sad especially when our program does more to help a child with medical/dental needs and prepare them for public school and these are not services provided by the school system.</p>
Committee Council Reports	<p><u>Planning & Evaluation (P&E)</u> Committee Chair, Tom Bachmann stated there was no meeting in December due to our Christmas dinner. Tom reported that the P&E Committee discussed the Annual Report. He said it was a good publicity tool and explained what YVEDDI does. The P&E Committee recommends the report for approval with two minor changes. Mickey asked for any discussion and there was none. He asked for a motion to approve the minutes.</p> <p>Motion by Sylvia Jessup to approve the Annual Report for publication with changes and approval of the Planning & Evaluation Committee minutes Second by Jim Brown Motion Carried</p> <p><u>Personnel Committee</u> Committee Chair, Richard Lasky reported that the Personnel Committee eliminated Level 1 on the Salary Schedule, eliminated some positions that we no longer have, discussed job openings, and updated the organizational chart. Mickey asked for any discussion and there was none. He asked for a motion to approve the minutes.</p> <p>Motion by Sylvia Jessup to approve the Personnel Committee Meeting minutes Second by Larry Hayes Motion Carried</p> <p><u>Finance Committee</u> Committee Chair Jim Brown said everything was in the minutes, and one correction is needed on page 27. He said the minutes say Larry Brown and it should be Larry Johnson. 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 Finance Committee meeting minutes with the correction Second by Richard Lasky Motion Carried</p>
Program Committees Councils	<ul style="list-style-type: none"> ○ Minutes – for information only
Program Statistical Reports	<ul style="list-style-type: none"> ○ Minutes – for information only
Other	<p><u>Senior Centers – Walmart & Sam's Club Grants</u></p> <p>Senior Service Director, Lisa Money, said she was requesting permission to apply for the following grants:</p> <p>YVSC:</p> <ul style="list-style-type: none"> • Walmart grant - \$5,000 for senior activities and community garden supplies.

- Sam's Club-\$5,000 for senior activities and community garden supplies.
- YCSC:
- Walmart grant-\$3,000 for activities, crafts, and senior day trips.
 - Sam's Club- \$3,000 for activities, crafts, and senior day trips.
- SCSC:
- Walmart grant-\$5,000 for activities, equipment, and supplies
 - Sam's Club-\$5,000 for activities, equipment, and supplies
- PMSC:
- Walmart grant- \$5,000 for activities, equipment, and supplies
 - Sam's Club-\$5,000 for activities, equipment, and supplies
- EBSC:
- Walmart grant-\$5,000 for activities, dinners, trips, crafts
 - Sam's Club-\$5,000 for activities, dinners, trips, crafts

Lisa explained that all of her programs have been turned down in previous years but we keep applying in hopes of eventually receiving some funding and it checks off other boxes for the program to apply for a specific number of grants. Mickey asked if there was any more discussion, and there was none. He asked for a motion to approve the programs to apply for the grants.

**Motion by Richard Lasky to approve the Walmart and Sam's Club Senior Center grant requests
Second by Keith Wood
Motion Carried**

Head Start Grants

Head Start Director, Rhonda Wrenn said she was requesting approval for her Refunding Application for 2024-2025. She said her funding for the next program year will be the following:

- 1) Program Operations - \$3,128,931
- 2) Training and Technical Assistance - \$36,048
- 3) Total Funding - \$3,164,979

Program Total Funded Enrollment: 279

Non-federal Share: \$632,995

She said we would be in Year 1 of a new 5-year cycle of our grant. She said her program is working on a full community assessment update, which is where they gather data about the community to indicate there is a need for Head Start. All of the data is compiled into a Program Approach and Budget Narrative where they will explain all the details of how they will operate the program and spend all of the funds on various services.

Rhonda said that every 5-year cycle we set new grant goals. In this cycle, the goals will be as follows:

- 1) Reapply and be awarded EHS.
- 2) All Head Start Teaching Staff will increase their knowledge and implement The Creative Curriculum and Teaching Strategies Gold. (TSG)
- 3) School Readiness: To prepare each child for success in the Public School Environment.
- 4) Increase Parent Involvement
- 5) Health-Component - pending

Rhonda said there is a total of 27 documents that must be prepared and uploaded to submit the grant. One of the documents is our Annual Training Plan for this program. This document outlines a schedule for all of

the training topics of the year for staff and parents. Mickey asked if there was any more discussion and there was none. He asked for a motion to approve the regular Refunding Application.

Motion by Cliff Collins to approve the Head Start Refunding Application for 2024-2025
Second by Sylvia Jessup
Motion Carried

Head Start Director, Rhonda Wrenn discussed the ARP Budget Revision and Low Cost Extension Plans.

- 1) IDC - \$7,251.41
- 2) Boonville HVAC System - \$15,242.00
- 3) Mental Health Curriculum – includes staff training - \$28,012.35
- 4) Cabinetry for classroom storage - \$970.29 so far
- 5) Potential: Advertising (billboard) for recruitment/enrollment \$3,477.75 last year
- 6) Total - \$51,476.05
- 7) Balance - \$21,679.15

Rhonda said she received notification on December 18, 2023, that we have a remaining balance of \$71,173.20 of American Rescue Plan funding. She said they have been allowed to apply for those funds through a budget revision and low-cost extension application.

She said the deadline to ask for and obligate these funds is 3/21/24. Rhonda said they have to use the same criteria for spending the funds that were used in the original ARP funding period. Examples and acceptable expenses are enrollment and recruitment, extending the school year, Mental Health support, partnerships to increase the inclusion of children with disabilities, increasing the enrollment of children experiencing homelessness, ventilation repairs, outdoor learning and play, cleaning supplies, renovations, and additional space, planning sessions for staff, staff wellness and mental support, hiring additional staff, and vaccine support. Mickey asked if there was any more discussion and there was none. He asked for a motion to approve the ARP Budget Revision and Low-Cost Extension.

Motion by Sylvia Jessup to approve the Head Start ARP Low-Cost Extension and Budget Revision
Second by Benita Finney
Motion Carried

Upcoming Meetings

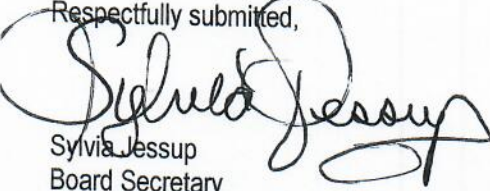
Mickey asked for a motion to adjourn.

Motion by Richard Lasky to adjourn
Second by Sylvia Jessup
Motion Carried

Adjournment

The meeting adjourned at 7:05 PM

Respectfully submitted,


Sylvia Jessup
Board Secretary


Terry Daniels
Executive Assistant

Board Members				Staff and Guests
February 22, 2024	Present	Absent	Excused	
Tom Bachmann	X			Terry Daniels
Jim Brown	X			Kathy Payne
Amy Bryant			X	Rhonda Wrenn
Mickey Cartner	X			Jessicca Smith
Brad Chandler	X			David Smith
Cliff Collins	X			Jeff Cockerham
Kelly Craine	X			Janet Phillips
Pam Crouse	X			Lisa Money
Benita Finney	X			Dawn Cheek
Eddie Harris	X			
Larry Hayes	X			
Debra Jessup	X			
Sylvia Jessup	X			
Larry Johnson	X			
Shelby King	X			
Richard Lasky	X			
Melissa Ledbetter			X	
Angie Walker	X			
Brent Ward			X	
Keith Wood	X			
Suzanne Wright	X			
(1) Vacancy				
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