



Board of Directors Meeting Minutes

April 27, 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 Tom Bachmann Motion Carried</p>																					
Pledge of Allegiance	Jim Brown led the group in reciting The Pledge of Allegiance.																					
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.																					
Attendance	Staff Recorder, Terry Daniels called the roll due to Sylvia Jessup being excused and recovering from surgery. A quorum was met with 8 of 16 members in attendance. A quorum must meet the requirement of 50% of the membership.																					
Approval of Minutes	<p>Mickey asked for changes to or a motion to approve the February 23, 2023 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>																					
Annual Meeting Seating of Representatives	<p>Mickey announced that we need to seat the following representatives whose terms have expired and willing to continue to serve and the new commissioners appointed by their boards.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Seating of Representatives</th> </tr> <tr> <th style="text-align: center;">Public Sector</th> <th style="text-align: center;">Current</th> <th style="text-align: center;">New</th> </tr> </thead> <tbody> <tr> <td>Representative (Davie)</td> <td>Mark Jones</td> <td>Benita Finney</td> </tr> <tr> <td>Representative (Stokes)</td> <td>Andy Nickelston</td> <td>Brad Chandler</td> </tr> <tr> <td>Representative (Stokes)</td> <td>Wayne Barneycastle</td> <td>Keith Wood</td> </tr> <tr> <td>Representative (Yadkin)</td> <td>Marion Welborn</td> <td>Cliff Collins</td> </tr> <tr> <td>Representative (Yadkin)</td> <td>Natalie Williams</td> <td>Natalie Williams</td> </tr> </tbody> </table>	Seating of Representatives			Public Sector	Current	New	Representative (Davie)	Mark Jones	Benita Finney	Representative (Stokes)	Andy Nickelston	Brad Chandler	Representative (Stokes)	Wayne Barneycastle	Keith Wood	Representative (Yadkin)	Marion Welborn	Cliff Collins	Representative (Yadkin)	Natalie Williams	Natalie Williams
Seating of Representatives																						
Public Sector	Current	New																				
Representative (Davie)	Mark Jones	Benita Finney																				
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Representative (Yadkin)	Marion Welborn	Cliff Collins																				
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Mickey said Benita Finney would be replacing Mark Jones, Brad Chandler will be replacing Andy Nickelston, Keith Wood will be replacing Wayne Barneycastle, Cliff Collins will be replacing Marion Welborn, and Natalie Williams will continue to serve on our board. He asked for a motion to approve the seating of these members of the public sector.

Motion by Amy Bryan to approve their seating
Second by Tom Bachmann
Motion Carried

Seating of Representatives

Low-Income Sector		
Surry County	Shelby King	Shelby King
Davie County	David Jordan (vacant)	Larry Hayes

Mickey said Larry Hayes will be replacing David Jordan, and Shelby will continue to serve on our board. He asked for a motion to approve the seating of the Low-Income Sector.

Motion by Amy Bryant to approve the seating of the Low-Income Sector members.
Second by Jim Brown
Motion Carried

Seating of Representatives

Private Sector		
Stokes County	Kelly Craine	Kelly Craine
Surry County	Tom Bachmann	Tom Bachmann
Yadkin County	Pam Crouse	Pam Crouse
Yadkin County	Richard Lasky	Richard Lasky
Yadkin Co. - Early Childhood Rep	Robin T. Beeson	Melissa Ledbetter

Mickey said Kelly Craine, Tom Bachmann, Pam Crouse, and Richard Lasky will continue to serve on our board, and Melissa Ledbetter will be replacing Robin T. Beeson. He asked for a motion to approve the seating of the Private Sector members.

Motion by Brent Ward to approve the seating of the Private Sector
Second by Larry Hayes
Motion Carried

**Election
of Officers**

Position/Board Member		Sector	County
Chair	Mickey Cartner	Private / Business	Davie
Vice-Chair	Tom Bachmann	Private / Business	Surry
Secretary	Sylvia Jessup	Low Income	Stokes
Treasurer	Jim Brown	Private / Business	Davie

Ballots have been placed at everyone's seat. Please make your selection from the proposed slate of officers or write in a candidate.

HR Director, Janet Phillips and Administrative Assistant Dawn Cheek assisted in collecting the ballots. The ballots were counted by Janet Phillips and Dawn for each position.

Board Chair

Mickey asked if there were any nominations from the floor.

Hearing none, Mickey asked for a motion to close the nominations.

Motion by Larry Hayes to close the nominations

Second by Bernita Finney

Motion Carried

The Board voted and Mickey Cartner received a unanimous vote of 13 for Board Chairman.

Vice Chair

Mickey asked if there were nominations from the floor.

Hearing none Mickey asked for a motion to close the nominations.

Motion by Keith Wood to close the nominations

Second by Amy Bryant

Motion Carried

The Board voted and Tom Bachmann received a unanimous vote of 13 for vice chairman.

Secretary

Mickey asked if there were additional nominations from the floor.

Hearing none Mickey asked for a motion to close the nominations

Motion by Cliff Collins to close the nominations
Second by Benita Finney
Motion Carried

The Board voted and Sylvia Jessup received a unanimous vote of 13 for board secretary.

Treasurer

Mickey asked if there were nominations from the floor.

Motion by Tom Bachmann to close the nominations
Second by Amy Bryant
Motion Carried

The Board voted and Jim Brown received a unanimous vote of 13 for board treasurer.

Mickey congratulated members and thanked them for their service.

Appointments

Appointments

Mickey asked for concurrence for these appointments or if there were other suggestions or questions regarding these appointments. There were none.

Appointments

Parliamentarian	Debra Jessup
Chaplain	Pam Crouse
Staff Recorder	Terry Daniels
CPA Auditor	TBD
Attorney	J. Gregory Matthews

The full Board was in consensus on the appointments as presented.

**Introduction
of Staff &
Recognitions**

The staff and guests introduced themselves to the Board.

The following staff members were recognized for the length of service and were awarded service pins:

5 Years

- Linda Light, HS

15 Years

- Richard Lasky, Board

<p>Executive Director Report</p>	<p>Board Chair, Mickey Cartner, said that since the pandemic started in 2019/2020, Kathy has kept YVEDDI going and has done a great job of keeping it going and he asked for everyone to stand up and give her a round of applause. Kathy was completely shocked and said that any success she has was due to her team.</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>Ottenweller Upfit – YVEDDI Resource Center Update:</u></p> <ul style="list-style-type: none"> ○ We have some pictures being passed around showing some of the constructing progress this far ○ We received \$ 1,200.00 from the county of the purchase of the cubicles that the Ottenwellers donated to us ○ Goodwill and Lyn's Closet is interested in renting space ○ Surry County decided to move the Economic Development Office on Independence Avenue near Robby's store on Main Street ○ Cannon Foundation toured the sight on 4/17 ○ Gary Ottenweller will be on-site on May 4th to meet us and see the progress ○ Floor Stripping is complete, egress door to playground, sidewalk, sewer lines are done, and plumbing is still in process. They should be receiving and unloading all the sheetrock and other materials for the walls today. Classroom walls will start going up next week along with the wiring for electrical and IT. ○ We have a total of 6 change orders: 1. fire sprinklers, 2. add a door, 3. & 4. flooring for the cafeteria and senior center, 5. Move some cables, and 6. move a sink. ○ Change order # 7 will be proposed tonight for the modification of an infant-toddler classroom that Rhonda will speak more about during her presentation. <p>The Boiler at the JFRC was condemned yesterday</p> <p><u>Surry County 5/10k Race held March 25th</u></p> <ul style="list-style-type: none"> ▪ Runners: 105 ▪ Volunteers: 23 plus to include Central Surry Fire Department, Dobson Rescue Squad, Surry County Sheriff's Department, Dobson Fire Department, and Dobson Police Department ▪ Sponsors: 30 ▪ Funds raised: approximately \$9,000 <p>Today's Bank Balance is \$1,631,152.64</p>
<p>Committee Council Reports</p>	<p><u>Planning & Evaluation (P&E) Committee</u></p> <p>Committee Chair, Tom Bachmann said they didn't have a quorum last time and he had nothing to add. He was just asking for approval of the minutes.</p>

	<p>Mickey asked for a motion to approve the P&E Committee minutes.</p> <p>Motion by Larry Hayes to approve the P&E minutes Second by Amy Bryant Motion Carried</p> <p><u>Personnel Committee</u> Committee Chair, Richard Lasky was absent so Amy Bryant said they voted not to have a meeting. Kathy spoke up and said on page 37 there are reports about recent new hires, current position openings and personal actions. She said this is for informational purposes only.</p> <p><u>Finance Committee</u> Committee Chair, Jim Brown said he had nothing to add to the Finance Minutes but needed approval for the minutes. Mickey asked for a motion to approve the minutes.</p> <p>Motion by Larry Hayes to approve the Finance minutes Second by Keith Wood Motion Carried</p>
Program Committees and Councils	<ul style="list-style-type: none"> ○ Minutes – for information only
Program Statistical Reports (March 2023)	<ul style="list-style-type: none"> ○ Reports – for information only
Other	<p><u>Head Start Cost Of Living Adjustment (COLA)</u> Head Start Director, Rhonda Wrenn presented the Head Start COLA grant application in the amount of \$160,720. The COLA will be a 5.6% increase for all employees who are not above wage comparability. Rhonda stated that this is the largest COLA increase that she recalls since she has been employed with Head Start. Mickey asked for a motion to approve the COLA grant.</p> <p>Motion by Benita Finney to approve submission of the COLA Grant Second by Amy Bryant Motion Carried</p> <p><u>Head Start Quality Improvement Grant</u> Head Start Director, Rhonda Wrenn presented the Head Start Quality Improvement grant in the amount of \$98,208. She relayed that the guidance for this grant states that “recipients are strongly encouraged to commit to sustained quality improvement measures, such as further increasing wages of Head Start/Early Head Start educational staff.”</p>

Rhonda stated Head Start intends to use the full amount of the Quality Improvement grant to increase the wages for all teachers and assistant teachers in order to be more competitive with the school system and to hopefully assist with staff retention.

When considering the pay increases and making them equitable for each frontline classroom staff person, there will be three categories of increases next year based on the number of hours worked. (Contingent on the approval of Early Head Start).

The breakout of the pay increases is below:

1. Those who work 1520 hours – (Non-NCPK) will receive \$1.19 per hour increase
2. Those who work 1680 hours – (NCPK) –will receive \$1.08 per hour increase
3. Those who work 2000 hours – (EHS) will receive \$0.91 per hour increase

Mickey asked if there were any questions and board member, Brad Chandler asked Rhonda if she has factored this into the budget and if the funds will recur annually, Rhonda replied that the Quality Improvement grant would be ongoing and increase the base funding level. Mickey asked for a motion to approve the Quality Improvement Grant.

Motion by Amy Bryant to approve the Quality Improvement Grant

Second by Angie Walker

Motion Carried

Early Head Start Proposed Locations

Rhonda discussed the proposed plans for the Early Head Start program to serve infants and toddlers, pending approval of the grant submitted in March 2023. The grant proposed a slot conversion from 347 regular Head Start slots to 303 slots. Additionally, the grant requested the conversion of 24 of the reduced slots to Early Head Start slots.

The following outlines the current plans for the intended Early Head Start Classrooms:

Jack G Koontz – 2 year old classroom only – 8 children

Ottenweller – 2 classrooms – one for infant and toddlers and one for 2 year olds – 8 children total– renovations needed at this location

Yadkinville – 2 classrooms – one for infant and toddlers and one for 2 year olds – 8 children total– renovations needed at this location

Rhonda mentioned the unrestricted NCPK state funds that can be utilized for renovations, with governing board approval. Board member, Brent Ward asked when the Ottenweller facility would be completed and Kathy Payne, Executive Director, replied August 2023, but that adding another classroom would extend it by 2 weeks.

Request to Amend Ottenweller Renovation Budget

Rhonda presented information about renovating the Ottenweller facility in order to accommodate the need for Early Head Start. She stated that after meeting with the NCDCEE consultant, she was informed that she would need additional space for a nursery to house the infants and toddlers separate from the older children. This was unexpected news and not in the original floor plans of the renovations. The architect and builder have made the necessary adjustments to the drawings and have given a cost estimate. The additional cost to the project to add the nursery space is \$60,937. Board member, Larry Hayes asked what the contingency was for this project and Kathy Payne stated that there was none. Board member, Tom Bachmann said we should have a 10% contingency fund for the addition of this project. The board was in agreement with this suggestion and approved a total of \$70,000 to plan for any unexpected expenses. Mickey asked for a motion to approve the Slot Conversion

**Motion by Brent Ward to approve the slot conversion with the contingency
Second by Larry Hayes
Motion Carried**

Mid-Year Child Outcomes

Head Start Education Coordinator, Tracey Speight presented the Head Start Mid-Year Outcomes report to the board. She explained the child outcomes process to the group- that the assessments are completed throughout the year and an outcomes report is generated three times per year: fall, winter, and spring. Tracey covered the most recent report for March 2023, which was included in the board packet. Tracey explained the report in detail about how the Head Start program got the children ready socially, emotionally and to be ready academically. She also explained how Head Start works with the parents on how to help their children get prepared and be ready for school.

Tracey gave the members an opportunity for questions about Mid-Year Outcomes Report and there were none.

Adjournment

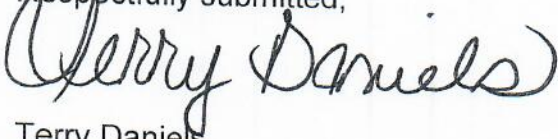
Mickey asked for a motion to adjourn.

**Motion by Amy Bryant to adjourn
Second by Larry Hayes
Motion Carried**

The meeting adjourned at 7:15 PM

Next Board Meeting: June 22, 2023

Respectfully submitted,



Terry Daniels
Staff Recorder

Board Members				Staff and Guests
April 27, 2023	Present	Absent	Excused	
Tom Bachmann	X			Terry Daniels
Jim Brown	X			Dawn Cheek
Amy Bryant	X			Jeff Cockerham
Mickey Cartner	X			Regina Chappell
Brad Chandler (to be seated)	X			Rhonda Wrenn
Cliff Collins (to be seated)	X			Lisa Money
Kelly Craine		X		Tom Beckom
Pam Crouse	X			Emily Mauck
Benita Finney (to be seated)	X			Alan Moxley
Eddie Harris		X		Tracey Speight
Larry Hayes (to be seated)	X			Kathy Payne
Debra Jessup			X	
Sylvia Jessup			X	
Larry Johnson			X	
Shelby King	X			
Richard Lasky			X	
Angie Walker	X			
Brent Ward	X			
Natalie Williams			X	
Keith Wood (to be seated)	X			
Suzanne Wright			X	
Vacant				
Vacant				