

Board of Directors Meeting Minutes

Date: August 24, 2023	Time: 6:00 PM	Location: 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 Suzanne Wright to approve the agenda with the changes Second by Larry Hayes Motion Carried</p>
Pledge of Allegiance	Vice Chair Tom Bachmann led the group in reciting The Pledge of Allegiance.
Invocation Memorials/ Remembrances	Board Chaplain Pam Crouse 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 18 of 22 members in attendance. A Quorum must meet the requirements of 50% of the membership.
Approval of Minutes	<p>Mickey asked for questions, changes, or a motion to approve the June 22, 2023 minutes. Hearing none.</p> <p>Motion by Amy Bryant to approve the minutes Second by Keith Wood Motion Carried</p>
Introduction of Staff & Recognitions	<p>Mickey introduced guest Joey Anderson from WoodmenLife. Joey greeted everyone and said WoodmenLife has been working with our agency for 6 years and he appreciated what we did to help the community. He said Woodmen Life is also a non-profit agency and he wanted everyone to have 3 things: a flashlight, a pen, and his business card so if he could help anyone, they knew how to contact him. He surprised the Board and staff members with a donation of \$5,000 to the agency.</p> <p>Joey Anderson introduced the WoodmanLife Regional Director Chuck Fariior who said he was from the eastern part of North Carolina and had been over here on the Western side since April 1, and was thoroughly enjoying it and helping people. Growing up in a small town you take care of your neighbors and the people who can't defend themselves. He said he has the utmost respect and gratitude for everything this agency does. Chuck has been in public service and is familiar with how we're funded and that it comes with a lot of strings attached, but tonight we want to give</p>

	<p>you some money with no strings attached. He hopes we get some good use out of the money and thanked everyone for their time.</p> <p>The Board and Staff applauded Chuck and Joey. Pictures were taken of them awarding the check to Chairman Mickey Cartner and Executive Director Kathy Payne.</p> <p><u>Recognition</u> 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> <ul style="list-style-type: none"> ○ Hurley Casstevens, Senior Services </p>
<p>Executive Director Report</p>	<p><u>Accomplishments Report</u> Executive Director Kathy Payne said her report was in the packet on page 23 and asked if there were any questions. Hearing none she shared the following:</p> <p><u>Board Vacancies – 2 slots now over 120 days</u> We have 2 slots - Stokes or Surry Low-Income Reps (vacant since March & April 2023) If you know of someone, please let us know as we really need to get these slots filled.</p> <p><u>Housekeeping</u> Every two years we have to show the Office of Economic Opportunity that our Board members have received a copy of our Bylaws, and have signed the Conflict of Interest and Confidentiality Statements. If you've recently signed one at orientation thank you, but for the sake of efficiency and to get everyone on the same time clock, we would like for you to sign them today. CSBG Director Dawn Cheek will come around and collect your forms.</p> <p>Kathy asked Lisa Money to come up to share news from Surry Senior Center and Farmer's Market.</p> <p>Senior Services Director Lisa Money stated that YVEDDI Senior Services has participated in the Senior Farmers' Market Nutrition Program for many years. We receive vouchers from the USDA that enable low-income seniors to purchase fresh fruits and vegetables at local farmers' markets. The program runs from July 1 – Sept. 30 each year. This year we were able to obtain 3,750 vouchers worth \$5 each for Yadkin and Surry Counties. This is a value of \$18,750 for local farmers. Each eligible participant received 10 vouchers or \$50 for each person.</p> <p>To participate in a farmers' market, the farmer must be certified by the county market. This means at least 80% of what they sell is grown on their own property. Senior vouchers may be used only for fruits and vegetables. They may not be used to purchase crafts, baked goods, eggs, honey, jams, or jellies.</p> <p>Yadkin County is a designated food desert and nowhere is this more apparent than East Bend. There is no grocery store. Many seniors are afraid or unable to drive to Yadkinville, King, or Winston for grocery shopping. With this in mind, we thought it would be a great idea to host a pop-up farmers market at the senior center in East Bend. We began by contacting Melissa</p>

Glass at the Yadkin Cooperative extension, who oversees the Yadkin County Farmers Market. We learned we would need a permit per the East Bend zoning ordinance. There was a \$25 permit fee which was paid by EB Mayor James Dunn. Melissa invited each certified vendor from Yadkin County, and we also reached out to Mark Patterson, the president of the Surry County market, and invited each certified farmer from the Surry County market.

The pop-up market was held on Tuesday, Aug. 15. One vendor showed up. Mayghan Watson from The Farm in Dobson sent her veggie van packed full of tomatoes, peppers, cantaloupe, watermelon, green beans, squash, zucchini, and corn. We were supposed to open at 10. We got set up and opened a few minutes early with East Bend residents lined up to purchase. At 10:07, we had to call Mayghan and ask her to bring another load. She did, and before we could get that load unloaded and set up, the lady who was working the veggie van told her she was going to have to go back for another load.

We had extensive community support. EB Town Hall, library, post office, and Huff Funeral Home helped to promote with flyers and on Facebook. Flyers were also posted at other locations. The pop-up market was supposed to close at 1. It closed at 2. People would see the veggie van, stop and purchase produce, go home, and tell their friends and neighbors, and carloads of people would come back. It was amazing. 116 senior vouchers were used that day. The people were so happy to be able to purchase fresh produce in East Bend. We've had phone calls, emails, and Facebook messages asking us, "Are they coming back next week?" "Can you do this again?" and in an email from Mayghan...what a blessing it was to us to see how much this meant to the people of East Bend and what a blessing it was to see firsthand what the vouchers mean to seniors. Mayghan stated that if we want her to come next year every week and bring the veggie van, she will... "those people need access to food".

Ottenweller Upfit - YVEDDI Resource Center Update:

Kathy asked HS Director Rhonda Wrenn to come up and introduce Tony Aquilano, HS Facilities Coordinator.

Rhonda introduced Tony and shared his employment background, gave an overview of his duties with Head Start, and his extensive involvement with the development and oversight of the Resource Center renovation project. The Board thanked Tony for all his efforts.

Kathy and Tony informed the Board of change order number 12 has been sent in regard to the HVAC ducts with a cost of \$15,256. Larry Hayes said the architect Tony Chilton is responsible. Eddie Harris asked about the contingency and Kathy said it was \$10,000 but has been exceeded. Eddie Harris agreed with Larry Hayes but was willing to give approval provided we contacted our attorney.

Motion by Larry Hayes to approve change order number 12

Second by Jim Brown

Motion Carried

Revenue awarded to date:	\$288,400
Total Renovation Cost	\$595,928
Payouts to date	\$237,169

Today's Bank Balance is \$1,928,414

	<p>Kathy extended her thanks to Mickey, Jim, and Brent for coming early before the last finance committee meeting to help Kathy with a special project.</p> <p>With no further questions, this concluded Kathy's report.</p>
<p>Board Development</p>	<p><u>End of Year Child Outcomes – HS Education Coordinator</u> Education Coordinator, Tracey Speight, presented last school year's End of Year Outcomes for Head Start. She explained how Head Start is trying to prepare students as well as, parents to be school-ready by using different methods. Head Start prepares a literacy folder to send home each week for the parents and child to read a book and then complete activities. She also explained the growing crisis of attendance in the local schools and how Head Start calls parents when children miss school to find out why they are absent. She explained by doing this we hope to encourage parents to have their children at school daily. This practice will hopefully roll over when they enter public school.</p> <p>Tracey then went over the outcomes showing growth in all areas, with a total gain of 33%.</p> <p>Tracey explained that she would like to gather the data differently for the upcoming school year by separating the 3 year olds and the 4 year olds. She states that hopefully she can do this and it will show a better picture of the children's learning.</p>
<p>Committee Council Reports</p>	<p><u>Planning & Evaluation</u> Committee Chair Tom Bachmann said he missed the last meeting due to being sick. He said Vice-Chair, Natalie Williams conducted the meeting. Mickey asked if there were any questions and there were none.</p> <p>Motion by Amy Bryant to approve the minutes Second by Keith Wood Motion Carried</p> <p><u>Personnel Committee</u> Committee Chair, Richard Lasky said he had nothing to add to the minutes. He just needed Board approval of the minutes. Mickey asked if there were any questions and there were none.</p> <p>Motion by Sylvia Jessup to approve the minutes Second by Amy Bryant Motion Carried</p> <p><u>Finance Committee</u> Committee Chair Jim Brown said everything was in the minutes and he had nothing to add. Mickey asked if there were any questions and there were none</p> <p>Motion by Amy Bryant to approve the minutes Second by Sylvia Jessup Motion Carried</p>

Program Advisory 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>Carry Forward Funding</u> CSBG Director Dawn Cheek said the Carryforward funding comes from the unexpended allocation from the year before. The Office of Economic Opportunity has awarded the CSBG Program \$95,500 in Carryforward funds. Our original funding for this fiscal year is \$362,005 plus the Carryforward funds of \$95,500, which will give us a final allocation of \$457,505. Dawn said we are requesting Board approval to apply for the additional Carryforward funding.</p> <p>Mickey asked if there were any questions and there were none.</p> <p>Motion by Richard Lasky for approval to apply for the Carryforward funding. Second by Amy Bryant Motion Carried</p>
Public Hearing	<p><u>Public Hearing – FY 25 Grant Applications & Authorization Resolution</u> Mickey – Opened a Public Hearing on the Community Transportation Program Grants for FY25. 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 FY25 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>Jeff asked the board to see the documents attached to the Transportation agenda which included the; Local Share Source of Funding, the Authorizing Resolution, and the advertisement in the WS Journal. Jeff walked the members through each document describing the purpose and the details of each document. Jeff then turned it over to Mickey.</p> <p>Mickey brought the board member's attention to the grants and described each one.</p> <p><u>5311 Admin</u> Mickey 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 FY25 is \$844,067.

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

Motion by Larry Hayes 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 FY25 for operating is \$170,000. Mickey asked if there was any discussion and Eddie Harris asked about the utilization of the Elkin route. Jeff said it's between 400-600 riders per month with October and April being the highest number of riders. Eddie asked how it was funded and Jeff said it was 100% federal funding with a 50% local match with ROAP funds. Mickey asked if there was any other discussion and there was none. He asked for a motion to approve the 5311 Operating grant.

Motion by Sylvia Jessup to approve the 5311 Operating Grant.

Second by Larry Hayes

Motion Carried

5310 Operating

Mickey 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 5310 Operating grant.

Motion by Larry Hayes to approve the 5310 Operating Grant.

Second by Sylvia Jessup

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 Sylvia Jessup to approve the NC Operating Grant.

Second by Larry Hayes

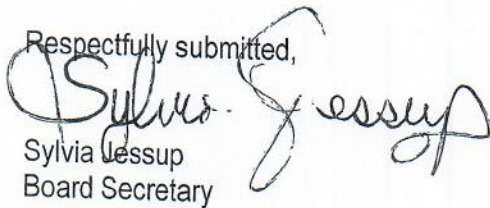
Motion Carried

	<p><u>Mobility Management</u> Mickey said the mobility management grant pays for our mobility manager's salary and fringe. The grant application will be for \$55,000. 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 Amy Bryant to approve the Mobility Management Grant. Second by Sylvia Jessup Motion Carried</p> <p><u>Authorizing Resolution</u> Mickey 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 Larry Hayes to approve the Resolution Second by Sylvia Jessup Motion Carried</p>
<p>Adjournment</p>	<p>Mickey asked for a motion to adjourn.</p> <p>Motion by Suzanne Wright to adjourn Second by Amy Bryant Motion Carried</p>

The meeting adjourned at 7:15 PM

Next Board Meeting: October 26, 2023

Respectfully submitted,


Sylvia Jessup
Board Secretary


Terry Daniels
Staff Recorder

Board Members				<u>Staff and Guests</u>
<u>August 24, 2023</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Tom Bachmann	X			Terry Daniels
Jim Brown	X			Jeff Cockerham
Amy Bryant	X			Tommy Eads
Mickey Cartner	X			Rhonda Wrenn
Brad Chandler	X			Lisa Money
Cliff Collins	X			Tracey Speight
Kelly Craine	X			Kathy Payne
Pam Crouse	X			Doug Akers
Benita Finney	X			Jan Zachary
Eddie Harris	X			Crystal Williams
Larry Hayes	X			Tony Aquilano
Debra Jessup			X	David Smith
Sylvia Jessup	X			Janet Phillips
Larry Johnson			X	Dawn Cheek
Shelby King	X			
Richard Lasky	X			
Melissa Ledbetter			X	
Angie Walker	X			
Brent Ward			X	
Natalie Williams	X			
Keith Wood	X			
Suzanne Wright	X			
Vacant				
Vacant				