



Board of Director's Meeting Minutes

October 26, 2017	6:00 PM	District Office
------------------	---------	-----------------

Call to Order	Board Vice Chair Mickey Cartner welcomed the members and called the meeting to order.
Approval of Agenda	<p>Mickey said that we need to add two items to the agenda under "Other", which was the Subaru Share the Love Program by Lisa Money and the MHS Budget Extension Grant by Yolanda Saffo. He asked for other additions to or a motion to approve the Agenda.</p> <p>Motion by Kevin Austin to approve the Agenda Second by Kelly Craine Motion Carried</p>
Invocation Memorials/ Remembrances	<p>Chaplain, Mike Crouse gave the invocation and asked that we remember staff and Board members who were ill or had recently lost loved ones.</p> <p><u>Staff:</u></p> <ul style="list-style-type: none"> ➤ Sarah Dehart, Head Start Family Advocate – Mother passed away on 10/17/17 ➤ Lee Johnson, IDC Purchasing Manager – Mother is having health complications ➤ Mike Crouse's mothers, having some health issues ➤ Former Board member Jack Koontz, sister passed away
Attendance	Secretary, Sylvia Jessup called the roll. A Quorum was met with 14 of 24 members in attendance. A Quorum must meet the requirements of 50% of the membership.
Approval of Minutes	<p>Mickey asked for a motion to approve the August 24, 2017 Board Minutes.</p> <p>Motion by Marion Welborn to approve the minutes Second by Kelly Craine Motion Carried</p>
Seating of New Representative Low Income Sector Yadkin County	<p><u>Seating of Representative</u> Mickey asked Rhonda Wrenn, Head Start Director, to introduce Rebecca Swisher VanHoy to the board.</p> <p>Rhonda said the Head Start Policy Council met on Tuesday and as a part of the democratic selection process, the Policy Council is charged with considering and recommending to the board a nomination to represent the low-income sector. Three (3) applications were presented to the Council and the vote went to Rebecca Swisher VanHoy.</p> <p>Rebecca Swisher VanHoy was a former Head Start grandparent and you may remember that she did a testimonial at our Christmas Board meeting last year. She was on the Head Start Policy Council for 3 years and came to all the meetings and participated. The Council believes Rebecca will make a good addition to the Board to replace Cindi Dixon representing the Yadkin County low-income sector.</p> <p>Mickey asked for a motion to seat the new Board Member.</p>

	<p>Rebecca Swisher VanHoy 5909 US HWY 6901 Yadkinville, NC 27055 336-468-0932 (home) 336-468-7648 (cell) rebswish@yahoo.com Occupation: Disabled</p> <p>Motion by Jim Brown to seat the new Board member Second by Wayne Frye Motion Carried</p>
Introduction of Staff & Guests	The staff and guests introduced themselves to the Board.
Recognitions	<p>The following staff and Board 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"> ○ Christina Alonzo, HS ○ Horace Redmon Jr., CTP ○ John Sherrill, CTP <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Shelby King, Board <p><u>15 Years</u></p> <ul style="list-style-type: none"> ○ Rhonda Beavers, EBSC <p><u>25 Years</u></p> <ul style="list-style-type: none"> ○ Jeff Cockerham, CTP
Audit	<p><u>Presentation of Audit by Dixon, Hughes and Goodman</u></p> <p>Mickey turned the meeting over to Rick Seibert for the presentation of the Audit. Rick passed out a copy of the agency audit that was performed by Dixon Hughes and Goodman (DHG). Rick stated the agency has put two very impressive years back to back and that the audit verifies the agency is a high performing non-profit agency. We generated cash and net assets, took on a large program from Duke Helping Hands, and delivered about 1.6 million dollars of heat pumps in a two-year period. We took that surplus and delivered more home bound meals and were able to start a transportation circulator program in Mocksville and Stokes counties. He added that we had a great staff, a great board and the agency is firing on all cylinders. Rick said that he and Tom Hazelwood with DHG arrived at the agency about the same time and this was the third audit in 2 years, the first year the report was delivered in February, the second year Tom brought Melissa Prevette onboard and delivered the report in December, and this being the third year, we delivered the report in October and will file the tax return without an extension. So things are going good in the finance world of YVEDDI.</p> <p>Melissa Prevette, the audit manager with Dixon, Hughes and Goodman introduced herself and said she helped complete the audit this year. She said there were two handouts distributed and the bound portion was the financial statements and there was also a loose, stapled report for the Board. The audit is composed of two pieces, which are the financial audit and the compliance audit. The financial audit is the numbers and the compliance audit is due to federal and state program requirements to make sure the</p>

	<p>money is being spent the way the program requires the money to be spent. Melissa mentioned a few items in the audit noting that an unqualified opinion was issued, meaning a clean opinion and that there were no findings, it was all good results.</p> <p>Mickey asked if there were any questions. Jimmy Walker asked the auditors to explain the level of importance of the items listed in the internal control related matters included in the Report to the Board of Directors. Tom Hazelwood, Partner at DHG, said that there are different levels of criticalness related to internal control items and that none of the items noted were of a critical nature. The items were simply listed as items noted and are meant to help indicate areas where improvements could be made. Rick added that YVEDDI currently has initiatives in place that address each of the items listed. Mickey asked if there were any more questions and there were none. Mickey asked for a motion to accept the audit as presented.</p> <p>Motion by Jimmy Walker to accept the audit as presented Second by Mike Crouse Motion Carried</p>
<p>Executive Director Report</p>	<p><u>Executive Director Accomplishment Report:</u> Kathy stated that members have my report in your packet. Some things that I wanted to highlight:</p> <ol style="list-style-type: none"> 1. Agency bi-annual Self-Assessment has been completed and resulted in one finding out of about 56 standards, which is the update on the Fiscal Manual and as you're aware, this update is in process. 2. The Board Self-Assessment Tool was sent out with this board packet. If you have completed it and brought it back tonight, please turn it in to Kevin Austin and he will tally the results and bring a report back to you at our next meeting. 3. We have a \$2,000 pledge from Surry Insurance to sponsor the band for our fundraiser <p><u>What to look out for in your packets:</u></p> <p>As usual, your committee minutes contain important actions/approvals recommended by the committees, and may or may not be discussed before your approval of the minutes tonight.</p> <p>On page 67 in your packet is a calendar that shows the remaining meetings for the year excluding Fundraising or Subsidiary meetings, which are to be determined. As you know December is a short month with the holidays and asked if everyone is okay with the amended schedule for December.</p> <p>Members agreed with the proposed date of 12/14 for the Board Christmas Dinner and meeting. Larry Johnson said we might consider combining one of the committee meetings with the Fundraising Committee meeting to lessen the travel burden on members. Kathy agreed to work with the chairs to schedule and notify everyone.</p> <p>Kathy asked if we want to reschedule the P&E due to the Christmas Board Dinner. Kevin Austin suggested having the P&E committee on the same date, but at 4:30 and just have a shorter meeting. The other P&E members agreed. Kathy agreed to notify the absent P&E Members of the amended schedule.</p> <p><u>Kathy extended her thanks</u></p> <ul style="list-style-type: none"> • To Jim Brown for helping us to kick off our revision process of the Fiscal Procedures Manual • To Kevin Austin for being a speaker at DV Candlelight Vigil on October 3rd • To Jimmy, Marion and Larry for coming out for an extra meeting to discuss our Subsidiary opportunity • To Richard Lasky for making the Toys for Tots connection. I have been talking with Lewis Pleasants who is with the Marine Corp League. We have been told to expect about 2000 toys for our HS children and families for Christmas!

	<p><u>Subsidiary Overview</u></p> <p>Kathy stated that we have been working on ideas to help sustain our agency and we know that we need to increase our reserves. The Duke Energy Helping Hands program has ended and that has caused some people to fall through the cracks by not qualifying for loans for heat pumps, nor for the State funded WEA program. We also know that there is a lag in receiving state funds at fiscal year beginning. Kathy added that we know that Tommy and his staff are capable of doing this work as demonstrated with the DHH program.</p> <p>On September 28, we had an Executive meeting and presented a plan for a for-profit subsidiary. After some discussion, the Executive committee asked Rick and Kathy to convene a meeting of a few board members to further consider the endeavor.</p> <p>On October 10th, Kathy and Rick met with Board members Jimmy Walker, Marion Welborn and Larry Johnson to further discuss the initiative and shared a comprehensive business plan. The discussion went on for about an hour and half with members asking numerous, very good questions.</p> <p>Larry Johnson said we are still helping the community and it's in our mission to help and he thought it was a very good thing for the agency. Marion Welborn stated he is in favor of the program because he has confidence in Rick's ability to oversee the financial compliance area. Jimmy Walker said he too feels very comfortable with Rick's oversight in this area and it's a benefit to the community and the agency. Jimmy asked Rick to share with the board on how this will help people.</p> <p>Rick thanked the entire group and said he had been a CPA for a long time and been involved in a lot of small businesses and it is the non-profit world that is actually new to him. But what he saw when Tommy's group (Weatherization) took on a large program with Duke Energy by installing heat pumps, is that we could do the same thing for profit to help people that fall through the cracks and need help. Since The Duke Energy Helping Hands Fund ended, it's an opportunity, and the market is out there, and it will help people in the community and the agency with sustainability. The subsidiary will be owned 100% by YVEDDI and removes risk and liability from YVEDDI. Financing for the heat pumps is available with no risk to YVEDDI and will help us provide a means of giving back to the community.</p> <p>Mickey asked if there were any other comments and there were none. Mickey asked for a motion to approve the subsidiary.</p> <p>Motion by Marion Welborn to approve Kathy and Rick to begin working with the attorney to set up the C Corporation, set up another board, and begin services. Second by Larry Johnson Motion Carried</p>
<p>Committee Council Reports</p>	<p><u>Executive Committee</u></p> <p>Mickey Cartner stated the Executive Committee had a meeting on September 28, 2017 to discuss the Initiatives for Sustainability and the benefits and challenges of starting up a subsidiary. Mickey asked if there were any questions and there were none. Mickey asked for a motion to approve the minutes.</p> <p>Motion by Kelly Craine to approve the minutes Second by Sylvia Jessup Motion Carried</p>

Planning & Evaluation Committee

Committee Chairman Kevin Austin said they needed an approval for the August 24, 2017 minutes. At tonight's P&E meeting we were presented a Program Improvement Plan (PIP) by Yolanda Saffo with Migrant Head Start after an assessment they had a few weeks ago. There were a few minor findings so we are required to have a program improvement plan developed that was presented to us this evening by Yolanda. Kevin suggested in approving the minutes we also approve the Program Improvement Plan (PIP). Kevin also mentioned that Kathy went over the strategic plan and he was very satisfied with her progress on the strategic plan. Also, a matter came up with Davie County regarding some competition for NC-Pre-K placements and this issue has been resolved by Kathy and staff in a satisfactory manner. Mickey asked if there were any questions and there were none. Mickey asked for a motion to approve the minutes.

Motion by Sylvia Jessup to approve the minutes
Second by Wayne Frye
Motion Carried

Finance Committee

Committee Chairman Jim Brown stated they had a very productive meeting and the majority of the discussion was on the Health Insurance Renewal Cost and plan options. Mickey asked if there were any questions and there were none. Mickey asked for a motion to approve the minutes.

Motion by Kelly Craine to approve the minutes
Second by Beverley Essick
Motion Carried

Personnel Committee

In the absence of Committee Chairman Richard Lasky, Kathy said the Personnel Committee had a meeting on October 10, 2017, the minutes were in the board packet and there was nothing else she would like to add. Mickey asked if there were any questions and there were none. Mickey asked for a motion to approve the minutes

Motion by Sylvia Jessup to approve the minutes
Second by Marion Welborn
Motion Carried

Fundraising Committee

Committee Chairman Larry Johnson said the Fundraising Committee met on October 12, 2017 to discuss an agency fundraising event and that everyone has agreed on having a car show event with a band, raffle and maybe door prizes. He added there are lots of details to work out and shared a draft flyer with the Board. He invited anyone that's interested to help us with the planning. Mickey asked if there were any questions and there were none. Mickey asked for a motion to approve the minutes

Motion by Wayne Frye to approve the minutes
Second by Jim Brown
Motion Carried

Board Vice Chairman Mickey announced that Program/Policy Advisory Councils and Statistical Reports

	<p>were included in the packet for information only.</p>
<p>Board Development</p>	<p><u>Early Childhood Learning and Knowledge Center</u></p> <p>Rhonda Wrenn Head Start Director distributed a handout about “The Early Knowledge & Learning Center” (ECKLC). She stated the Head Start performance standards require that we train you on small parts of Head Start. One of the topics is “The Early Knowledge & Learning Center” (ECKLC) and the reason she wanted to distribute the handout is because this is a website that you can visit that will tell you everything you want to know about the Head Start program. It has all the Head Start policies, general program information, grants and oversight, policy regulations, training and technical assistance resources, how we collaborate to have partnerships, data and reports including the results of the PIR at the end of the year. In addition, she said it’s not just for our program it’s by the region, by the state, by the country and as board members includes things that you need to be familiar with or have knowledge on the program and could use this as a resource. She encouraged everyone to go on the website to learn more about the Head Start Program. The Head Start program is divided into categories and services the children’s health needs, their education needs, and the family piece to help parents set goals and be able to meet them.</p> <p><u>Enrollment Eligibility</u></p> <p>Jessicca Brindle, Head Start Family Community Partnership Coordinator distributed a handout about the Head Start Eligibility Final Rule, which states the children have to be 3-4 years old, the families income for the past 12 months, the items used to verify income, which are the current paystub, W-2, or tax return. She said that Red Hill Creek has some openings, and there’s 1 opening in Mt. Airy.</p>
<p>Other</p>	<p><u>Transportation Grant Renewal Public Hearing</u></p> <p>Mickey Cartner called on Jeff Cockerham, CTP Director to give an overview of FY2019 Grant Applications. Jeff gave the following overview of the grant applications.</p> <p><u>5311 Administration</u></p> <p>The admin grant pays for salaries and fringe benefits for 5 administrative staff</p> <ul style="list-style-type: none"> • Program Director • Operations Manager • Administrative Coordinator • Call Center Manager • Safety Officer <p>Also included in the admin grant are; drug tests, background checks, office supplies, office phones, marketing and vehicle insurance. The total for Admin for FY19 is \$535,886</p> <p><u>5311 Operating Grant</u></p> <ul style="list-style-type: none"> • The operating grant is a 50% match available to help fund deviated fixed routes such as the Surry Yadkin Connector, the Elkin Circulator, and the new routes Mocksville circulator and the Stokes Connector. • The total for FY19 for operating is \$217,931 <p><u>Combined Capital Grant</u></p> <ul style="list-style-type: none"> • The capital grant provides replacement vehicles for our fleet. In FY19 we will be replacing 5 vehicles and adding propane to the vehicles. The capital grant application will be for \$350,775.

5310 Operating Grant

- 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 OAA trips or ROAP trips. The grant application will be for \$135,000.

Mobility Management Grant

- The mobility management grant pays for our mobility manager salary and fringe, also marketing, office supplies, etc. The grant application will be for \$52,313.

Mickey opened the public hearing for FY19 Grant Applications - Is there anyone present from the general public that would like to speak regarding the proposed FY19 Grant Applications for:

- **5311 Administration & Operating Grant**
- **Combined Capital Grant**
- **5310 Operating Grant**
- or
- **Mobility Management Grant**

There were no comments so Mickey closed the public hearing.

Mickey asked the Board for discussion and/or motion to approve proposed grant applications and the resolution for:

- **5311 Administration & Operating Grant**
- **Combined Capital Grant**
- **5310 Operating Grant**
- and
- **Mobility Management Grant**

Motion by Kevin Austin to approve the grant applications and resolutions
Second by Kelly Craine
Motion Carried

Jeff said the NC DOT State Funds the agency to help update software, so we also need approval for the software grant. Mickey asked if there were any questions and there were none. Mickey asked for a motion to approve the resolution for the software grant.

Motion by Mike Crouse to approve the resolution for the software grant
Second by Jim Brown
Motion Carried

Subaru Share the Love Program

Lisa Money, Senior Services Director said Subaru has partnered with Meals on Wheels of America since 2007. The Senior Services program has been given the opportunity to participate in their campaign, which starts November 16, 2017, however, they need to wait until after Thanksgiving due to the United Fund blackout period. Lisa explained that it's not a dollar amount, but you can earn shares up to \$10,000 - depending on the amount of revenue that comes into the state of North Carolina through people who are buying a Subaru and mentions the Meals on Wheels program. We can earn shares by doing activities such as Face Book posts, a PSA, its easy stuff to do. We are requesting approval to participate in the campaign. Mickey asked if there were any questions and there were none. Mickey asked for a motion to approve participation in the campaign.

	<p>Motion by Mike Crouse to participate in the Subaru Share the Love program Second by Kevin Austin Motion Carried</p> <p><u>MHS Budget Extension Grant</u></p> <p>Yolanda Saffo, Migrant Head Start Program Coordinator stated that the East Coast Migrant Head Start (ECMHS) has come to the end of the 5 year project period. As a result, instead of us doing a renewal grant we are asking for an extension for the FY 2018-FY 2019 in the amount of \$361,319, with \$5,880 for training and technical assistance. This is at the request of the grantor and will align us with the new project period. Mickey asked if there were questions and there were none. Mickey asked for a motion to approve the extension.</p> <p>Motion by Sylvia Jessup to approve the extension Second by Kelly Craine Motion Carried</p>
<p>Adjournment</p>	<p>Mickey asked for a motion to adjourn.</p> <p>Motion by Sylvia Jessup to adjourn Second by Kelly Craine Motion Carried</p>

The meeting adjourned at 7:45 PM

Next Board Meeting: December 14, 2017
Christmas Dinner at 5:00 PM – Board Meeting at 6:00 PM

Respectfully submitted,

Sylvia Jessup
Secretary

Terry Daniels
Staff Recorder

Board Members				Staff/Guests
<u>October 26, 2017</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Kevin Austin	X			Lisa Money
Jim Brown	X			Yolanda Saffo
Catalina Campechano		X		Tommy Eads
Mickey Cartner	X			Regina Chappell
Kelly Craine	X			Rick Seibert
Mike Crouse	X			Jessicca Brindle
Beverley Essick	X			Tom Hazelwood
Wayne Frye	X			Melissa Prevette
Shinee Garcia		X		Janet Phillips
Eddie Harris			X	Jeff Cockerham
Debra Jessup		X		Linda Trivette
Sylvia Jessup	X			Rhonda Wrenn
Larry Johnson				Terry Daniels
Mark Jones			X	Kathy Payne
Shelby King	X			
Ernest Lankford			X	
Richard Lasky			X	
Jo Ann Layell	X			
Mary Olvera		X		
Edward Stevens	X			
Jimmy Walker	X			
Marion Welborn	X			
Suzanne Wright			X	