



# Board of Director's Meeting Minutes

April 27, 2017	6:00 PM	District Office
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<b>Call to Order</b>	Board Chair Cindi Dixon welcomed the members and called the meeting to order.															
<b>Approval of Agenda and Minutes</b>	<p>Cindi Dixon said there were the following changes to the agenda:</p> <ol style="list-style-type: none"> <li>I. Under the Executive Director Report the fundraising item will be tabled for tonight.</li> <li>II. Under "Other" the new grant to the NC Community Foundation grant was cancelled due to having a ceiling of \$2,000.</li> <li>III. Rhonda has a new grant she will talk about with Board in a few minutes.</li> </ol> <p>Cindi asked if there were any more changes to the agenda. There were none. Cindi asked for a motion to approve the agenda with the changes and the minutes from the February Board meeting if there were no changes.</p> <p><b>Motion by Marion Welborn to approve the agenda and minutes</b>  <b>Second by Richard Lasky</b>  <b>Motion Carried</b></p>															
<b>Invocation Memorials/ Remembrances</b>	<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>Cindi added that Mike's father had passed and ask that we remember his family.</p>															
<b>Attendance</b>	Secretary, Sylvia Jessup called the roll. A Quorum was met with 19 of 24 members in attendance. A Quorum must meet the requirements of 50% of the membership.															
<b>Seating of New Board Members Annual Meeting</b>	<p>Cindi discussed the seating of Representatives, and asked if there were any questions. A Board member asked about Beverley Essick resigning and was informed that she retracted her resignation the next day. Cindi asked if there were any more questions or comments. There were none.</p> <p style="text-align: center;"><b>Seating of Representatives</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 33%;">Public Sector</th> <th style="width: 33%;">Current</th> <th style="width: 33%;">New</th> </tr> </thead> <tbody> <tr> <td>Representative (Yadkin)</td> <td>Kevin Austin</td> <td>Kevin Austin</td> </tr> <tr> <td>Representative (Yadkin)</td> <td>Marion Welborn</td> <td>Marion Welborn</td> </tr> <tr> <td>Representative (Stokes)</td> <td>Ernest Lankford</td> <td>Ernest Lankford</td> </tr> <tr> <td>Low Income Sector</td> <td></td> <td></td> </tr> </tbody> </table>	Public Sector	Current	New	Representative (Yadkin)	Kevin Austin	Kevin Austin	Representative (Yadkin)	Marion Welborn	Marion Welborn	Representative (Stokes)	Ernest Lankford	Ernest Lankford	Low Income Sector		
Public Sector	Current	New														
Representative (Yadkin)	Kevin Austin	Kevin Austin														
Representative (Yadkin)	Marion Welborn	Marion Welborn														
Representative (Stokes)	Ernest Lankford	Ernest Lankford														
Low Income Sector																

<b>Stokes – Dom. Violence Rep.</b>	<b>Beverley Essick</b>	<b>Beverley Essick</b>
<b>Stokes</b>	<b>Sylvia Jessup</b>	<b>Sylvia Jessup</b>
<b>Surry</b>	<b>Shelby King</b>	<b>Shelby King</b>
<b>Private Sector</b>		
<b>Stokes – Ret. Law Enf. – DV Rep.</b>	<b>Kelly Craine</b>	<b>Kelly Craine</b>
<b>Yadkin – Ret. Education</b>	<b>Mike Crouse</b>	<b>Mike Crouse</b>
<b>Yadkin – Ret. RSVP - PAC</b>	<b>Richard Lasky</b>	<b>Richard Lasky</b>
<b>Surry – Mandated – Early Childhood</b>	<b>Mary Olvera</b>	<b>Mary Olvera</b>

Cindi asked for a motion to approve the seating of the Representatives.

**Motion by Eddie Harris to approve the seating of all Representatives.  
Second by Mickey Cartner  
Motion Carried**

The Executive committee who acts as the nominating committee recommended the following Slate of Officers.

<b>Position/Board Member</b>		<b>Sector</b>	<b>County</b>
<b>Chair</b>	<b>Eddie Harris</b>	<b>Public Official</b>	<b>Surry</b>
<b>Vice-Chair</b>	<b>Mickey Cartner</b>	<b>Private / Business</b>	<b>Davie</b>
<b>Secretary</b>	<b>Sylvia Jessup</b>	<b>Low Income</b>	<b>Stokes</b>
<b>Treasurer</b>	<b>Jim Brown</b>	<b>Private / Business</b>	<b>Davie</b>

Rick Seibert, Finance Director, Regina Chappell, CSBG Director, and Janet Phillips, HR Director assisted in collecting the ballots. The ballots were counted by Rick Seibert, Regina Chappell, and Janet Phillips. Regina announced the results for each position elected.

**Board Chair**

Cindi Dixon asked if there were any additional nominations other than Eddie Harris for Board Chair. There were none.

**Motion by Ernest Lankford that the nominations be closed  
Second by Mike Crouse  
Motion Carried**

**The Board voted and Eddie Harris received a unanimous vote of 19.**

**Vice Chair**

Cindi asked if there were any additional nominations other than Mickey Cartner. There were none.

Cindi asked for a motion.

**Motion by Richard Lasky that the nominations be closed  
Second by Sylvia Jessup  
Motion Carried**

**The ballots were distributed, collected, and counted to show 18 votes for Mickey Cartner and 1 unmarked ballot.**

**Secretary**

Cindi asked if there were any additional nominations other than Sylvia Jessup. There were none.  
Cindi asked for a motion.

**Motion by Mickey Cartner that the nominations be closed**

**Second by Richard Lasky**

**Motion Carried**

**The Board voted and Sylvia Jessup received a unanimous vote of 19.**

**Treasurer**

Cindi asked if there were any additional nominations other than Jim Brown. There were none.  
Cindi asked for a motion.

**Motion by Marion Welborn that nominations be closed**

**Second by Mickey Cartner**

**Motion Carried**

**The Board voted and Jim Brown received a unanimous vote of 19.**

**Appointments**

Cindi told the Board the last act she will do as the Chair is to ask for concurrence for these appointments. Cindi asked if there were any other suggestions or questions regarding these appointments and there were none.

**Appointments**

<b>Parliamentarian</b>	<b>Debra Jessup</b>
<b>Chaplain</b>	<b>Michael D. Crouse</b>
<b>Staff Recorder</b>	<b>Terry Arellano</b>
<b>CPA Auditor</b>	<b>Dixon Hughes and Goodson, LLP</b>
<b>Attorney</b>	<b>J. Gregory Matthews</b>

Cindi asked for a motion to approve the appointments.

**Motion by Richard Lasky to approve the appointments**

**Second by Kevin Austin**

**Motion Carried**

Cindi told the Board members there was a committee handout and if anyone was interested in changing the committee they are currently serving on to please add their name on the committee they would like to serve on. Jimmy Walker would like to change from the finance committee to the personnel committee or have the day and time of the finance committee changed. Kelly Craine and Beverley

	<p>Essick would like to serve on the same committee so they can carpool.</p> <p>Cindi thanked Rick Seibert, Finance Director, Regina Chappell, CSBG Director, and Janet Phillips, HR Director, for their assistance in the election process.</p> <p>Cindi turned the meeting over to the new Chairman Eddie Harris. Eddie thanked Cindi and congratulated the new Officers and said he looked forward to serving as Chair.</p>
<b>Introduction of Staff &amp; Guests</b>	The staff introduced themselves to the Board.
<b>Recognitions</b>	<p>The following staff and Board members were recognized for length of service and were awarded service pins.</p> <p><b><u>5 Years</u></b></p> <ul style="list-style-type: none"> <li>○ Calvin Willoughby, Transportation</li> <li>○ Kevin Edwards, Transportation</li> <li>○ Belinda Stillwagon, Head Start</li> <li>○ Kelly Craine, Board</li> <li>○ Beverley Essick, Board</li> </ul> <p><b><u>15 Years</u></b></p> <ul style="list-style-type: none"> <li>○ Karl Allen, Head Start</li> <li>○ Mary Osborne, Head Start</li> </ul> <p><b><u>20 Years</u></b></p> <ul style="list-style-type: none"> <li>○ Bristol Mitchem, Family Resource Center</li> </ul> <p><b><u>25 Years</u></b></p> <ul style="list-style-type: none"> <li>○ Don Hutchens, Transportation</li> </ul>
<b>Executive Director Report &amp; Fundraising</b>	<p>Kathy said the Executive Director's Report was included in the Board packet and mentioned a few items.</p> <ol style="list-style-type: none"> <li>1. We received a Zero findings report from the Council for Women monitoring visit of our Domestic Violence (DV) program on 4/11. We are very proud of the DV staff for that.</li> <li>2. We have been writing grants since January and have now completed all renewal applications.</li> <li>3. The Cannon Foundation Executive Director, Venetia Skahen will be here on Monday to learn about all the programs administered by YVEDDI. We are encouraged by their interest!</li> <li>4. Needed approvals contained within committee minutes are bulleted on the agenda for your convenience.</li> <li>5. We've had to temporarily reduce the hours of the Senior Center staff to avoid an overspend. We will be talking about more about this if we have continued funding shortfalls. For now, we will request a temporary waiver from the AAA</li> </ol>

	<p>to be forgiven for not meeting the full-time Manager requirement for Senior Centers of Excellence, which can affect our current funding.</p> <ol style="list-style-type: none"> <li>6. Our RSVP Manager has resigned. We have updated the job description and are awaiting approval of the revised job description from Corporation for National and Community Service for job posting. Lisa Money and I will be covering the duties of this position until the job is filled.</li> <li>7. Legislative Updates were given to the Board as a handout.</li> <li>8. Kathy asked for a show of hands from those in attendance who are 50 years old and older. <ul style="list-style-type: none"> <li>o Please raise your hand if you've ever attended a Senior Center activity</li> <li>o Board members who attend Senior Center activities are in a very unique and important position to become educated on the impact of Senior Centers, influence participation and community support, and enjoy first-hand the many fruits of doing so.</li> <li>o A formal invitation was extended to the Board members to attend Senior Center activities.</li> </ul> </li> </ol> <p>Kathy asked there were any questions and there were none.</p> <p>Cindi commented that our Senior Centers bring a lot of joy to the seniors and that they do improve their overall health and suggested that Board members visit a Senior Center.</p>
<p><b>Bylaws Review / Revision</b></p>	<p>Eddie reminded everyone that they received a mail out of the Bylaws for review and comment. He asked for suggestions or comments.</p> <p>Eddie said we have a suggestion from the Executive committee to include the past chair-person on the Executive Committee and added he thought it was appropriate for historical knowledge. Eddie asked if there were any questions. There were none. Eddie asked for a motion.</p> <p><b>Motion by Cindi Dixon to include the previous Chair-person on the Executive committee.</b>  <b>Second by Kevin Austin</b>  <b>Motion Carried</b></p> <p>Eddie asked if there were any more recommendations or changes to the Bylaws. There were none. Eddie asked for a motion to approve the Bylaws with the changes.</p> <p><b>Motion by Ernest Lankford to approve the Bylaws with the abovementioned changes.</b>  <b>Second by Larry Johnson</b>  <b>Motion Carried</b></p>
<p><b>Approval of Minutes</b></p>	<p><u><b>Executive Committee</b></u>  Eddie asked for questions or additions to the Executive minutes. There were none. Eddie asked for a motion to approve the minutes.</p>

	<p><b>Motion by Mickey Cartner to approve the Executive minutes. Second by Jim Brown Motion Carried</b></p> <p><b><u>Planning &amp; Evaluation</u></b> Kevin Austin said they had a good meeting and pointed out the agency had a DOT Safety Review and there were some findings, but 5 days after the meeting the agency received a letter dated 2/28/17 that all findings were addressed and corrected. Also, he asked for the Board to approve the Risk Assessment Improvement Plan and the FY 2015-2016 Annual Report.</p> <p>Eddie asked if there were any questions and there were none. Eddie asked for a motion.</p> <p><b>Motion by Ernest Lankford to approve the minutes to include the Risk Assessment Improvement Plan and the FY 2015 – 2016 Annual Report Second by Jimmy Walker Carried</b></p> <p><b><u>Finance Committee</u></b> Mickey Cartner said they had some challenges setting a date to have the finance meeting, but most everyone attended the meeting on 4/18 and he thanked them for their attendance. The committee recommends Board approval on the Head Start Renovations, the Transportation Success Plan and Mileage Rate, and the Vehicle Purchase Plan.</p> <p>Eddie asked if there were any questions, and there were none.</p> <p><b>Motion by Richard Lasky to approve the Finance minutes to include the abovementioned items. Second by Cindi Dixon Motion Carried</b></p> <p><b><u>Personnel Committee</u></b> Richard Lasky said the meeting was cancelled with no business at hand.</p>
<p><b>Program Committees and Councils</b></p>	<p>Minutes – for information only</p>
<p><b>Program Statistical Reports (February &amp; March 2016)</b></p>	<p>Minutes – for information only</p>
<p><b>Other</b></p>	<p>Eddie said we had some approvals needed to submit the following grants:</p>

	<p>New Grant – Domestic Violence to the Yadkin Co. Adult Collaborative Committee for door locks and safety bars \$3,500.00.</p> <p>Eddie asked for a motion of approval to submit the grant.</p> <p><b>Motion by Richard Lasky to approve</b>  <b>Second by Marion Welborn</b>  <b>Motion Carried</b></p> <p>New Grant – Senior Centers to Walmart – for senior activities in the amount of \$5,000.</p> <p>Eddie asked for a motion of approval to submit the grant.</p> <p><b>Motion by Mickey Cartner to approve submitting the grant</b>  <b>Second by Jim Brown</b>  <b>Motion Carried</b></p> <p>Grant application to the NC Community Foundation was cancelled due to it having a ceiling of \$2,000.</p> <p>Rhonda Wrenn discussed the opportunity she has to apply for a one-time emergency/supplemental funding for building renovations in the amount of \$217,619.00 and requests approval to submit the grant.</p> <p>Eddie asked for a motion of approval to submit the grant</p> <p><b>Motion by Mickey Cartner to approve submitting the grant</b>  <b>Second by Sylvia Jessup</b>  <b>Motion Carried</b></p>
<b>Adjournment</b>	<p>Eddie asked for a motion to adjourn.</p> <p><b>Motion by Ernest Lankford to adjourn</b>  <b>Second by Larry Johnson</b>  <b>Motion Carried</b></p>

The meeting adjourned at 7:05 pm

**Next Board Meeting June 22, 2017**

Respectfully submitted,

Sylvia Jessup

Terry Arellano

<b>Board Members</b>				<b>Staff/Guests</b>
<b><u>April 27, 2017</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>	<b><u>Excused</u></b>	
Kevin Austin	X			Jeff Cockerham
Jim Brown	X			Rhonda Wrenn
Mickey Cartner	X			Regina Chappell
Kelly Craine			X	Janet Phillips
Crouse, Mike	X			Rick Seibert
Cindi Dixon	X			Bristol Mitchem
Beverley Essick			X	Lisa Money
Wayne Frye	X			Kevin Edwards
Shinee Garcia			X	Linda Trivette
Eddie Harris	X			Don Hutchens
Harris, Eddie	X			
Debra Jessup	X			
Sylvia Jessup	X			
Larry Johnson	X			
Mark Jones			X	
Shelby King	X			
Ernest Lankford	X			
Lasky, Richard	X			
Layell, Jo Ann	X			
Mary Olvera	X			
Edward Stevens	X			
Alicia Vera -Trujillo		X		
Jimmy Walker	X			
Marion Welborn	X			
Suzanne Wright	X			