



# Planning & Evaluation Committee Minutes

October 26, 2017	5:00 PM	District Office
Meeting Called to order by:	Kevin Austin	
Committee Member Attendees	Kevin Austin Mike Crouse Wayne Frye	Shelby King Edward Stevens
Excused	Ernest Lankford, Eddie Harris and Mark Jones	
Staff/Guest Attendance	Kathy Payne, Executive Director Terry Daniels, Executive Assistant who recorded the minutes Rhonda Wrenn, Head Start Director Yolanda Saffo, Migrant Head Start Program Coordinator Lisa Money, Senior Services Director	
Agenda Topic	<b>Call to Order</b>	
	Committee Chairman Kevin Austin called the meeting to order noting <b>there was a quorum met with 5 of 8 members present.</b>	
Agenda Topic	<b>Approval of Minutes</b>	
	The minutes from the August 24, 2017 meeting will be approved at tonight's board meeting. Kevin asked if there were any questions, and there were none.	
Agenda Topic	<b>Monitoring and Training</b>	
Discussion	<p><b><u>Program Monitoring and Training Report</u></b> Kathy said the monitoring and training reports were not included in the board packets but were placed at each member's seat for them to review. Kathy discussed some highlights on the reports and asked if there were any questions and there were none.</p> <p><b><u>MHS Assessment Results and Program Improvement Plan (PIP)</u></b> Yolanda Saffo discussed the monitoring visit they had in August from East Coast Migrant Head Start Project (ECMHSP). Each member received a copy of the report along with her PIP. She discussed a few findings that were found during the monitoring and how the PIP addressed those findings and the action taken to correct them. Kevin asked if there were any questions and there were none. Kevin asked for a motion to submit the plan.</p> <p><b>Motion by Mike Crouse to submit the plan</b> <b>Second by Wayne Frye</b> <b>Motion carried</b></p> <p><b><u>OAA Program Survey Results</u></b> Lisa Money said on August 10, 2017 she received a phone call from Rebecca Freeman of the NC Division of Aging &amp; Adult Services (NCDAAS) to say that someone in our region had called her to report that someone at the Yadkin County Senior Center was harassing the parent (senior center participant) of the caller. Lisa shared a report that captured the issue and the actions taken to resolve the matter.</p> <p>On August 14, 2017 she telephoned the person with the complaint to inform her of our efforts to address the matter and requested to meet with her and her mother.</p>	

	<p>The complainant stated that she didn't think her Mother would like that and told Lisa that she would think about it and call back. As of August 31, 2017 she has not called back.</p> <p>At Kathy's suggestion, a random survey was distributed to all other senior center participants to see if any other clients had problems. 50 client satisfaction surveys were mailed out in self-addressed envelopes to protect their anonymity and 40 surveys were returned. None of them stated there were any problems, which determined the issue was isolated and not widespread. Kevin stated this was a great way to deal with a complaint and asked if there were any questions and there were none.</p> <p><b><u>Board and Agency Self-Assessment</u></b></p> <p>Kathy said she was happy to report we have completed the agency self-assessment that have 58 standards of compliance. Our Community Services Block Grant (CSBG) program states the agency must perform an agency self-assessment every 2 years. After completing the assessment we only had 1 finding, which was the agency had not reviewed and revised our fiscal procedures manual, but it is in process. The second part of the assessment is the board self-assessment, which is designed to give us feedback on how to drive future board development. We will want to compile the results into one report and make a plan for improvements.</p> <p>Kevin offered to take all the board assessments and tally them up. Mike Crouse said we were very blessed to have a fine group of people on the board that were so gifted and talented and he thought this was a great opportunity to see what we needed to do to get better. Kevin agreed that that this was a great opportunity and Kathy stated that ongoing evaluation and assessment is key to our success and continuous improvement. Kevin asked for a motion for the P&amp;E Chair to collect and tally the board assessments.</p> <p><b>Motion by Wayne Frye for the P&amp;E Chair to collect and tally the board assessments to present the Board.</b>  <b>Second by Dr. Edward Stevens</b>  <b>Motion carried</b></p>
<p>Agenda Topic</p>	<p><b>Development</b></p>
	<p><b><u>Migrant and Regular Head Start Monthly Reports</u></b></p> <p>Rhonda said the monthly reports were sent out with the P&amp;E packets and there were no changes, but to sum up the month of August the staff came back, and Head Start had their pre-service training. The challenges are enrollment, hiring staff, and home visits. August was a good month with good training and the teachers received 2 extra days of training. In September the child assessments were completed. Rhonda said she did have openings for homeless children in the event of an emergency. She is allowed to hold open 3 slots for homeless children, so she is technically not under enrolled. Rhonda reported they have changed their food vendor for Surry and Yadkin Counties to On Time Catering. Currently we've had a lot of inspections going on and she gave a construction update on the new site. The new Lawsonville site has easement and septic tank issues, so the attorney has the paperwork completed to resolve this. Additionally, Rhonda reported that the Head Start program has received a one-time grant in the amount of \$217,619.00 for renovations of the Yadkinville site. Kevin asked if it would pay for all the renovations at the Yadkinville site and Rhonda said almost all of it. Kevin asked if there were any questions and there were none.</p>

	<p>Yolanda said for the month of September they were very busy with enrollment and taking care of daily activities of the children. They exceeded the funded enrollment by serving 47 children. Sanitation came out to visit the program and received a superior rating with no findings. October 5, 2017 was the last day for the children and October 6, 2017 was the last day for the staff and officially closed. Yolanda said they are wrapping up the end of the season, reporting for the outcomes report and they're working on the budget for FY 18-19, as they had to revise and submit it again on October 25, 2017. They are prepping for another visit from ECMHSP and will soon get the fiscal audit results. Overall they had a great season. Kevin asked if there were any questions and there were none.</p> <p><b><u>Community Action and Strategic Plan Progress</u></b></p> <p>Kathy handed out a copy of the 2016-2019 Strategic Plan Progress Report. She also discussed the Community Action Plan and how both plans sync with one and other. Some of the recent achievements are:</p> <ul style="list-style-type: none"> <li>• The agency won first place in the state in Social Media Contest</li> <li>• Generated over 1 million in reserves at FYE 2017</li> <li>• Fundraising Committee established and working toward annual fundraising event</li> <li>• Cannon grant of \$90,000 awarded in June and spent by September for 3 roof replacements</li> <li>• Developed Risk Management program</li> <li>• JFRC gas conversion implemented in June 2017</li> <li>• \$217,619 Grant Award to HS for Yadkinville Center renovations</li> </ul> <p>Kevin commended Kathy on our progress. There were no questions and no further discussion on this topic.</p>
Agenda Topic	<b>Other</b>
Discussion	<p><b><u>Recent Correspondence with Davie County</u></b></p> <p>Kathy discussed the correspondence between the Davie County manager and the school superintendent and said that things are getting better. Kevin recapped the initial issue and talked a little about the competition for NCPK children. He commended Kathy and Rhonda for how they responded to the matter. Kevin asked if there were any questions and there were none.</p>
Next Meeting	Thursday, December 14, 2017 @ 4:30 PM
Meeting Adjourned	<p>Kevin asked for a motion to adjourn the meeting. Meeting Adjourned at 5:50 PM</p> <p><b>Motion by Wayne Frye to adjourn</b>  <b>Second by Mike Crouse</b>  <b>Motion carried</b></p>
Minutes Recorded By/Signature	Terry Daniels