



Board of Director's Meeting Minutes

August 29, 2019	6:00 PM	District Office
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Call to Order	Board Chair Mickey Cartner welcomed the members and called the meeting to order.
Approval of Agenda	<p>Mickey proposed the Weatherization presentation be postponed to allow time for other business and asked that the Board approve the Agenda change.</p> <p>Motion by Marion Welborn to approve the Agenda Second by Jim Brown Motion Carried</p>
Invocation Memorials/ Remembrances	Chaplain, Mike Crouse gave the invocation and asked that we remember staff and Board members who were ill or had recently lost loved ones.
Pledge of Allegiance	Mickey led the group in the recitation of The Pledge of Allegiance.
Attendance	In the absence of staff recorder Terry Daniels, Regina Chappell, CSBG Director filled in and called the roll. Sylvia Jessup, Secretary, joined the meeting later. A Quorum was met with 14 of 24 active members in attendance. A Quorum must meet the requirements of 50% of the membership.
Approval of Minutes	<p>Mickey asked for changes to or a motion to approve the June 27, 2019 Board Minutes.</p> <p>Motion by Jim Brown to approve the minutes Second by Mike Crouse Motion Carried</p>
Introduction of Staff & Guests Recognitions	<p>At Mickey's request, the staff introduced themselves. Kevin Austin, Yadkin County Commissioner, introduced his guest, Marlana Riley, Director of Adult Protective Services of Yadkin. She will temporarily be the designee for Kevin's position on the board. Kevin has a temporary assignment that will take him away for a year. Kathy noted that we will propose Marlana for seating at the next meeting.</p> <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"> ○ Lois Howes, CTP ○ LaShonda Griffith, OAA ○ Felicia Steele, HS <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Connie Eddleman, Jr., WEA ○ Shirley Key, OAA <p><u>20 Years</u></p> <ul style="list-style-type: none"> ○ Shirley Shaffner, HS
<p>Executive Director Report</p>	<p>Kathy informed the Board that her report is in the Board Packet and asked for questions. There were none.</p> <p>Kathy continued with the following highlights:</p> <ul style="list-style-type: none"> ● <u>P&E Report</u> - Dr. Stevens is the new chair of the P&E Committee and Wayne Frye is the vice chair. Tonight, we began work on our By-Laws review and revision. ● <u>Personnel Report</u> – Given that we had a power outage last week that postponed our meeting until tonight, we are further along in the Finance Director interview process. We have an applicant that we would like to recommend and ask that you call an Executive meeting tonight following the Board meeting. ● <u>Finance Report</u> – Rick was not available to report to the Finance Committee. Kathy shared the two emails with the Board and said she would speak on those later with the committee reports. ● Kathy noted that approval is needed from the Finance Committee for the transportation CTP grants with a public hearing. ● She thanked the counties for the advance for the ROAP funds while waiting for the state funds to come in. ● Kathy asked the board’s permission to apply again for the Cannon Grant. We applied 2 years ago and received more money than we had asked for. The roof restoration for the Yadkin Valley Senior Center in Jonesville is \$65,000.00 and the Yadkin transportation building would like a match of \$9,200.00 with the remainder coming from an NCDOT grant. The Jones Family Resource Center had the gym wing replaced by this grant in 2017. The oldest part of that building is leaking badly and to replace it the quote is \$53,000.00, to repair one section of it is \$33,000.00. If we apply for the high route that would be a total of \$127,200.00. The Executive Director of this grant came to visit us and was impressed with what we do. She requested that we apply again so we are hoping to get this amount. ● Kathy asked for permission to apply for the Cannon Grant. ● Mickey asked the Board for a motion to approve the application. <p>Motion by Jim Brown to approve applying for the Cannon Grant Second by Dr. Stevens Motion Carried</p> <p>Mickey reminded the Board that there would be an Executive Committee meeting following the Board meeting.</p>

Board Development	Weatherization Program – postponed
Committee Council Reports	<p><u>Planning & Evaluation Committee</u></p> <p>Dr. Stevens asked Kathy to offer the following topics previously discussed in the committee meeting.</p> <ul style="list-style-type: none"> • Kathy told the Board that the P&E Committee discussed Head Start applying for a grant for roof repair and CSBG requested approval for a no vehicle purchase – repairs only policy so we do not have to track assets. The committee has recommended the vehicle policy for approval. Kevin stated that we will be making reasonable repairs and Regina Chappell, CSBG Director, added it will alleviate liability for us. • Larry Johnson asked if the Head Start Grant was fully funded. Rhonda Wrenn, HS Director, stated that the grant is fully funded. It is a one-time Health Supplement Grant for a roof at the Yadkinville Center for \$185,000. <p>Mickey asked for a motion.</p> <p>Motion by Rebecca VanHoy to approve the Head Start Grant and the CSBG vehicle purchase policy/repairs only Second by Kelly Craine Motion Carried</p> <p><u>Personnel Committee</u></p> <ul style="list-style-type: none"> • Richard Lasky stated there was no quorum. • He reported there is likely to be an increase for Blue Cross Blue Shield Insurance of 10 percent. • Criminal Background Checks - Twenty-five plus employees did not initially turn in criminal background checks. • Public relations procedures and rumors going around were discussed. • Mickey asked for a recommendation of how to stop the rumors. Richard replied it is recommended that staff stifle the rumor by saying it is not true. • Rebecca VanHoy asked about criminal background checks. Janet Phillips, Director of HR, replied to her questions and stated that there are two new entities that are requiring these. One is our liability insurance carrier with a check once a year and the other is Migrant Head with a check every 3 years. Janet said that the checks are being done by Unique Background Solutions. They have a national database and if someone has lived in a different state other than North Carolina they check that also. Kathy inserted that the first thing that they do is check the social security numbers and address to search the right person. Janet addressed that the checks go back approximately 7 years. Kathy stated that it minimizes risks. Kathy also stated that for the first time our volunteers are being checked because they go into the homes. Some of the volunteers have quit because they do not want to share their social security numbers. Rebecca voiced concern about privacy. Janet stated monitors are the only people who see those. Rebecca asked if it applies to all employees and Kathy said yes. She also added that if a background check was older than a year, we did those again. • Jim asked for what reason were the 25 not turned in. Janet said that now there are only one or two who have not turned them in. Kathy stated that the forms were tweaked

several times before they were released. Ana Flores Cortez asked if YVEDDI pays for these. Kathy responded yes.

Mickey asked for a motion to accept the minutes.

**Motion by Larry Johnson to approve the Personnel minutes
Second by Ana Flores Cortez
Motion Carried**

Finance Committee

- Jim Brown, Chair stated that there was no quorum. Jim Brown said what is in the packet is what was discussed. He said Kathy would present the finance report. Kathy asked that Jeff Cockerham be allowed to conduct his public hearing and presentation of his grants before she reviewed the finance report.

Transportation Public hearing

- Mickey opened the hearing on the Community Transportation Grant for FY 2021 and asked for general public comments. There were none.
- Mickey closed the public hearing.
- Jeff asked the Board to look at the document with the van on the front.

Jeff stated that there were Title VI public involvement surveys on a table at the back if anyone of the general public would like to participate. He said that these have nothing to do with the content of the grant requests, but are for tracking ethnic demographics. There are 5 grants for approval as follows:

5311 Administration

The Administration Grant pays for salaries and fringe benefits for seven (7) administrative staff

- **Program Director**
- **Operations Manager**
- **Administrative Coordinator**
- **Call Center Manager**
- **Safety Officer**
- **Two Transportation Coordinators**
- **Also included in the admin grant are; drug tests, background checks, office supplies, office phones, marketing and vehicle insurance. The total for Admin for FY21 is \$724,041**

Mickey asked for comments and Kevin asked how this year compares to last year. Jeff said last year there was more money going into the circulators and connectors. We have closed down two of those routes which left more money to move into the administrative grant. Jeff said there has been an increase in overhead so this was a good thing. Two administrative staff have been moved into the administrative grant. Jeff said it is about \$190,000.00 more than last year.

Mickey asked for any other discussion. There was none. He asked for a motion.

Motion by Jim Brown to approve the 5311 Administration grant for FY 2021
Second by Kevin Austin
Motion Carried

5311 Operating Grant

- **The operating grant is a 50% match available to help fund deviated fixed routes such as the Elkin Circulator, and the Mocksville Circulator.**
- **The total for FY21 for operating is \$171,335.**

Mickey asked for any discussion. Larry asked if this is 50 percent of the actual cost or are we responsible for 50 percent of it. Jeff said this is the total grant and we are responsible for 50 percent.

Mickey asked for a motion to approve 5311 Operating Grant.

Motion by Marion Welborn to approve 5311 Operating Grant
Second by Jim Brown
Motion Carried

Combined Capital Grant

- **The Capital grant provides replacement vehicles for our fleet. In FY21 we will be replacing a total of 5 vehicles, 2 desktop computers and replacement of the roof at the Yadkinville Transportation office building. We have the roof budgeted at just under \$100,000. The capital grant application will be for \$439,906.**

Mickey asked for any discussion. Larry asked about the money to replace the roof in connection to this grant. Jeff answered that 90 percent will come from the combined Capital Grant and 10 percent from the Cannon Grant.

Mickey asked for a motion to approve the combined Capital Grant.

Motion by Larry Johnson to approve the combined Capital Grant
Second by Jim Brown
Motion Carried

NC Rural Operating Grant

- **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 \$135,000.**

Mickey asked for any discussion. There was none.

Mickey asked for a motion to approve the NC Rural Operating Grant.

Motion by Dr. Stevens to approve the NC Operating Grant
Second by Mike Crouse

	<p>Motion Carried</p> <p>Mobility Management Grant</p> <ul style="list-style-type: none"> • The mobility management grant pays for our mobility manager salary and fringe. The grant application will be for \$48,583. <p>Mickey asked for any discussion. There was none. He asked for a motion to approve the Mobility Management Grant.</p> <p>Motion by Jim Brown to approve the Mobility Management Grant Second by Kelly Craine Motion Carried</p> <p>Jeff referred to the funding amounts and local shares being referenced on page 4 and 5. Jeff told the Board that our regular Board meeting was canceled on August 22, 2019 due to a power outage at the District Office. The meeting was advertised in the newspaper for that date. NCDOT advised to place the cancelation and the new date on the YVEDDI website and also post the new dates in our vans and this has been done.</p> <ul style="list-style-type: none"> • The Authorizing Resolution gives the Executive Director the authority to apply for the grants discussed. <p>Jeff asked that the Board approve for Kathy to sign the Authorizing Resolution which is due October 4, 2019. Mickey asked for discussion. There was none. Mickey asked for a motion.</p> <p>Motion by Kevin Austin to allow Kathy Payne, Executive Director, to sign the resolution Second by Larry Johnson Motion Carried</p> <p>Finance Report in lieu of Rick's absence Kathy shared finance report as follows:</p> <ul style="list-style-type: none"> • The finance report was given to the Board by Kathy. Kathy passed out copies of recent in-house emails to the Board. The first email was from Rick to Jeff stating that he had made a nice dent in cost reductions of \$250,000 over the back half of the year. Rick also completed a preliminary Cost Per Mile Analysis for Jeff, which was necessary to identify actual costs, prior to the Medicaid Managed Care contract negotiations. Our cost per mile fluctuates as services change. Rick also notes we must consider the maintenance expansion cost required by DOT. • The other email discussed final projections for FY19 and resulted in a net cash position of \$250,000. Accounts receivable reflect about \$250,000 is owed us from NCTracks and another \$100,000 for this year from DOT. Kathy also reported on our Savings Account, Reserves and Debt. • Cash flow is our biggest concern due to the lag in receiving Transportation money from NC Tracks and DOT.
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	<p>Kevin asked if we have kept up with our vendor payments. Jeff said we are caught up till June. Kevin asked when the funds will arrive. Jeff replied in next 2 weeks.</p> <p>Kevin gave an update on Medicaid managed care. He has met with the CEO of Well Care – one of the companies that will administer the case management. Kevin stressed how critical the transportation piece is. Kathy added that the money is a 90-day turnaround. Kevin said he will continue to advocate for YVEDDI. Kevin asked about the deadline. Jeff responded that the contracts need to be in place by October 1st and the calls routed. The first trips will be scheduled for November 1st. Jeff said the state association is behind us and it looks good right now. Jeff has a round table discussion in Asheville on September 10th.</p> <p>Sylvia Jessup, Secretary, referenced a part of the email where Rick mentioned the unsustainability of the current path of the Transportation program. Kathy replied that Rick proposed a separate for profit and grant model. However, the for profit model presents liability issues for NCDOT.</p> <p>Kathy asked for further questions and turned the meeting back over to Mickey Cartner.</p> <p>Mickey asked for a motion to approve the Finance minutes.</p> <p>Motion by Larry Johnson to approve the Finance minutes Second by Marion Welborn Motion Carried</p>
Other	
Adjournment	<p>Mickey asked for a motion to adjourn and reminded everyone that the Executive Committee would meet immediately following the Board meeting.</p> <p>Motion by Larry Johnson to adjourn Second by Eddie Harris Motion Carried</p>

The meeting adjourned at 7:18 PM

Next Board Meeting: October 24, 2019

Respectfully submitted,

Sylvia Jessup
Board Secretary

Regina Chappell
Staff Recorder

Board Members				<u>Staff and Guests</u>
<u>August 22, 2019</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Kevin Austin	X			Kathy Payne
Jim Brown	X			Regina Chappell
Mickey Cartner	X			Marlana Riley
Kelly Craine	X			Rhonda Wrenn
Mike Crouse	X			Linda Trivette
Beverley Essick		X		Lisa Money
Ana Flores-Cortez	X			Janet Phillips
Wayne Frye			X	Jeff Cockerham
Eddie Harris	X			
Rachel Horton	X	X		
Debra Jessup		X		
Sylvia Jessup	X			
Larry Johnson	X			
Mark Jones			X	
Shelby King	X			
Richard Lasky	X			
Jo Ann Layell		X		
Mary Olvera			X	
Dr. Edward Stevens	X			
Rebecca VanHoy	X			
Jimmy Walker			X	
Marion Welborn	X			
Suzanne Wright		X		
Jamie Yontz			X	