



# Executive Committee Meeting Minutes

April 23, 2020	5:00 PM	Conference Call
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<b>Call to order</b>	Mickey Cartner welcomed everyone and called the Executive Committee to order. <i>(This conference call meeting is in lieu of the Board of Director's Meeting, which was canceled for everyone's safety due to COVID-19).</i>
<b>Approval of Agenda</b>	Mickey asked for a motion to approve the Executive Committee Agenda.  <b>Motion by Marion Welborn</b> <b>Second by Dr. Ed Stevens</b> <b>Motion carried</b>
<b>Attendance for Conference Call</b>	Mickey noted the Executive Committee members present as follows: Mickey Cartner, Eddie Harris, Jim Brown, Mike Crouse, Sylvia Jessup, Richard Lasky, Dr. Edward Stevens and Marion Welborn  Agency staff present: Kathy Payne, Executive Director Terry Daniels, Executive Assistant / Staff Recorder Rhonda Wrenn, Head Start Director Tommy Eads, Weatherization Director Jeff Cockerham, Transportation Director  <b>There was a quorum present with 8 of 8 members attending.</b>
<b>Approval of Minutes</b>	Mickey asked for a motion to approve the February 27, 2020 Board minutes.  <b>Motion by Dr. Ed Stevens to approve the minutes</b> <b>Second by Jim Brown</b> <b>Motion carried</b>
<b>Executive Director Report</b>	Kathy stated that on pages 23-47 of your packet contains the pandemic service snapshot, the program, statistical, monitoring and training reports, and Board vacancies. Kathy discussed the vacancies stating that Head Start parent Michael Hunt will be replaced by Candra Brown, Commissioner Jamie Yontz will be replaced by Andy Nickelston, Rebecca VanHoy has been absent due to medical issues and Mary Olvera is not responding to any of our attempts to contact her. We need to begin recruitment of an Early Childhood Expert, which is a mandated position by Head Start. With no questions, discussion ended on this topic.  Kathy then turned the meeting over to Chris Fowler, Finance Director.
<b>Financial Reports</b>	Chris said the financial reports look good, the last 3 weeks look good as well and we're under spent by \$156,000, so we're going in the right direction. Chris asked everyone to look at page 52 of the Agency Statement of Revenue and Expenses. Chris said you will see some negative numbers because we are waiting for reimbursement. For example,

	<p>the CSBG program shows an over spend of (\$38,142.16) credit, but we'll be reimbursed for that at the end of April. If you go all the way over to the right under total you will see the under spend of approximately \$156,000. Chris asked if there were any questions and there were none. Mickey said everything looked good to him and everything looks to be going in the right direction and that the financial reports look the best they have been in a while. Mickey thanked Chris and said he appreciated the good job he was doing.</p>
<p><b>Committee / Council Reports</b></p>	<p><b><u>February Planning &amp; Evaluation (P&amp;E) Meeting</u></b>  Due to Dr. Stevens not attending the February 27, 2020 meeting, Mike Crouse offered a report. If you look on pages 56 and 57 at the Customer surveys for the OAA program and Transportation were completed and they were both very impressive. We also discussed the Head Start Assessment and the Annual Report. Mickey asked if there were any questions or discussion. There were no questions and he asked for a motion to approve the Planning &amp; Evaluation minutes.</p> <p><b>Motion by Sylvia Jessup to approve the minutes</b>  <b>Second by Dr. Ed Stevens</b>  <b>Motion carried</b></p> <p><b><u>April Meetings of the Personnel, Finance, and P&amp;E Committees Canceled Due to COVID-19. Board of Director's meeting also canceled.</u></b></p> <p><b><u>Program/Policy Advisory Councils – Minutes included in your packets for information only</u></b></p>
<p><b>Other Action Needed</b></p>	<p><b><u>Head Start COLA and Quality Improvement Application</u></b>  Rhonda Wrenn, Head Start Director said she would like to present her COLA (Cost of Living Adjustment) and Quality Improvement Grant for approval. If you look on page 89, you will see a summary of both grants. The COLA grant is in the amount of \$52,007, which will give every employee a 2% pay increase. After that, they would still have \$6,665 dollars remaining and would like to use the remaining money to update computers and software. These pay increases are mandatory unless staff are already at wage comparability.</p> <p>The Quality Improvement Grant is in the amount of \$102,410 and Head Start strongly encourages us to use these funds to help better incorporate a trauma-informed approach. Rhonda stated she would like to use this grant to hire a Mental Health Coordinator and pay travel expenses, plus hire 3 more food service aides. The reason for this is due to the behavioral challenges we are having with the children, largely due to the Opioid Crisis. They previously had 4 children with behavioral challenges and now it has jumped to 46. Sylvia Jessup asked if the Mental Health coordinator would travel and Rhonda said yes to all the classrooms. Mike Crouse said when the number of children with behavioral issues jumps from 4 to 46; he thinks it's worth the money to help the children by meeting their needs. Mickey asked if there were any questions and there were none. Mickey asked for a motion to approve the COLA and the Quality Improvement Grants.</p> <p><b>Motion by Dr. Ed Stevens to approve the grant applications</b>  <b>Second by Marion Welborn</b>  <b>Motion carried</b></p>

**Migrant Head Start COLA Grant Application**

Rhonda Wrenn, Head Start Director said she would like to present the Migrant Head Start COLA (Cost of Living Adjustment) Grant for approval. If you look on page 90 in your packet, Yolanda Lytton prepared a nice summary of the grant. Every employee would receive a 2% increase, and they will have a remaining balance of \$1,472.52. Yolanda would like to use the remaining balance for Child Transportation. Mickey asked if there were any questions, and there were none. Mickey asked for a motion to approve the Migrant Head Start COLA Grant.

**Motion by Sylvia Jessup to approve the application**  
**Second by Dr. Ed Stevens**  
**Motion carried**

**Weatherization – Approval Request to Purchase Box Truck**

Tommy Eads, Weatherization Director said he would like to get the board’s approval to remove 3 trucks and replace with 1 new truck. Our maintenance costs are too high with repairing the 3 trucks. If we get the new truck, it will help to keep the cost down. The cost of the new truck is approximately \$60,000. Mickey asked if there were any questions and there were none. Tommy thanked the board members and staff for their support of the program.

**Motion by Sylvia Jessup to approve the purchase**  
**Second by Mike Crouse**  
**Motion carried**

**Transportation CARES Act Application**

Jeff Cockerham, Transportation Director said the Federal CARES Act allocates 25 Billion for transit and out of that 322 million comes to the state of North Carolina transit. YVEDDI is eligible for between \$500,000 - \$700,000 – 100% federal money with no local match. This money can be used to offset expenses due to the COVID-19 virus pandemic and can be used for planning, capital and operations, including paying leave to staff due to the reduction in service. The application is due 4/30/20 or as soon as possible. There is a 2-year period of performance, although the money will not last that long. We would like approval to apply for all eligible funds. Mickey asked how much we would get and Jeff said we’re supposed to get the same amount we got in FY 20 at least, but there’s no exact dollar amount. Kathy asked if this was different from the payroll protection and Jeff said yes, it’s completely different. Mickey asked if there were any more questions and there were none.

**Motion by Mike Crouse to approve the application**  
**Second by Marion Welborn**  
**Motion carried**

**Agency Annual Report FY 2018-2019**

Kathy mentioned that our report highlights or includes our history, mission and vision statements, a list of the board of directors, services we provide, what areas we serve by program, our managerial staff, service statistics, and outcomes for each of our programs. At the end of the report you will see the financials reported by Chris, and on

	<p>page 28 we give acknowledgement to our funders and partners. Kathy reminded members that Donna Rutledge, our communications specialist is the one that designed this report for us and the graphics are beautiful. If you approve tonight, we're going to get it out to the county managers and our partners. Mickey asked if there were any questions and there were none. Mickey said it's a fantastic report and Mike Crouse added that he wanted appreciation given to Donna because he thought the report is the best it's ever been. Mickey asked Kathy to pass on our appreciation to Donna.</p> <p><b>Motion by Dr. Ed Stevens to approve the annual report</b>  <b>Second by Sylvia Jessup</b>  <b>Motion carried</b></p> <p><b><u>Fundraiser – Proposing Nov. 7th</u></b>  Kathy said she's proposing that we reschedule our Fundraiser to November 7, 2020. Kathy shared that Larry Johnson happily said this was a perfect day because it's his birthday. Kathy added that the fall would be a good time to have a chicken stew. Mickey asked if there were any questions and there were none.</p> <p><b>Motion by Marion Welborn to have our fundraiser November 7, 2020</b>  <b>Second by Jim Brown</b>  <b>Motion carried</b></p>
<b>Other</b>	<p>Kathy thanked everyone for attending this meeting and reminded them to please review the Community Assessment that she emailed them because it was fabulous piece of work from our consultant in Georgia. If we can gather in June, our consultant can probably do a presentation for us.</p> <p>Kathy said we could probably expect additional funding for most of our programs due to the pandemic. Tommy added they will receive an additional \$60,000.</p> <p>Terry Daniels said she just wanted to inform everyone that she saw Rebecca VanHoy today, and told Rebecca that we have kept her in our thoughts and prayers. Rebecca said to please tell everyone thanks so much that she really appreciates it.</p>
<b>Next Meeting</b>	TBD as needed
<b>Adjournment</b>	<p><b>Mickey asked for a motion to adjourn.</b></p> <p><b>Motion by Marion Welborn</b>  <b>Second by Eddie Harris</b>  <b>Motion carried</b></p>

The meeting adjourned at: 5:50 pm

Respectfully submitted,

Terry Daniels  
Staff Recorder

