



Board of Directors Meeting Minutes

December 19, 2024	6:00 PM	District Office
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Call to Order	Board Chair Mickey Cartner welcomed everyone and called the meeting to order.
Approval of Agenda	<p>Mickey asked for additions to or a motion to approve the agenda.</p> <p>Motion by Larry Hayes to approve the agenda Second by Jim Brown Motion Carried</p>
Pledge of Allegiance	Tom Bachmann led the group in reciting The Pledge of Allegiance.
Invocation Memorials/ Remembrances	Pam Crouse gave the invocation and asked that we remember staff and Board Members who were ill or recently lost loved ones.
Attendance	Board Secretary, Sylvia Jessup called the roll. A quorum was met with 14 of 23 members in attendance. A Quorum must meet the requirements of 50% of the membership.
Approval Minutes	<p>Mickey asked for changes to or a motion to approve the October 24, 2024 Board meeting minutes.</p> <p>Motion by Sylvia Jessup to approve the minutes Second by Larry Hayes Motion Carried</p>
Introduction of Staff & Recognitions	<p>The staff and guests introduced themselves to the Board.</p> <p>The following staff 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"> ○ Connie Brown, DV ○ Cynthia Swisher, HS

Executive Director Report	<p><u>Accomplishments Report</u></p> <p>Executive Director Kathy Payne welcomed everyone and thanked them for coming out tonight.</p> <p>She stated her Accomplishment Report is in your board packet. Kathy asked if there were any questions and there were none.</p> <p>Kathy reminded the members that the Leadership Monthly reports are included in the back of your board packet.</p> <p>Program highlights:</p> <ul style="list-style-type: none"> • The CSBG program has been providing: <ul style="list-style-type: none"> ○ Basic needs bags for individuals and families in need in Stokes, Surry, and Yadkin Counties ○ Food boxes to local churches ○ Sleeping bags and other necessary items for homeless veterans • Domestic Violence (DV) served 196 clients in Oct and 151 in Nov. Recently, Head Start and DV worked together to provide clothing for a mother and children who fled with only the clothes on their backs. DV also provided basic needs bags for their clients • Transportation continues to provide life-sustaining rides for therapy, dialysis, and cancer treatment • Despite consistent teacher turnover, Head Start continues to provide very comprehensive education and health services. To understand the quality and magnitude of services, I urge interested board members to assist them with their annual self-assessment. • Senior Services provided over 24,000 meals to homebound seniors through November and just completed a ZERO findings annual assessment • Weatherization has completed 22 of the 55 allotted homes in 3 months. The state contract was not received until the end of September, nor were the subcontractor approvals. <p><u>Weatherization Update</u></p> <p>\$494,498.50 reimbursement is now owed to YVEDDI. The finance committee has collectively sent letters to Representative Howard and Senator Settle to ask for assistance with reimbursement.</p> <p>We found out on December 13th that the state is holding our money because our reports had to be amended to charge specific line items to the administrative category, such as:</p>

Uniforms, telephones, utilities, office rent in Rowan, repairs and maintenance on facilities and vehicles, tools, and insurance (Gen Liab, Vehicle, Pollution).

This week, we regenerated reports of around 500 pages (expense summaries, invoices, checks) for July-Nov and resubmitted.

In summary:

Our capped administrative costs are now \$68,878.

Last year's administrative costs were \$73,439. As you may recall, YVEDDI charges 7.7% of each program's expenses for administrative costs.

With the line item reallocations, we project an admin shortfall of about \$70,000 this year in the Weatherization program.

PTRC

At the request of the PTRC, on December 11th Weatherization Director Tommy Eads, Tom Bachmann, and I had a virtual conference call with Executive Director Matthew Dolge, who proposed in a nutshell:

1. We consider becoming one of their sub-contractors as they expand their operations, or
2. We consider relinquishing our Weatherization program to them to relieve our administrative burden per recent challenges with the state.

We don't have to respond to this proposal until February.

Yadkin County Commissioner **Ricky Oliver** and Surry County Commissioner **Van Tucker** have been appointed to our Board and will be on the agenda for seating in February.

Kathy gave **today's bank balance as \$1,260,360.59** which is after payroll this week and purchasing the building for Head Start in Davie County. Kathy asked Jan if she would like to make any remarks before the audit presentation later tonight, and she said no.

Jericho Hardison Community Building Work Update:

- The purchase of the building and the insurance became effective 12/12/24
- Kathy shared a handout of a work report from the Head Start Facility Coordinator Tony Aquilano
- Kathy gave special thanks to Jim Brown, Mickey Cartner, and Larry Hayes for their assistance with the project

	<p>Kathy shared that Brent Ward, Rhonda Wrenn and other board members discussed the name of the new building and would like to name the facility “James M. Cartner Head Start Center.”</p> <p>Kathy named the various positions that Mickey Cartner has held on the Board of Directors and said he’s always been there for us, so it’s very fitting to name the Head Start Center after Mickey. She said he’s not big on that type of attention, but everyone agreed it was a great name for the new Head Start Center. Benita Finney said the people in the community respected him.</p> <p>Mickey was very grateful for this honor but declined the offer.</p>
Committee Council Reports	<p><u>Planning & Evaluation (P&E) Committee</u> Tom Bachmann, Committee Chair, said he had nothing to add to the Planning & Evaluation Minutes. Mickey asked for a motion to approve the P&E Committee minutes.</p> <p>Motion by Larry Hayes to approve the Planning & Evaluation Minutes Second by Brent Ward Motion Carried</p> <p><u>Personnel Committee</u> Suzanne Wright, Committee Vice-Chair, said she had nothing to add to the Personnel Minutes. Mickey asked for a motion to approve the P&E Committee minutes.</p> <p>Motion by Larry Hayes to approve the Personnel Minutes Second by Jim Brown Motion Carried</p> <p><u>Finance Committee</u> Cliff Collins, Committee Chair, said he had nothing to add to the Finance Minutes. Mickey asked for a motion to approve the Finance Committee minutes.</p> <p>Motion by Larry Hayes to approve the Finance Minutes Second by Suzanne Brown Motion Carried</p>
Minutes from	<ul style="list-style-type: none"> ○ Minutes – for information only

Program Policy & Advisory Council Committees	
Leadership Monthly Reports	<ul style="list-style-type: none"> ○ Reports – for information only
Statistical Reports November	<ul style="list-style-type: none"> ○ Reports – for information only
Other	<p><u>CSBG Funding</u> Dawn Cheek, CSBG Director, requested permission to submit the CSBG FY26 Application for \$335,639 to include any qualifying subcontracts related to Community Outreach opportunities. Mickey asked for a motion to approve.</p> <p>Motion by Larry Hayes to approve the submission Second by Suzanne Wright Motion Carried</p> <p>Dawn Cheek also requested approval to include any qualifying subcontracts for the current FY25. Mickey asked for permission to approve.</p> <p>Motion by Larry Hayes to include the subcontracts Second by Sylvia Jessup Motion Carried</p> <p><u>Domestic Violence</u> David Smith, Domestic Violence & Sexual Assault Director, requested permission to apply for the United Fund of Stokes County in the amount of \$9,000, the United Fund of Surry in the amount of \$12,000, and the United Fund of Yadkin Valley in the amount of \$5,000. Mickey asked for a motion to approve.</p> <p>Motion by Sylvia Jessup to approve the United Fund applications Second by Cliff Collins Motion Carried</p>

	<p><u>United Funds for Senior Services</u> Lisa Money, Senior Services Director, requested permission to apply for the United Fund of Surry for \$50,000 (same as last year). She also requested permission to apply for the Yadkin Valley United Fund for \$10,000 (same as last year). Mickey asked if there were any questions, and there were none. He asked for a motion to grant permission to apply for the United Funds for Seniors.</p> <p>Motion by Tom Bachmann to grant permission to apply for both United Funds Second by Larry Hayes Motion Carried</p> <p><u>2023-2024 Head Start Program Information Report (Add-on to the Agenda)</u> Rhonda Wrenn, Head Start Director, discussed the Program Information Report (PIR) on page 39 of your board packet. She discussed the report in detail and stated they served a total of 333 children. Rhonda share the report for information only.</p>
FY24 Audit	<p><u>Presentation of the FY24 Audit by Forvis Mazars</u> Mickey invited the auditors to begin the presentation and to introduce themselves. They distributed a copy of the Independent Auditor's Report Financial Statements, and Supplementary Information. Also, a copy of the Forvis Mazars Report to the Board of Directors, Audit Committee, and Management.</p> <p>Tom Hazelwood, said they were going to discuss the audit in detail, and said they did the FY23 Audit, and basically re-did the FY22 Audit, and going to complete the FY24 Audit. Drew Bowden, discussed the financial statements of the audit and thanked Kathy, Jan and Crystal. He asked if there were any questions and there were none. Nate Steger, said after the FY24 audit is complete the agency would be back on track with on time audits. There are some software issues, and 1 deficiency found. He asked if there were any questions, and Jim Brown asked when the 990 would be completed and when the FY24 audit would be completed. Nate said the audit should be completed in a week. Mickey asked for a motion to approve the 990.</p> <p>Motion by Jim Brown to approve the 990 Second by Larry Hayes Motion Carried</p> <p>Mickey asked for a motion to approve the audit as presented.</p> <p>Motion by Larry Hayes to accept the audit as presented Second by Angie Walker</p>

	Motion Carried
Adjournment	<p>Mickey announced the upcoming meetings in February, wished everyone a Merry Christmas, and asked for a motion to adjourn.</p> <p>Motion by Sylvia Jessup to adjourn Second by Eddie Harris Motion Carried</p>

The meeting adjourned at 7:21 PM

Next Board Meeting: February 27, 2025

Respectfully submitted,

Sylvia Jessup
Secretary

Terry Daniels
Staff Recorder

Board Members				<u>Staff and Guests</u>
<u>December 19, 2024</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Kevin Austin			X	
Tom Bachmann	X			Terry Daniels
Jim Brown	X			Kathy & CL Payne
Amy Bryant			X	Jeff & Debbie Cockerham
Mickey Cartner	X			Janet Phillips
Brad Chandler	X			Lisa Money
Cliff Collins	X			Dawn Cheek
Kelly Craine			X	Tommy Eads
Pam Crouse	X			Bristol Mitchem
Benita Finney	X			David Smith
Eddie Harris	X			Rhonda Wrenn
Larry Hayes	X			Crystal Williams
Debra Jessup	X			Jan Zachary
Sylvia Jessup	X			Regina Chappell
Larry Johnson			X	
Shelby King	X			Kathy Cartner
Richard Lasky			X	Lauren Collins
Christie Paschall	X			Tempy Tilley
Joey Tilley	X			Millie Shinault
Angie Walker	X			
Brent Ward	X			
Keith Wood			X	
Suzanne Wright	X			
Vacancy				