



# Board of Directors Meeting Minutes

February 27, 2025	6:00 PM	District Office
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<b>Call to Order</b>	Board Chair Mickey Cartner welcomed everyone and called the meeting to order.
<b>Approval of Agenda</b>	<p>Mickey asked for additions to or a motion to approve the agenda.</p> <p><b>Motion by Sylvia Jessup to approve the agenda</b>  <b>Second by Larry Hayes</b>  <b>Motion Carried</b></p>
<b>Pledge of Allegiance</b>	Tom Bachmann led the group in reciting The Pledge of Allegiance.
<b>Invocation Memorials/ Remembrances</b>	Pam Crouse gave the invocation and asked that we remember staff and Board Members who were ill or recently lost loved ones.
<b>Attendance</b>	Board Secretary, Sylvia Jessup called the roll. A quorum was met with 17 of 23 members in attendance. A Quorum must meet the requirements of 50% of the membership.
<b>Approval Minutes</b>	<p>Mickey asked for changes to or a motion to approve the December 19, 2024 Board meeting minutes. Mickey asked for a motion to approve the minutes.</p> <p>Jim Brown stated there was an error in the December 19, 2024 minutes. On page 4 of the board packet, it says Suzanne Brown and should say Suzanne Wright.</p> <p><b>Motion by Richard Lasky to approve the minutes with the correction</b>  <b>Second by Suzanne Wright</b>  <b>Motion Carried</b></p>

Seating (2) Board Members												
	Sector	Current	New	Vote								
	Public Official – Surry Co.	Larry Johnson	Van Tucker	Yes								
	Public Official – Yadkin Co.	Kevin Austin	Ricky Oliver	Yes								
	<p>Mickey said Surry County Commissioner Van Tucker has been appointed by the commissioners to replace Larry Johnson on our board. Mickey asked if there was any discussion and there was none. Mickey asked for a motion to approve the seating of Van Tucker.</p> <p><b>Motion by Tom Bachmann to seat Van Tucker on the YVEDDI Board</b> <b>Second by Larry Hayes</b> <b>Motion Carried</b></p> <p>Mickey said Yadkin County Commissioner Ricky Oliver has been appointed by the commissioners to replace Kevin Austin on our board. Mickey asked if there was any discussion and there was none. Mickey asked for a motion to approve the seating of Ricky Oliver.</p> <p><b>Motion by Larry Hayes to seat Ricky Oliver on the YVEDDI Board</b> <b>Second by Cliff Collins</b> <b>Motion Carried</b></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> <table><tr><td><u><b>5 Years</b></u></td><td><u><b>10 Years</b></u></td></tr><tr><td>○ Joel Wooten, CTP</td><td>○ Alan Moxley, OAA</td></tr><tr><td></td><td><u><b>20 Years</b></u></td></tr><tr><td></td><td>Zandrea Stevens, CTP</td></tr></table>				<u><b>5 Years</b></u>	<u><b>10 Years</b></u>	○ Joel Wooten, CTP	○ Alan Moxley, OAA		<u><b>20 Years</b></u>		Zandrea Stevens, CTP
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○ Joel Wooten, CTP	○ Alan Moxley, OAA											
	<u><b>20 Years</b></u>											
	Zandrea Stevens, CTP											
Executive Director Report	<p>Kathy shared that her grandson Isaiah now has no evidence of disease, has an almost normal immune system, and has been cleared to return to public school. She thanked everyone for their prayers.</p>											

**Accomplishments Report**

Executive Director Kathy Payne welcomed everyone and thanked them for coming out tonight. She said her Accomplishment Report is in your board packet and is formatted to correlate with her job description. Kathy asked if there were any questions and there were none.

**Leadership Reports**

Kathy reminded the members that if they would like to hear more details about the programs, Leadership Monthly reports are included in the back of your board packet.

**Forms Update**

At your table, please find the forms for the Conflict of Interest Statement and Confidentiality Statement. There are no changes, we only need to update our records for the Office of Economic Opportunity (OEO). Please sign them and pass them forward to Terry.

**Finance Director Position Opening**

Kathy states she is happy to report that the finance committee along with some members of the personnel committee interviewed Crystal Williams for the position of finance director on the 13<sup>th</sup> and agreed to promote her to the position. Crystal comes to us with work experience as a controller and a degree in Business Administration from Appalachian State. She has been with us for almost 2 years working in all aspects of the finance director's duties and has performed very well. She went to the Head Start Fiscal Training Institute in Dallas last year and is scheduled to go to Boston in May to the CAPLAW conference for additional training. Please join me in congratulating Crystal on this promotion. We are excited about the continued success she will bring to the team in this new capacity.

**CAPLAW Conference**

CAPLAW is the national legal expert for the Community Action Network. They provide guidance to federal, state, and national Community Action partners on legal and financial issues affecting CAAs.

We have funding set aside and can pay expenses to send 1 board member to this conference.

The conference will be May 28-30. Some of the topics include:

- Tools for Effective Board Meeting Management
- Introduction to Open Meetings Laws
- Artificial Intelligence: Balancing Innovation and Responsible Governance
- Effective Risk Management
- Fundraising

Kathy asked to please let her know if there is anyone interested in going.

#### **Weatherization Update:**

1. Per the recommendation of the finance committee, YVEDDI will decline the offer for the PTRC WAP Partnership and/or takeover.
2. We are owed \$96,853.00 for December & \$126,697.00 for January total of= \$223,550.00. Admin/Operation costs have been redefined in our favor
3. DOE arrived this Monday for monitoring and will leave tomorrow. So far, there have been no findings.

#### **Domestic Violence Monitoring by the Council for Women (CFW)**

Kathy reported the CFW arrived Monday, February 24, and she was happy to report there were no findings!

#### **Audit update**

Kathy asked Finance Director Crystal Williams to update us on the status of the audit upload to the Federal Clearinghouse.

Finance Director, Crystal Williams said our bank balance as of 2-27-25 \$1,305,603.47, which includes the most recent payroll and the (3) new vans purchased for our Transportation program. She said we have a zero balance on our line of credit. Crystal gave the following Audit Update as of 2/27/25.

- Today Kathy and Jan sent a signed, corrected Representation Letter for FY23, per FORVIS' request. Due to FORVIS' inaccurate auditing of the Transportation Program during the Single Audit of FY23. We were advised that FORVIS would be uploading the Corrected FY23 Audit to the Federal Clearinghouse this week. As soon as the

	<p>Clearinghouse has accepted the Corrected FY23 Audit, the FY24 Audit can be uploaded.</p> <ul style="list-style-type: none"><li>• According to Forvis, the FY24 Audit has been signed off on by their in-house Single Audit Professional Group and is ready to be submitted to the Clearinghouse.</li></ul> <p><b>Mocksville Head Start Reno Update</b></p> <p>Kathy reported that recently completed items at this facility include the architect drawings, land survey, permits, septic upgrade, electrical upgrades, and the plumbing is almost complete, ADA ramps and new fire system are going in next week.</p> <p><b>Still To Do</b></p> <ul style="list-style-type: none"><li>• Bathroom wall repairs/sinks/toilet installs</li><li>• Floor Repairs</li><li>• Floor Cabinet install/Dishwasher/Washer/Dryer Install</li><li>• Parking lot repair</li><li>• Landscaping</li><li>• Playground/Fence quotes are coming in</li></ul> <p><b>Board Self-Assessment</b></p> <p>About every 2 years, we conduct a Board Self-Assessment. This assessment will help us determine how satisfied board members are with board processes and how individual members and the board as a whole can be most effective in supporting the organization. This survey process can help board members:</p> <ul style="list-style-type: none"><li>• Reflect on their experience.</li><li>• Explore how comfortable, enjoyable, and meaningful participation on the board is to the board member</li><li>• Understand individual expectations for preparation time, how the meetings are run, and how decisions are made.</li><li>• Identify different perceptions and opinions among board members about the board’s role.</li><li>• Identify and remove obstacles to increase board effectiveness.</li></ul>
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The survey, while brief, points to issues that need board discussion and clarification. Generally, one board member will volunteer to tabulate all the responses so that the results and comments from the surveys can be reported anonymously. Board members and staff only see the compiled results. Because it is helpful if people are very frank in their responses, and this level of confidentiality may increase the candor of the answers.

Tom Bachmann volunteered to receive and tally the responses. Kathy stated that you have at your seat the assessment and a self-addressed stamped envelope to Tom, so you can put that in the mail to him when you complete it.

### **Annual Meeting**

Kathy reminded the board that our annual meeting is coming up in April where we will seat members willing to continue with another term and elect board officers for the coming year. To help us prepare the April Agenda, we have given those whose terms are expiring a form to complete to tell us about your interests.

Terms expiring in April:

1. Benita Finney
2. Van Tucker
3. Suzanne Wright
4. Christie Paschell
5. Angie Walker
6. Brent Ward
7. Debra Jessup
8. Vacant (will get us back to 8 members rotating off)

Since August of 2024, we have had a board vacancy for the mandated position of Early Childhood expert (someone ***with demonstrated experience in early childhood education and development***). Several of us have asked people we know with experience in teaching but have had no luck. Does anyone know someone who might fill this position for us?

Christie Paschell said she knows a kindergarten teacher from Boonville Elementary who might be interested. Kathy asked Christie to put her in contact with us if she is interested.

<b>Committee Council Reports</b>	<p><b><u>Planning &amp; Evaluation (P&amp;E) Committee</u></b></p> <p>Tom Bachmann, Committee Chair, said the December meeting was canceled so we could have our Christmas Diner. He presented the Annual Report to the board and said it had a few typos but they would be corrected and he recommends the document for approval so we can get it published and shared with the community. Mickey asked for a motion.</p> <p><b>Motion by Cliff Collins to approve the Annual Report</b>  <b>Second by Richard Lasky</b>  <b>Motion Carried</b></p> <p>Tom Bachmann, Committee Chair, said his committee discussed the draft Strategic Plan and reviewed the mission statement for the agency. He stated everyone is satisfied with the current statement as it is and recommends approval to keep it as it is. Mickey asked for a motion.</p> <p><b>Motion by Brent Ward to approve the Mission Statement</b>  <b>Second by Richard Lasky</b>  <b>Motion Carried</b></p> <p><b><u>Personnel Committee</u></b></p> <p>Richard Lasky, Committee Chair, said he had nothing to add to the Personnel Minutes, other than they discussed the Pay Schedule and modifications to job titles and that it is ready for approval. Mickey asked for a motion to approve the Personnel Committee minutes.</p> <p><b>Motion by Tom Bachmann to approve the Personnel Minutes</b>  <b>Second by Benita Finney</b>  <b>Motion Carried</b></p> <p><b><u>Finance Committee</u></b></p> <p>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><b>Motion by Sylvia Jessup to approve the Finance Minutes</b>  <b>Second by Larry Hayes</b>  <b>Motion Carried</b></p>

	<p>During the Finance Meeting, there was discussion about our Weatherization program partnering with P.T.R.C, but the committee voted No. Mickey asked for a motion to approve or disapprove the partnership.</p> <p><b>Motion by Larry Hayes to NOT partner with the PTRC</b>  <b>Second by Richard Lasky</b>  <b>Motion Carried</b></p>
<b>Minutes from Program Policy &amp; Advisory Council Committees</b>	<ul style="list-style-type: none"> <li>○ Minutes – for information only</li> </ul>
<b>Leadership Monthly Reports</b>	<ul style="list-style-type: none"> <li>○ Reports – for information only</li> </ul>
<b>Statistical Reports July 2024 - January 2025</b>	<ul style="list-style-type: none"> <li>○ Reports – for information only</li> </ul>
<b>Other</b>	<p><b><u>Head Start Renewal Grant</u></b></p> <p>Head Start Director, Rhonda Wrenn presented the Head Start 2025-2026 Refunding Application in the amount of \$3,238,509 for board approval. She stated that the upcoming year will be year 2 of the 5-year cycle of the Head Start grant. Rhonda distributed a handout to all members that outlined the current Head Start goals, the process for the Community Assessment, the Program Approach, Budget Narrative and the Annual Training Plan. She asked if there were any questions and there were none. Mickey asked for a motion.</p> <p><b>Motion by Sylvia Jessup to approve the Refunding Application</b>  <b>Second by Larry Hayes</b>  <b>Motion Carried</b></p>



	<p><b><u>Eligibility Rating Scale</u></b></p> <p>Head Start Director, Rhonda Wrenn discussed the Eligibility Rating System on page 77 of your board packet in detail. The criteria has been updated to reflect the new Federal Poverty Guidelines. Rhonda explained the current “point system” for eligibility. She asked if there were any questions and there were none. Mickey asked for a motion.</p> <p><b>Motion by Sylvia Jessup to approve the rating system</b>  <b>Second by Cliff Collins</b>  <b>Motion Carried</b></p>
<b>Board Development</b>	<p><b><u>Fundraising: Major Donor Strategy Deep Dive</u></b></p> <p>Executive Director Kathy Payne announced that there is a mandatory training required by the NC Council for Women and ran the video by the NC Center for Nonprofits for the members to watch.</p>
<b>Adjournment</b>	<p>Mickey asked for a motion to adjourn.</p> <p><b>Motion by Sylvia Jessup to adjourn</b>  <b>Second by Larry Hayes</b>  <b>Motion Carried</b></p>

The meeting adjourned at 7:15 PM

**Next Board Meeting: April 24, 2025**

Respectfully submitted,

Sylvia Jessup  
Secretary

Terry Daniels  
Staff Recorder

Board Members				<u>Staff and Guests</u>
<u>February 27, 2025</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Tom Bachmann	X			Terry Daniels
Jim Brown	X			Dawn Cheek
Amy Bryant			X	Kathy Payne
Mickey Cartner	X			Jeff Cockerham
Brad Chandler			X	Tommy Eads
Cliff Collins	X			Rhonda Wrenn
Kelly Craine	X			David Smith
Pam Crouse	X			Lisa Money
Benita Finney	X			Crystal Williams
Eddie Harris			X	Janet Phillips
Larry Hayes	X			
Debra Jessup	X			
Sylvia Jessup	X			
Shelby King	X			
Richard Lasky	X			
Christie Paschall	X			
Joey Tilley			X	
Angie Walker			X	
Brent Ward	X			
Keith Wood			X	
Suzanne Wright	X			
Van Tucker to be Seated	X			
Ricky Oliver to be Seated	X			
VACANCY (1)				