



Board of Directors Meeting Minutes

April 24, 2025	6:00 PM	District Office															
Call to Order	<p>Board Chair Mickey Cartner welcomed attendees and introduced Marilyn Oakes, who was on the agenda for seating as the Education Representative. Marilyn, a Kindergarten teacher at Boonville Elementary School, shared that she enjoys her work and is excited to be part of the group.</p> <p>Mickey then invited Pam Crouse to give a blessing over the meal, which included chicken salad croissants, pasta salad, and dessert. He expressed appreciation to those who prepared the meal, and officially called the meeting to order.</p>																
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 Kelly Craine Motion Carried</p>																
Pledge of Allegiance	<p>Tom Bachmann led the group in reciting The Pledge of Allegiance.</p>																
Invocation Memorials/ Remembrances	<p>Pam Crouse gave the invocation and asked that we remember staff and Board Members who were ill or recently lost loved ones.</p>																
Attendance	<p>Terry Daniels, Staff Recorder called the roll. A Quorum was met with 18 of 24 members in attendance. A Quorum must meet the requirements of 50% of the membership.</p>																
Approval of Minutes	<p>Mickey asked for changes to or a motion to approve the February 27, 2025, minutes. Mickey asked if there were any changes, and there were none.</p> <p>Motion by Richard Lasky to approve the minutes Second by Amy Bryant Motion</p>																
Annual Meeting Seating of Representatives	<p>Mickey announced that we need to seat the following Representatives whose terms have expired and who are willing to continue to serve.</p> <p style="text-align: center;">Seating of Representatives</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th style="width: 33%;">Public Sector</th> <th style="width: 33%;">Current</th> <th style="width: 33%;">New</th> </tr> </thead> <tbody> <tr> <td>Representative (Davie)</td> <td>Benita Finney</td> <td>Benita Finney</td> </tr> <tr> <td>Representative (Davie)</td> <td>Suzanne Wright</td> <td>Suzanne Wright</td> </tr> <tr> <td>Representative (Surry)</td> <td>Van Tucker</td> <td>Van Tucker</td> </tr> <tr style="background-color: #d9ead3;"> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Public Sector	Current	New	Representative (Davie)	Benita Finney	Benita Finney	Representative (Davie)	Suzanne Wright	Suzanne Wright	Representative (Surry)	Van Tucker	Van Tucker			
Public Sector	Current	New															
Representative (Davie)	Benita Finney	Benita Finney															
Representative (Davie)	Suzanne Wright	Suzanne Wright															
Representative (Surry)	Van Tucker	Van Tucker															

Mickey asked for a motion to approve the seating of Benita Finney.

**Motion by Larry Hayes to approve the seating of the Benita Finney.
Second by Amy Bryant
Motion Carried**

Mickey asked for a motion to approve the seating of Suzanne Wright.

**Motion by Amy Bryant to approve the seating of Suzanne Wright.
Second by Larry Hayes
Motion Carried**

Mickey asked for a motion to approve the seating of Van Tucker.

**Motion by Amy Bryant to approve the seating of Van Tucker.
Second by Tom Bachmann
Motion Carried**

Seating of Representatives

Low-Income Sector	Current	New
Davie County	Brent Ward	Brent Ward
Yadkin County	Christie Paschall	Christie Paschall
Yadkin County	Angie Walker	Angie Walker

Mickey asked for a motion to approve the seating of Brent Ward.

**Motion by Benita Finney to approve the seating of Brent Ward
Second by Amy Bryant
Motion Carried**

Mickey asked for a motion to approve the seating of Christie Paschall.

**Motion by Amy Bryant to approve the seating of Christie Paschall
Second by Cliff Collins
Motion Carried**

Mickey asked for a motion to approve the seating of Angie Walker.

**Motion by Amy Bryant to approve the seating of Angie Walker
Second by Cliff Collins
Motion Carried**

Seating of Representative

Private Sector		
Stokes County	Debra Jessup	Debra Jessup
Yadkin County	Vacant	Marilyn Oakes

Mickey asked for a motion to approve the seating of Debra Jessup.

Motion by Larry Hayes to approve the seating of Debra Jessup
Second by Amy Bryant
Motion Carried

Mickey asked for a motion to approve the seating of Marilyn Oakes.

Motion by Amy Bryant to approve the seating of Marilyn Oakes.
Second by Larry Hayes
Motion Carried

Election of Officers

Board Chair, Mickey Cartner announced the proposed slate of officers and mentioned that everyone has the ballots at their table that included a space for write-ins, and we will take them up for counting at the end of the voting session.

Position/Board Member		Sector	County
Chair	Mickey Cartner	Private / Business	Davie
Vice-Chair	Tom Bachmann	Private / Business	Surry
Secretary	Sylvia Jessup	Low Income	Stokes
Treasurer	Cliff Collins	Public Sector	Yadkin

Board Chair

Mickey Cartner opened the floor for nominations for Board Chair.
 There were none.

Motion by Larry Hayes to close the nominations
Second by Cliff Collins
Motion Carried

Vice Chair

Mickey Cartner opened the floor for nominations for Vice Chair.
 There were none.

Motion by Larry Hayes to close the nominations
Second by Richard Lasky
Motion Carried

Secretary

Mickey Cartner opened the floor for nominations for Secretary.
There were none.

Motion by Amy Bryant to close the nominations
Second by Larry Hayes
Motion Carried

Treasurer
Mickey Cartner opened the floor for nominations for Treasurer.
There were none.

Motion by Larry Hayes to close the nominations
Second by Amy Bryant
Motion Carried

Motion Carried

Head Start Director, Rhonda Wrenn, Human Resources Director, Janet Phillips, and Board member Suzanne Wright collected and counted the ballots. Mickey Cartner shared the following results:

Mickey Cartner received a unanimous vote of 16
Tom Bachmann received a vote of 15, and there was 1 write-in for Jim Brown
Sylvia Jessup received a vote of 15, and there was 1 write-in for Benita Finney
Cliff Collins received a unanimous vote of 16
Two (2) ballots were not turned in

Mickey congratulated members and thanked them for their service.

Appointments

Appointments

Mickey asked for concurrence for the appointments or if there were other suggestions or questions regarding these appointments. There were none.

Appointments

Parliamentarian	Debra Jessup
Chaplain	Pam Crouse
Staff Recorder	Terry Daniels
CPA Auditor	TBD
Attorney	J. Gregory Matthews

	<p>Mickey asked for a motion to approve the appointments as presented.</p> <p>Motion by Larry Hayes motion to approve the appointments Second by Amy Bryant Motion Carried</p>		
<p>Introduction of Staff & Recognitions</p>	<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 border="1" data-bbox="386 556 1526 745"> <tr> <td data-bbox="386 556 954 745"> <p><u>5 Years</u></p> <ul style="list-style-type: none"> ○ Kathy Chilton, DV <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Jim Brown, Board </td> <td data-bbox="954 556 1526 745"> <p><u>20 Years</u></p> <ul style="list-style-type: none"> ○ Sylvia Jessup, Board </td> </tr> </table>	<p><u>5 Years</u></p> <ul style="list-style-type: none"> ○ Kathy Chilton, DV <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Jim Brown, Board 	<p><u>20 Years</u></p> <ul style="list-style-type: none"> ○ Sylvia Jessup, Board
<p><u>5 Years</u></p> <ul style="list-style-type: none"> ○ Kathy Chilton, DV <p><u>10 Years</u></p> <ul style="list-style-type: none"> ○ Jim Brown, Board 	<p><u>20 Years</u></p> <ul style="list-style-type: none"> ○ Sylvia Jessup, Board 		
<p>Executive Director Report</p>	<p><u>Accomplishments Report</u></p> <ul style="list-style-type: none"> • Kathy Payne noted that her Accomplishments Report was included in the board packet. • She invited questions regarding the report; no questions were raised. • Members were reminded that detailed information on agency programs is available in the Leadership Monthly Reports at the back of the board packet. • An update on the Mocksville Head Start Renovations was referenced and noted to be included in the Finance Committee Minutes. <p><u>Federal and State Funding Updates</u></p> <ul style="list-style-type: none"> • Kathy shared new federal requirements for fund drawdowns under the "Doge – Defend the Spend" directive: <ul style="list-style-type: none"> ○ Must provide a clear summary or description of approved expenses and activities. ○ Expenditures must align with approved budget line categories (e.g., Personnel, Fringe, Supplies, Travel, Contractual, Other). • Program Funding Concerns: <ul style="list-style-type: none"> ○ Ongoing rumors about potential elimination of the following programs: <ul style="list-style-type: none"> ▪ Head Start (HS) ▪ Senior Legal Services ▪ Low-Income Home Energy Assistance Program (LIHEAP) ▪ Domestic Violence (DV) – with a 90% likelihood ○ All other programs are either uncertain or anticipated to receive flat funding. • Regional Office Restructuring: <ul style="list-style-type: none"> ○ The number of Head Start regional offices has been reduced from 10 to 5. <p><u>Financial Strategy During Uncertainty</u></p> <ul style="list-style-type: none"> • Kathy emphasized the difficulty of long-term planning due to current funding instability. 		

	<ul style="list-style-type: none"> • She outlined the following risk mitigation measures: <ul style="list-style-type: none"> ○ Monitoring cash flow closely. ○ Drawing down funds promptly. ○ Maintaining a zero balance on the line of credit. <p><u>Financial Report</u></p> <ul style="list-style-type: none"> • Kathy invited Crystal to provide the current financial status. • Crystal reported: <ul style="list-style-type: none"> ○ Current bank balance: <u>\$ 1.6 million</u> ○ Line of credit remains at zero. • Kathy invited questions or comments and there were none.
<p>Program Director Report</p>	<p><u>Community Service Block Grant (CSBG) Program</u></p> <p>CSBG Director Dawn Cheek provided an overview of the CSBG Program and distributed an informational handout to attendees. She outlined the program's three primary focus areas:</p> <ol style="list-style-type: none"> 1. Case Management 2. Community Outreach (including partnerships with community organizations and engagement with individuals and families) 3. Programmatic and Agency Compliance <p>Dawn elaborated on each focus area and noted that annual funding for the program may fluctuate by \$30,000–\$50,000, making Carryforward funds essential to maintaining service levels. She emphasized that the CSBG program is designed to offer a "hand-up," not a "hand-out," and that its greatest impact is achieved through collaboration with other community resources to provide comprehensive support to participants.</p> <p>She invited questions from the group; none were raised.</p>
<p>Committee Council Reports</p>	<p><u>Planning & Evaluation (P&E) Committee</u></p> <p>Committee Chair Tom Bachmann said we did not have a quorum at our last P&E meeting and said he had nothing to add. Mickey asked for a motion to approve the P&E Committee minutes.</p> <p>Motion by Larry Hayes to approve the P&E Minutes Second by Richard Lasky Motion Carried</p> <p>Committee Chair Tom Bachmann reported on the Board Self-Assessment, noting that he received only 13 responses, one of which included just a signature. Despite the limited feedback, he stated that the results appeared satisfactory. He invited questions but received none.</p>

	<p>Committee Chair Tom Bachmann also addressed the Strategic Plan, which had been mailed out to all board members. He noted the presence of typographical errors and suggested the inclusion of an acronym reference sheet for clarity. He requested board approval to accept the Strategic Plan.</p> <p>Motion by Larry Hayes to approve the Strategic Plan with the corrections Second by Cliff Collins Motion Carried</p> <p><u>Personnel Committee</u> Committee Chair Richard Lasky provided an overview of the HR policy revision process for changes. He noted that the HR manual consists of 41 pages and includes a section at the end listing all changes along with their respective dates. Richard also mentioned that the manual is available on the agency’s website and can be printed if necessary. Following the discussion, Mickey requested a motion to approve the Personnel Committee minutes.</p> <p>Motion by Amy Bryant to approve the Personnel Minutes Second by Larry Hayes Motion Carried</p> <p>Committee Chair Richard Lasky reviewed the Organizational Chart and the proposed changes. He stated that approval was needed for the updated chart. Following his remarks, Mickey called for a motion to approve the updated Organizational Chart.</p> <p>Motion by Larry Hayes to approve the Organizational Chart Second by Amy Bryant Motion Carried</p> <p><u>Finance Committee</u> Committee Chair, Cliff Collins said he had nothing to add to the Finance Minutes. Mickey asked for a motion to approve the minutes.</p> <p>Motion by Larry Hayes to approve the Finance Minutes Second by Amy Bryant Motion Carried</p>
Program Committees Councils	<ul style="list-style-type: none"> ○ Minutes – for information only
Program Statistical Reports (July 2025 – March 2025)	<ul style="list-style-type: none"> ○ Reports – for information only
Other	Head Start Change in Scope Grant

	<p><u>Head Start Director, Rhonda Wrenn, shared a sensitive proposal related to program enrollment, requesting that details remain confidential at this stage to minimize concern among staff.</u></p> <p><u>She noted a review of current participation levels and discussed potential adjustments to align with ongoing operational realities. Factors influencing this consideration include staffing challenges and resource constraints.</u></p> <p><u>As part of the proposal, certain program sites are under review, with supporting documentation outlining relevant considerations.</u></p> <p><u>Following the presentation, Mickey requested a motion to proceed with the associated grant application.</u></p> <p>Motion by Amy Bryant to approve the Head Start Grant Submission Second by Larry Hayes Motion Carried</p> <p><u>Senior Services Community Foundation Grant</u> Senior Services Director, Lisa Money is requesting permission to apply for the Community Foundation Grant in the amount of \$7500 for the Yadkin County programs to replace the florescent lighting with LED lighting. Cliff Collins asked if she could use the grant to pay for the worst facility and the county could possibly pay for the other (2) facilities, and Lisa said she didn't know. Mickey asked for a motion to approve the grant application to the Community Foundation.</p> <p>Motion by Brent Ward to grant permission to apply for the Community Foundation Grant Second by Amy Bryant Motion Carried</p>
Adjournment	<p>Mickey asked for a motion to adjourn.</p> <p>Motion by Larry Hayes to adjourn Second by Amy Bryant Motion Carried</p>

The meeting adjourned at 7:30 PM

Next Board Meeting: June 26, 2025

Respectfully submitted,

Terry Daniels
Staff Recorder

Board Members				Staff and Guests
<u>April 26, 2025</u>	<u>Present</u>	<u>Absent</u>	<u>Excused</u>	
Tom Bachmann	X			Terry Daniels
Jim Brown	X			Tommy Eads
Amy Bryant	X			David Smith
Mickey Cartner	X			Rhonda Wrenn
Brad Chandler			X	Kathy Payne
Cliff Collins	X			Janet Phillips
Kelly Craine	X			Dawn Cheek
Pam Crouse	X			Lisa Money
Benita Finney	X			Jeff Cockerham
Eddie Harris	X			Bill McCall
Larry Hayes	X			
Debra Jessup		X		
Sylvia Jessup			X	
Shelby King			X	
Richard Lasky	X			
Marilyn Oakes (to be seated)	X			
Ricky Oliver	X			
Christie Paschall			X	
Joey Tilley	X			
Van Tucker	X			
Angie Walker	X			
Brent Ward	X			
Keith Wood			X	
Suzanne Wright	X			