

## BOARD OF DIRECTORS MEETING

September 9, 2021

**Members Attending Virtually:** Lora Baker, Shelby Ball, Kelly Burgin, Annie Fritschner, Noah Rose, Debbie McCrary, Katherine Parnell, Shannon Perry, Donecia Santana, Barbra Toler, Al Wilson and Kim Wilson.

**Members Absent:** Matt Balance, Luke Huntley, Kelly Johnson, Rhodney Norman

**Guests Present:** None

**Staff Present:** David White - CEO, Elizabeth Whitten - CFO, Linda Carter – Children’s Services Director, Sheryl Fortune – Housing Director, Jeff Roper – Transportation Director, Terri Bowman – Development Director, Bobby Kimmons – HR Director, Rocky Cabagnet – Fractional Council, Kim Hall – Executive Assistant, Amy Phillips – Program Support Services Manager, Felicia Sanchez – Transportation Program Assistant Manager, Jennifer Maynor – FSS Coordinator

**Kim Wilson opened the meeting at 6:00 PM. A quorum was present virtually.**

**Announcements:** None.

### **Minutes of August 12, 2021 Board of Directors Meeting:**

Kim Wilson called for questions and corrections regarding the minutes of August’s meeting of the Board of Directors. The minutes stand approved as submitted with a motion from Annie Fritschner and second by Lora Baker. All were in favor.

### **Chief Executive Officer’s Report:**

- Covid 19, the Delta variant & Policy changes  
We received notification that as of January 1, 2022 all Head Start Grantee’s will be required to have a Covid vaccination. Weekly testing of unvaccinated employees will begin October 1, 2021. Employees will be notified next week where and when they need to report for testing. Newly updated Covid policies were distributed yesterday.
- Program Enrollment, Participation and Staffing Update
  - Children Services: This department has been hit the hardest by Covid in enrollment, attendance and employment. NC PreK has extended funding payments through November of this year. Today’s notice from the office of Head Start indicates they will not be overly strict with enrollment numbers until January 2022.
  - Housing: The rental assistance program is fully leased, and the wait list is growing. This department is fully staffed. I think going forward there will be other housing opportunities through the infrastructure bill, Gateway, Pisgah Health and the Dogwood Trust.
  - Transportation: We are back to pre-Covid levels on services provided. The Medicaid contract is beginning to bring in more trips. As Medicaid grows, we will need more staff. The Transit contract is up for renewal next year. Bids for service are required every six years. The RFP will go out in November 2021. We have hired a consultant to help us develop our proposal. I think the infrastructure bill will benefit the transportation department as well.

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- Older Adults Services: Deb Haight is doing a great job. Folks are returning to meal sites and the new SOS Program is well attended and fully staffed. The thrift stores are doing well and are fully staffed. Both stores are always in need of volunteers.

- Jeff Roper has been promoted to Transportation Director. Jeff and his team have done an excellent job during the pandemic, the restructuring, and the system updates.
- Bobby Kimmons has been promoted to Vice President of Human Resources. Under his guidance HR has streamlined procedures and introducing new trainings. He and his team are doing great work.

### ***Executive Committee Report:***

- Wage Comp Study presented at the August meeting is adopted with an electronic vote of thirteen (13) yes, zero (0) no & zero (0) abstentions.
- The committee completed David's annual evaluation. His review was positive. His compensation will be moved to the newly adopted wage scale.
- All board members will be receiving a contribution letter from Kim Wilson. This ties into efforts to diversify our funding sources. Part of this includes public foundations that like to see that our board is fully committed. One hundred percent participation looks good and is required for some grant applications. The size of the gift is not relevant. It is the participation level that is important. Everyone is encouraged to participate. Donations can be made via the website or by check.
- Annie Fritschner reminded everyone of the upcoming board training set for Monday, September 13, 2021. Instructions to access the portal were emailed. The materials for the training are available via the board portal. If possible, please review the materials prior to the training.
- Reminder Executive Committee elections are coming up. Also, please consider what committee you would be interested in serving on next year.
- Reminder to complete the new Board Application and submit any comments or suggestions for improvement.

### ***Treasurer's Report for July 2021 reported by Al Wilson, Treasurer:***

- Unrestricted cash balance is \$1.63M
- Indirect costs for the month were \$140K
- 2022 Budgets of \$22.2M are projecting a surplus of \$138K
- Covid expenses for the month were \$108K

Kim Wilson called for questions regarding the Treasurers Report. There were no questions. The report was accepted at submitted.

The Finance committee reported they had reviewed the FY 21/22 budgets. Ibbey discussed a few line items. The Finance Committee motioned the board to approve the budgets. Annie Fritschner seconded the motion. All were in favor.

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### *Strategic Plan Updates:*

#### ➤ **Sheryl Fortune, Housing Director**

Sheryl reviewed the Strategic Plan Goals

Goal One: Maximize the number of clients served, advocate for more affordable housing...

- Covid funding allowed us to upgrade our software. We now have the capacity for applications to be completed online, documents can be uploaded, and the wait list can be checked, as well as a few other features. Our website has more housing information listed. We have recruited eleven new families to the FSS program.
- WCCA is represented on the board of two non-profits, and we are collaborating with Dogwood Trust on their housing outreach initiative.
- We are going to be included in a survey for HUD prepared by Asheville Housing, as Henderson County is part of the Asheville Regional Metropolitan Statistical Area. Asheville has received permission to include Transylvania County in this survey. We are very optimistic that this will help bring the variance between Henderson County and Transylvania County closer together. Dogwood Trust is interested in paying for the cost of participating in this survey on behalf of housing in Transylvania County. We expect survey responses after the first of the year.
- We have established a Housing sub-committee. We will have a proposal before the board next month.
- We will be presenting during next week's board training session.

#### ➤ **Linda Carter, Children's Services Director**

Linda reviewed the Strategic Plan Goals

Goal One: Expand early childhood education and care opportunities

- We have created an advisory committee and we worked with Foundations for Families to apply for an EHS expansion grant. This grant will allow us to serve 99 additional children within Henderson, Polk, Rutherford and Transylvania Counties. The committee is also helping as we look at facilities.
- In Transylvania County, we have partnered with Smart Start to try to add family childcare homes there. We are currently working to bring on two homes online there.
- We have partnered with Polk County to provide Early Childhood classrooms at Sunny View Elementary. We are working with Thermal Belt Outreach to add a facility there.
- In Rutherford County, we are partnering with Hands for Hope working with pregnant moms and Early Head Start enrollment for Forest City.
- We are partnering with Henderson County Public School to supply food to our Henderson County sites. This helps reduce our CACFP costs and helps the county increase the number of children they can serve free.
- Our Children's Services Management Team serves on a variety of boards and committees. This has help us build partnerships.

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### Goal Two: Improve the quality of early childhood education and care

- Through training and monthly communications, we are working to prepare the board and staff to be able to articulate the difference between early childhood education and babysitting.
- Self-assessments are required every five years. We update our assessments annually. Details will be in Amy Phillips presentation later in this meeting.
- Covid has held back our hope to have our parents be more active with their children's education and at our sites, with our committees and with policy council. We have made our family services team more accessible by having their offices located at our sites. This will create more family interaction and engagement.
- We are tracking and working with staff to improve our staff's education levels. Staff trainings, classes and meetings are continuing virtually. We have staff members who belong to the Western North Carolina Early Childhood Education Coalition where we are working to elevate the profession, the pay and the supports.
- Covid has delayed our Rotary volunteers coming to read. As part of NC Pre-K, we have a literacy program rolling out that the school system is using as well. This will help with transitioning into kindergarten. We have implemented Ready Rosie, an electronic family engagement piece. We have our outdoor learning area set up at our King Creek site and look forward to having those at all our sites. Our time and attendance is real time but Covid has been an issue. We are continuing to work with our families on medical and dental services. We are excited to say this area is trending up. Inclusion of children with disabilities is ever changing, and we are contently working with this and trauma informed services.

### ***Unfinished Business:***

- *None*

### ***New Business:***

- A google poll will be sent out to reschedule November's board meeting as it falls on Veteran's Day this year.
- The meeting opened for public comments on the Transportation departments NCDOT Application for FY 22-23. There were no requests to speak. The Public Hearing closed.
- Amy Phillips presented the Children's Services Self-Assessment & Action Plan. Amy explained what the Self-Assessment is and why we do it. She reviewed the steps involved in completing the process. She explained how goals are established, evaluated and attained. She reviewed the current goals and discussed how we were addressing them. Annie Fritschner motioned to accept the assessment and action plan. Shannon Perry seconded the motion. With all in favor, the motion carried.

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Kim Wilson called for any additional business. None was proffered.

***Adjourn:*** Kim Wilson asked for a motion to adjourn. Katherine Parnell motioned. Lora Baker seconded. All were in favor. The meeting adjourned at 7:38 pm.

Our next board meeting is scheduled for Thursday, October 14, 2021 @ 6:00 pm.