

BOARD OF DIRECTORS MEETING

October 14, 2021

Members Attending Virtually: Lora Baker, Shelby Ball, Matt Balance, Kelly Burgin, Noah Rose, Debbie McCrary, Shannon Perry, Donecia Santana, Al Wilson and Kim Wilson.

Members Absent: Annie Fritschner, Luke Huntley, Rhodney Norman, Katherine Parnell, Barbra Toler

Guests Present: None

Staff Present: David White - CEO, Linda Carter – Children’s Services Director, Sheryl Fortune – Housing Director, Jeff Roper – Transportation Director, Terri Bowman – Development Director, Bobby Kimmons – HR Director, Jeff Roper –Transportation Program Director, Rocky Cabagnot – Fractional Council, and Kim Hall – Executive Assistant

Kim Wilson opened the meeting at 6:01 PM. A quorum was present virtually.

Announcements:

- The November board meeting will be held on Tuesday, November 9, 2021 at 6:00pm.
- Thank you to all board members that have donated to WCCA. We are hoping to celebrate reaching our 100% board participation goal at our November meeting.

Minutes of September 9, 2021 Board of Directors Meeting:

Kim Wilson called for questions and corrections regarding the minutes of September’s meeting of the Board of Directors. The minutes stand approved as submitted with a motion from Al Wilson and second by Debbie McCrary. All were in favor.

Chief Executive Officer’s Report:

- A retirement celebration for Sheryl Fortune will be held Tuesday, December 7, 2021. A virtual invitation will be sent out.
- **CAP Memo 10-1-2021** – Covid-19 Vaccination Mandatory Policy was presented and discussed. Policies will be revised as guidance is revised. Matt Ballance motioned to adopt this policy. Shannon Perry and Debbie McCrary both seconded the motion. All were in favor. The motion carried.
- **NHSA Fall Leadership Conference:** David discussed the fall leadership conference and the proposed infrastructure package.

Executive Committee Report:

- The slate for FY 21-22 was announced as:
 - Kim Wilson, Chair
 - Annie Fritschner, Vice-Chair
 - Noah Rose, Secretary
 - Al Wilson, TreasurerKim Wilson called for other nominations. None were proffered. The slate was voted on as a whole. All were in favor.
- Kelly Johnson resigned from the board September 13, 2021.

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- The committee brought forward the board application submitted by David Carfolite. Kim reviewed the application and called for discussion. The committee motioned that we accept the application. Matt Ballance and Shannon Perry both seconded the motion. All were in favor.
- Committee assignments for FY 21/22 will be made over the next month. If there is a committee you have a particular interest in please let Kim Wilson know.

Treasurer's Report for August 2021 reported by Al Wilson, Treasurer:

- Unrestricted cash balance is \$1.28M
- Grants receivables increased by \$69K
- Prepaid expenses increased to \$154K (insurance premiums)
- Accounts payable decreased by \$257K
- Net assets increased by \$23K
- Indirect costs for the month were \$122,216
- Early Childhood is showing a loss. The majority of which revolves around meals. We have contracted with the school system, which should significantly supplement the cost of food service after August.
- Covid related expenses for the year are \$121,358

Kim Wilson called for questions or comments regarding the Treasurers Report. The finance committee motioned the report be accepted. Noah Rose seconded the motion. All were in favor.

Unfinished Business:

- ***Strategic Plan Update:*** Bobby Kimmons presented a power point updating the board on the Human Resource section of the 2020-2025 Strategic Plan.
 - HR Policies and Procedures were updated to match WCCA culture in August 2020.
 - WCI administered an Employee Survey online and in-person. The project started Summer 2021.
 - Twenty-four (24) employees have received a Mental Health First Aid Certification in the past 5 years.
 - WIPFLI completed a compensation review. Board approved October 2021.
 - WCCA has collaborated with Pardee@Work & the Employee Assistance Network to promote, train & educate employees on mental, physical and financial health and wellness. These services are free of charge.
 - WCCA became a 2021 Living Wage Certified Employer.
- ***Rebranding Update:*** Terri Bowman presented the final version of our new WNCSource logo and reported on the next steps, and the roll out process. This will include an unveiling video highlighting our services in each county. The official changeover will be January 1, 2022. We will run a transition campaign through July of 2022.

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New Business:

- **Housing Resolutions:** Sheryl Fortune brought the following two resolutions before the board for approval.
 - Resolution Adopting Utility Allowance Schedules: Federal regulations require that utility allowances be revised when there has been a change of 10% or more in utility rates. Kim Wilson called for discussion. Noah Rose motioned that we adopt the resolution. Debbie McCrary and Matt Ballance both seconded the motion. All were in favor. The resolution was adopted.
 - Resolution Adopting the updated Administrative Plan and Family Self Sufficiency Action Plan. Sheryl reviewed the updates and responded to questions. Matt Ballance motioned that we adopt the resolution. Debbie McCrary and Al Wilson seconded the motion. All were in favor. The resolution was adopted.

- **Transportation:**
 - The meeting was adjourned and a public hearing convened for comments on the 5310 & 5311 Transportation Grants. No members of the public requested to speak. The public hearing was adjourned. The meeting re-convened. Donecia Santana motion to open the public hearing. Al Wilson seconded the motion. Matt Ballance motion to close the public hearing. Al Wilson seconded the motion. All were in favor.
 - The transportation committee motioned the board to adopt the Public Transportation System Safety Plan (SSP) 10.2021. This plan incorporates the Drug and Alcohol Testing Policy 10.2021. There was a brief discussion regarding the zero tolerance and the .02-.039 referenced in the plan. Noah Rose motioned to adopt the Drug and Alcohol Plan 10.2021. Kelly Burgin and Shannon Perry both seconded the motion. Debbie McCrary was opposed. The motion carried by majority. Matt Ballance motioned to adopt the Transportation System Safety Plan (SSP) 10.2021. Al Wilson seconded the motion. All were in favor. The motion carried.

- The Focus Area 2 presentation was postponed due to a scheduling conflict.

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

Adjourn: Kim Wilson called for a motion to adjourn. Al Wilson so motioned. Kelly Burgin seconded. All were in favor. The meeting adjourned at 7:17 pm.

Our next board meeting is scheduled for Tuesday, November 9, 2021 @ 6:00 pm.