

BOARD OF DIRECTORS MEETING

July 14, 2022

Members Attending Virtually: Al Wilson, Annie Fritschner, David Carfolite, Donecia Santana, Ellen Steele, Katherine Parnell, Kelly Burgin, Kim Wilson, Lisa Fort, Lora Baker, Matt Balance, Noah Rose, Richard Reagan, and Shannon Perry. (14)

Members Absent: Barbra Toler, Luke Huntley, and Shelby Ball. (3)

Guests Present: None.

Staff Present: David White, Iby Whitten, Linda Carter, Terri Bowman, Bobby Kimmons, Jonathan Stanley, Jeff Roper, Tim Camp, Kim Hall and Rocky Cabagnet. (10)

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

Announcements:

- Board Elections are coming up in October. If you are interested in running for an Executive Committee position, please contact Kim Wilson, David White or Kim Hall. Committee assignments are being evaluated for changes as well. If you are interested in a specific committee, please let us know.

Minutes of June 9, 2022 Board of Directors Meeting:

Kim Wilson called for questions and/or corrections regarding the minutes of June's meeting of the Board of Directors. The minutes stand approved as submitted with a motion from Noah Rose and second by Al Wilson. All were in favor.

Chief Executive Officer's Report:

- **Columbus Early Head Start Facility Grant Approved**
Lola Montgomery notified us July 6, 2022, that the Columbus facility grant application has finally been approved. Funds will be available shortly. We expect the new facility to be ready in 2023. Thank you to Senator Tillis's office and Kim Wilson for their input.
- **Impact Health Application**
WNCSource will submit an application to provide services during the remaining four years of this pilot program. These are all services we are providing or have provided in the past. We anticipate additional staff members in Older Adult Services (1), Housing (1) and Transportation (1) along with some new equipment to build capacity.
- **Covid Vaccinations, Accommodations and Masking**
We have internally reviewed our Covid policies and do not recommend any changes at this time. We are keeping a close eye on all new developments and hope to be able to increase our requirement flexibility as the performance standards are revised by the Office of Head Start.

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Executive Committee Report:

➤ **Board Evaluation Survey**

You should be receiving a board evaluation survey. It will appear that it is from Kim Wilson. Please keep an eye out for these emails and complete them as quickly as you can.

➤ **By-Laws Updates**

The By-Laws Committee has been hard at work reviewing and updating the agency by-laws. The Executive Committee will review the changes at our next meeting and they will be presented to the Full Board for review and approval at the August Board meeting.

Treasurer's Report for March 2022 reviewed by Al Wilson:

➤ The **Treasurer's Dashboard** was reviewed. Kim Wilson called for questions or comments. None were proffered. The report was accepted as presented with a motion from the Finance Committee, and a second from Shannon Perry. All were in favor.

➤ **FY22/23 budgets:** Iby reviewed the draft budgets and discussed the carry-over funding requests, adjustments to Medicaid transportation income, workers comp insurance expenses, along with ROAP & HCCBG grants. Final budgets will be presented at the August board meeting.

➤ **Risk Tolerance Survey:** Iby informed the board that the Finance Committee is looking into the possibility of setting up an investment pool for the agency. As part of our research, each board member will receive a Risk Tolerance Survey. This information will help determine risk tolerances, along with spending and investment policies as we make our assets work harder for us.

Strategic Plan Updates:

➤ **Transportation Presentation: Noah Rose**

- Completed: 2021 Safety System Plan Review
- Awarded: NC Public Transit Association Urban Safety Award (2nd year)
- Signed Henderson County Transit Contract
(3 years w/3 additional 1 year options for a total of 6 years)
- Signed Medicaid contracts with: ModivCare & NTM. Close to signing a third contract.
- Added two new Van's to fleet
- Fully implemented CTS Trip Master scheduling software system (Medicaid compatible)
- Received Medicaid accreditation with NCTracks (Medicaid billing system)
- Full implementation of passenger count system (PASSIO). Currently in certification phase.
This system includes a GPS component that allows real time tracking.
- Installed new "Sure Bus Camera System" on our 16 van fleet (real time video)
- Developed a comprehensive driver training program that meets all NCDOT requirements
- Transit Advisory Board membership has been increased. A TAB manual has been created, approved and distributed to all TAB members. TAB has developed a 3-5 year strategic plan. We expect it to be approved at the August 2022 TAB meeting.
- Transportation is fully staffed.
 - * Marvin Holbert awarded WLOS's Hometown Hero Award for 20 years of Service with our transit bus system.
 - * Felecia Sanchez was promoted to Assistant Transportation Director. She completed Drug & Alcohol Program Management training and is now the agencies DAPM Officer.

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➤ **Information Technologies Update: Jonathan Stanley**

IT has worked diligently to support all WNCSource departments

- Provided remote friendly technology & support across agency
- Worked with Facilities to maintain & expand security camera coverage at all sites.

We currently have over 150 cameras across the agency.

- Outfitted new sites as they open with laptops, iPads, smartphones, internet & security
- Provided support for cameras, tracking systems and more efficient training for Transit
- Worked with Housing on their website presence & updates
- Worked with Senior Services to launch & support their new equipment
- Worked with HR on careers website
- Cody Miller finished his undergraduate degree

Unfinished Business:

- There was a brief discussion regarding comments received on rebranding. To date there has been only positive feedback.

New Business:

➤ **Linda Carter – Change of Scope for HS/EHS Grant**

The numbers and reasoning behind the request were reviewed. After discussion, Annie Fritschner motioned to approve the Proposed Change of Scope for Grant #04CH011737. Kelly Burgin seconded. All were in favor.

➤ **Linda Carter – Change of Scope for EHS/CCP Grant**

The numbers and reasoning behind the request were reviewed. After discussion, Annie Fritschner motioned to approve the Proposed Change of Scope for Grant #04HP000306. Ellen Steele and Kelly Burgin both seconded the motion. All were in favor.

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

Adjournment:

Kim Wilson called for a motion to adjourn. Annie Fritschner so motioned. Al Wilson seconded. All were in favor. The meeting adjourned at 7:26 pm.

Our next board meeting is scheduled for Thursday, August 11, 2022 @ 6:00 pm.