

BOARD OF DIRECTORS MEETING

September 8, 2022

Members Attending Virtually: Al Wilson, David Carfolite, Donecia Santana, Ellen Steele, Kelly Burgin, Kim Wilson, Lora Baker, Noah Rose, Richard Reagan, and Shannon Perry. (10)

Members Absent: Annie Fritschner (resigned), Barbra Toler, Katherine Parnell, Lisa Fort, Luke Huntley (removed), Matt Balance, and Shelby Ball. (7)

Guests Present: Angela Kemper (1)

Staff Present: David White, Iby Whitten, Linda Carter, Terri Bowman, Bobby Kimmons, Amy Phillips, Jennifer Maynor, Kim Hall and Rocky Cabagnot. (9)

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

Announcements:

- Annie Fritschner has resigned from the board. We are thankful to Annie for her years of service and wish her well on her next adventure.
- The October 13th board meeting will be held in person at the Kudzu Cottage of Highland Lake Inn @ 6:00 pm. Dinner will be served. A virtual option is available for those unable to attend in person.

Minutes of August 11, 2022 Board of Directors Meeting:

Kim Wilson called for questions and/or corrections regarding the minutes of August's meeting of the Board of Directors. None was proffered. The minutes stand approved as submitted with a motion from Shannon Perry and second by Al Wilson. Lora Baker abstained. All others were in favor.

Chief Executive Officer's Report:

- **Safety Highlights:**
David updated the board on the work we have done to update/upgrade our safety systems companywide since Tim Camp joined us as Facilities & Safety Director.
- **Impact Health Update:**
Next week we will be resubmitting a grant application for housing and transportation only. Impact already had partners for some areas we addressed in our original application.
- **WNCSource Softball Team:**
The team took Silver in their division. Terry Bowman spoke and thanked everyone who participated. Linda Carter reported that we had an applicant comment that a softball team says a lot about our companies' culture. A point we have stressed in our recruitment.

Executive Committee Report:

- The committee has been working on the slate for next year's executive committee. Anyone interested in serving please contact Kim Wilson, David White or Kim Hall.
- The committee is working to complete the CEO's annual review.
- The committee received good insight from a preview of the Board Self-Assessment Survey report that will be presented later in this meeting.

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

- The Treasurer's Dashboard was reviewed. Ibbey discussed the account balances and the expected expenditures. Kim Wilson called for questions and/or comments. None was proffered. The report was accepted as presented with a motion from the Finance Committee, and a second by Shannon Perry. All were in favor.

Strategic Plan Updates:

- **Children's Services, Linda Carter:**
Linda reviewed her power point presentation. It is available on the board portal. The power point outlined goals, progress and next steps.
- **Admin Goals 3 &4, Bobby Kimmons:**
Bobby reviewed his power point presentation. It is available on the board portal. The human resource team and the agency as a whole have worked very hard to promote a diverse company culture.

Unfinished Business:

- **Staffing, David White:**
Applications have picked up. We currently have 16 offer letters out. A lot are for the trainee program. Linda added that since the program started in March we have had 12 trainees start.

New Business:

- **Board Self-Assessment Survey, Angela Kemper:**
Angela reviewed her power point presentation. It is available on the board portal. We had 88% participation. The evaluation was anchored in the Strategic Plan Goals, which covered six main topics. The presentation concluded with a list of suggested next steps. There was a brief discussion.
- **FSS Administration Plan, Jennifer Maynor:**
Jennifer presented the plan updates required due to HUD changes. The complete plan is available on the board portal. Kim Wilson called for questions and/or concerns. There was a brief discussion. Kim Wilson called for a motion to adopt the updated plan. Lora Baker motioned to adopt. Al Wilson seconded the motion. All were in favor.
- **Children's Services Self-Assessment Report, Amy Phillips:**
Amy reviewed her report, which is available on the board portal. Kim Wilson called for questions and/or concerns. None was proffered. Kim Wilson called for a motion to accept the report. Shannon Perry so motioned. Kelly Burgin seconded. All were in favor.

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➤ **One Time Supplemental Grant Applications, Iby Whitten:**

- Up to \$250,000 Supplement to our existing Head Start/Early Head Start Grant #04CH011737 to request funding for: roof repairs, IT upgrades, staff training and disease prevention. There was discussion. Kim Wilson called for a motion to approve the application. Ellen Steele motioned to approve. Lora Baker seconded the motion. All were in favor.
- Up to \$250,000 Supplement to our existing Early Head Start Expansion Grant #04HP000443 to request funding for: improving compensation and recruitment marketing. There was discussion. Kim Wilson called for a motion to approve the application. Dave Carfolite motioned to approve. Kelly Burgin seconded the motion. All were in favor.

➤ **Bonuses, Iby Whitten:**

Iby discussed our retention and sign on bonus program. The bonus program was approved in June as part of the Personnel Policies. New guidance from the Office of Head Start asks for specific board approval of the policy. There was discussion regarding the effectiveness. Shannon Perry motioned to confirm board approval of the bonus policy as currently structured. Dave Carfolite 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. Shannon Perry so motioned. Al Wilson seconded. All were in favor. The meeting adjourned at 8:09 pm.

Our next board meeting is scheduled for Thursday, November 10, 2022 @ 6:00 pm.