

BOARD OF DIRECTORS MEETING

December 14, 2023

Members Attending Virtually: Brenda Blackburn, David Carfolite, Ellen Steele, Joshua Kennedy, Kelly Burgin, Matt Ballance, Noah Rose, and Shannon Perry. (8)

Members Absent: Brock Goodling, Carolyn Chandler, Katherine Parnell, Lorraine Redd, (Resigned), Richard Reagen. (5)

Guests Present: Khaled Khiyar (1)

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

Ellen Steele opened the meeting at 6:00 PM. A quorum was present virtually.

Announcements:

- The company mission & vision statements were reviewed.
- Reminder – The Winter Luncheon is next Tuesday @ Kanuga Conference.

Minutes of November 9th, 2023 Board of Directors Meeting:

Ellen Steele called for questions and/or corrections regarding the minutes of November's meeting of the Board of Directors. The minutes stand approved as submitted with a motion from Shannon Perry and second by Brenda Blackburn. All were in favor.

Chief Executive Officer's Report:

- Reviewed the Office of Head Start Notice of Proposed Rulemaking (NPRM) and how it will affect us going forward. There is a 60 day window to submit comments on the proposal. We already meet much of the proposed criteria.
- Briefly reviewed the Change of Scope submissions for the Head Start grants to be discussed tonight.
- Discussed the status of the Developmental Daycare transition. We will retain almost all of their existing staff.

Executive Committee Report:

- Discussed the Office of Head Start Notice of Proposed Rulemaking
- Discussed the upcoming Change of Scope requests
- Discussed the Developmental Day transition
- Discussed Giving Tuesday's board goal
- Reviewed and discussed board member application for Eric Harris. Ellen reviewed his qualifications. The Executive Committee motioned to approve the application. Brenda Blackburn 2nd the motion. All were in favor. His application is approved.

BOARD OF DIRECTORS MEETING

December 14, 2023

Treasurer's Report for October 2023 reviewed by Matt Ballance:

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

HR Report for October 2023, Bobby Kimmons:

- The HR Dashboard was reviewed. Bobby asked for questions and/or comments. The report was accepted as presented.

Unfinished Business:

- None was proffered.

New Business:

- Children's Services – Change of Scope Proposal, Linda Carter
Linda reviewed the requested changes. These changes were recommended by OHS Program Specialists, as well as our outside consultants. Elizabeth Whitten reviewed how the changes will affect and change the budgets. These changes will help us achieve the proposed NPRM changes to salaries, and achieve parity with the school system pay scale, along with investing in other benefits, the apprentice program, and the CDA program.
 - Ellen called for a motion to approve the Change in Scope for Grant #04HP000443. Matt Ballance so motioned. Kelly Burgin seconded. All were in favor.
 - Ellen called for a motion to approve the Change in Scope for Grant #04CH011737. Matt Ballance so motioned. Kelly Burgin seconded. All were in favor.
- Transportation Department - Drug and Alcohol Policy Update, Jeff Roper
Jeff reported that this policy comes to us as a template that has been pre-approved by federal and state DOT. Ellen called for a motion to approve the zero-tolerance policy. David Carfolite so motioned. Kelly Burgin seconded. All were in favor.
- Housing Department – Payment Standards Update, Robert Hooper
Robert reviewed the proposed changes and the federal requirements that mandate these amounts be updated regularly.
 - With a motion to approve the Henderson County updated standards coming from the Housing Committee Ellen called for a second. Brenda Blackburn seconded. All were in favor.
 - With a motion to approve the Transylvania County updated standards coming from the Housing Committee Ellen called for a second. Matt Ballance seconded. All were in favor.

BOARD OF DIRECTORS MEETING

December 14, 2023

➤ Elevator Speech/Fundraising Update, Terry Bowman

Terri reviewed a power point presenting the Elevator Speech that was distributed to the board, along with how and when it should or could be used. Terri also discussed our new semi-annual newsletter, our direct mailing campaign, Giving Tuesday postcards, and the Board donation goal for 2023.

➤ Shout Out, Kelly Burgin

Kelly reported that the staff at the Children's Development Services Agency asked that he present to the board a teacher for recognition of the outstanding care that she provides the children in her King Creek Head Start classroom. "They were just raving about what an outstanding teacher she is and how much her kids love her." They wanted to bring that to the board's attention. Kelly understands that she came up through the Head Start system. Her name is Sunshine Atkins.

Ellen Steele called for any additional business. None was proffered.

Adjournment:

Ellen Steele called for a motion to adjourn. Brenda Blackburn so motioned. Shannon Perry seconded. All were in favor. The meeting adjourned at 7:15 pm.

Our next board meeting is scheduled for Thursday, January 11th, 2024 @ 6:00 pm.