

## BOARD OF DIRECTORS MEETING

August 8, 2024

***Members Attending Virtually:*** Betsy Burrows, Brenda Blackburn, David Carfolite, Ellen Steele, Joshua Kennedy, Kelly Burgin, Madeline Offen, Matt Ballance, and Shannon Perry (9)

***Members Absent:*** Brock Goodling, Khaled Khiyar, Kristian Toro, and Richard Reagen. (4)

***Guests Present:***

***Staff Present:*** Bobby Kimmons, Elizabeth Whitten, Kim Hall, Linda Carter, Terri Bowman and Tim Camp. (6)

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

### ***Announcements:***

- The company mission & vision statements were reviewed.
- The September board meeting will be in person at Highland Lake Inn's Public Dining Room at 6:00 pm. Please make plans to attend.
- The Strategic Planning Retreat will be held in person at Highland Lake Inn's Kudzu Cottage on August 28<sup>th</sup> from 1:00 to 5:00 pm. Please make every effort to attend.
- Kelly Burgin has resigned from the board. We thank him for his many years of service. Enjoy your retirement.

### ***Minutes of July 11<sup>th</sup>, 2024 Board of Directors Meeting:***

Ellen Steele called for questions and/or corrections regarding the minutes of July's meeting of the Board of Directors. None was proffered. The minutes stand approved as submitted with a motion from Matt Ballance and a second by Kelly Burgin. All were in favor, none opposed.

### ***Chief Executive Officer's Report, Ellen Steele:***

- Dogwood Health Trust awarded us a Strategic Opportunities Grant for \$681,414.00. The funds will be used as follows: \$535,810 for capital improvements for WNCSource's affordable housing complexes in Transylvania County and \$145,604 to support the first year of operations of our Developmental Day Program.
- Strategic Planning update: So far, we have any over 200 survey responses from the community and staff. We have conducted two focus groups and over a dozen stakeholder interviews. The results will be reviewed during the August 28<sup>th</sup> planning meeting.
- Advocacy: David and other staff have been meeting with Representative Chuck Edwards regarding our Head Start program and the Older American's Act that funds our Older Adult Services program. He will also be in Washington, DC attending the National Head Start Association Fall Leadership Institute spreading the word about Head Start and Early Head Start on Capitol Hill. Board members are invited to attend.

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### ***Executive Committee Report, Ellen Steele:***

- The committee reviewed and discussed the items covered in the CEO report.
- The Committee presented the following board membership application.
  - Terry Houck – Local business owner – Learning-to-Lead, LLC.Motion from the Executive Committee, 2<sup>nd</sup> from Shannon Perry.  
All in favor. None opposed

### ***Treasurer's Report for June 2024 reviewed by Matt Ballance:***

- The Treasurer's Dashboard was reviewed. The Chair called for questions or comments. None was proffered. The report was accepted as presented with a motion from Shannon Perry, and a second by David Carfolite. All were in favor, none opposed.

### ***HR Report for June 2024, Bobby Kimmons:***

- The HR Dashboard was reviewed. Bobby asked for questions and/or comments. The report was accepted as presented.
- Bobby reviewed the updates to the Children's Services dress code. The update was approved with a motion from the Personnel Committee, and a second from Kelly Burgin. All were in favor, none opposed.

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

- Ellen reported that all 14 board members unanimously approved the electronic vote to for a one time Capital-funding request for Grant #04CH011737 to support our Head Start and Early Head Start programs in Henderson County.

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

- None was proffered.

The Chair called for any additional business. None was proffered.

### ***Adjournment:***

The Chair called for a motion to adjourn. Kelly Burgin so motioned. David Carfolite seconded. All were in favor. The meeting adjourned at 6:29 pm.

Our next board meeting is scheduled for Thursday, September 12<sup>th</sup>, 2024 @ 6:00 pm in the Highland Lake Inn – Public Dining Room.