    

Governing Board Meeting Minutes

January 25, 2021

5:00-6:30 pm

Attendees:

* Katy Bair, Lochlan Wooten, Carolyn Dorrell, Holly Scofield (CFO), LaShaun Curry, Lauren Elliott, Deborah Boone, Jennifer Berryman, Charlotte Berry and John Browne

1. Call to Order- Meeting was called to order at 5:03pm by Carolyn
   1. Group confirmed quorum with 8 people in attendance at start of the meeting
   2. Minutes from December meeting were approved by the board (Lochlan provided motion to approve; Deborah provided second)
2. Financial update
   1. Monthly Financials- provided by John (Holly on the call as support)
      * Holly noted we are in a positive state with spend; continued funding will help with PPE requirements/safety focus for locations
      * John confirmed proactiveness; health coordinator is ordering supplies in advance to avoid scarcity
   2. Funding update
      * Document shows $26k received from SC Cares Act Funding; approved for $3k from Richland County (check still coming in- applied for last Feb)
      * Awaiting to hear back from NORD family foundation- clarity was provided to ensure funding spending- expect answer/confirmation in February
      * Waiting to hear back from capacity building grant from CCCF- applied back in Fall
3. Old Business
   1. Annual Single Audit – complete
      * Holly confirmed receipt of revised draft of 990 from auditors; Holly to review and resend to John to submit to the board
   2. Continuation grant
      * Awarded funds/notice of award on 12/19/2020- after Christmas funds were available (funded for another calendar year)
   3. Uway $10M gift received
      * February RFP mtg- John to meet with Education coordination (since our grant falls under education)- John to present Request for Funding Proposal
      * John to reinforce work done with programming, increasing staff giving, etc. to validate ask for full funding
      * Goal to receive ongoing funding as a result of this grant receipt- to be confirmed
4. New Business
5. COVID-19 closure(s)
   * 1 positive exposure since last meeting (Arthurtown)
   * DHEC guidelines (complete quarantine period; no longer contagious- 10 days out from being symptomatic); DSS liaison indicated no return to work until test negative
     1. John to reach out to head start regional specialty
     2. Directors mtg (First Steps)- sharing policy intel as well; mtg scheduled for week of 2/1- John to address
     3. John to relook at our policy to determine return policy/ implications for staff
        1. John to provide update to board as more is uncovered/revised (before next board mtg.)
     4. Lochlan to share policy with Riverbanks Zoo for reference
6. HVAC issues at Children’s Garden
   * Ongoing issue with heat/air conditioning- caused us to close recently to allow for unit work
     1. Children were able to virtually participate in education; however staff and parents are inconvenienced, etc.
   * Issues have been resolved (3 days counting)
   * John discussed with church leaders on future plan for upgrades/long-term corrections
     1. They will write a grant to get the funds from lead organization to fix the boiler
7. Staffing vacancies (Tender Years, Children’s Garden, BHQA)
   * Down 3 staff positions
   * Excess grant funds (due to vacant salaries)
8. Policy revisions (requires a vote)
   * Revisions to existing policies + 1 new e-signature document sent to the board (based on consultant feedback)
   * Deborah asked in re: the homeless policy; cannot *require* any verification (based on school district experience)
     1. John to connect Gloria with Deborah to discuss further/clarify learnings
   * Board approved (with exception of homeless document) documents to move ahead
9. Program Director’s Report
   * Attendance struggling with virtual (logging in varies)
   * CACFP application approved; submitting claims
   * Wait list remains strong; hopeful that as vaccine takes hold we will be able to add more children (Arthurtown is fully staffed/can accept more children)- TY and CG are at full capacity with staff to date
   * Carolyn asked about the Fatherhood Program; continues to struggle (now all virtual). Tends to do better when activities are sent home with request for recording/pictures to be taken (see on social media)
     1. Opportunity for media relations/news story to get local awareness around VCM activity
10. FA II monitoring review
    * Lochlan participated in review to provide board perspective
    * Review may not be until late Spring/early summer (TBD); when letter is received, it will provide 45-day prep time for mtg/onsite review
      1. Intel to date requires more detail/more information in responses to succeed
    * Individual suggested tweaks to policies, resulting in above revisions; inclusion of an e-signature document
11. Community Assessment and Self-Assessment Teams
    * 2021 process- Head Start mandated process (every 5 years; update every year); Self-assessment- every year
      1. John will have project leads reach out for interest
      2. Several months process expected- expect to submit by late summer (July/August)- to Governing Order/Policy Council for approval
12. Promotions
    * 2 individuals for consideration (similar responsibilities; more management responsibilities) for March 1st promotions (alleviate John managing too many individuals directly)
      1. Althea Benson- Education Coordinator- to Education Manager (supervise Center Directors)
      2. Gloria Watson- Health Coordinator- to Family Service Team Manager (direct supervisor of two Family advocate and Family Health Specialist)
      3. Both individuals would report to John; John confirmed ability to manage existing responsibilities with increased supervisory responsibilities
      4. John to provide board with an org chart for VCM and John to send a blurb of positions to help influence voting on these two requests (expect to vote in Feb mtg)
      5. 90-day probationary period before compensation is determined for additional responsibility
         1. John/Holly to assess increase (~3-5k inc. total) in salaries/implications
13. Election of New Board Member
    * Uway recommended individual received by board
    * If group agrees to offer an invitation; John has a formal letter to email to candidate when making a formal offer
    * Charlotte confirmed dedication of individual and feels confident in his commitment, activeness, and role he could play on the board
    * Interest in our interests and sister agencies
    * Goal to add 2-5 more members to round out the board
    * Lochlan to provide the board assessment form to help inform our further thinking
      1. i.e. Medical professional, younger demographics, male/female ratio, etc.
14. Digital Newsletter (starting week of 2/1)
    * New digital newsletter will deploy (to replace prior printed newsletter copy)- stay tuned!
15. Date of Next Meeting: February 15, 2021.
    1. To be rescheduled to account for the holiday
16. Adjournment

Motion to adjourn made by Charlotte Berry with a second provided by LaShaun Curry. Motion passed, all in favor. Meeting adjourned at 6:08pm.