

## BOARD OF DIRECTORS MEETING

August 12, 2021

**Members Attending Virtually:** Lora Baker, Shelby Ball, Matt Balance, Annie Fritschner, Noah Rose, Luke Huntley, Rhodney Norman, Katherine Parnell, Shannon Perry, Donecia Santana, Barbra Toler, Al Wilson and Kim Wilson.

**Members Absent:** Kelly Burgin, Kelly Johnson, and Debbie McCrary.

**Guests Present:** None.

**Staff Present:** David White - CEO, Elizabeth Whitten - CFO, Linda Carter – Children’s Services Director, Tim Camp – Facilities & Safety Director, Deb Haight – Senior Services Director, Bobby Kimmons – HR Director, Terri Bowman – Grant Writer/Fundraiser, Jeff Roper – Transit Operations Manager, Rocky Cabagnet – Fractional Council, and Kim Hall – Executive Assistant

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

Kim Wilson congratulated Apple Country driver, Marvin Holbert, who was WLOS TV’s person of the week. Marvin has worked for WCCA ACT for 19 years. We appreciate Marvin and all his hard work. This highlights again all the great employees and the fantastic work that is being done by this organization.

### **Minutes of July 8, 2021 Board of Directors Meeting:**

Kim Wilson called for questions and corrections regarding the minutes of July’s meeting of the Board of Directors. The minutes stand approved as submitted with a motion from Annie Fritschner and second by Katherine Parnell. All were in favor.

### **Chief Executive Officer’s Report:**

- Terri Bowman received a well-deserved promotion to Development Director.
- WCCA won three categories of the Best in Blue Ridge competition. Best Boss, Best Day Care, and Best Employee Recognition Program. We came in, in the top three in: Best Overall Leadership, Best Company Culture, Best Benefits Program and Best Non-Profit. We will be using these accolades for recruitment.
- Job Fair Updates: We got three candidates from our Transylvania County Job Fair and 10 from our Henderson County Job Fair. We still need teachers. We are continuing to work hard to fill these spots.
- The Executive Committee will discuss Covid policy changes.
- “Mothers of the Bride” fundraiser is scheduled for Sunday, August 22, 2021 @ 2:00 PM at the Flat Rock Park Pavilion. So far, we have \$3200 in sponsorships, and 20 tickets sold. Press releases went out last week and will go out again next week. Please get your tickets and join us if possible.

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### ***Executive Committee Report:***

- More materials for the upcoming orientation and training will come out over the next few weeks. An updated welcome letter and board application were sent out. All Board members are asked to review the letter and complete the new application. Please submit any comments or concerns to Kim Wilson or Kim Hall.
  - Training Session 1 will be held August 30, 2021 @ 10:00 am and will cover Finance and Fundraising.
  - Training Session 2 will be held on September 13, 2021 @ 3:00 pm and all other departments will present.
  - Trainings will be recorded and uploaded to the Board Portal for future orientations.All board members are invited to attend and contribute feedback.
- We have hired a consultant to facilitate our 1303 Head Start application for funding our Columbus facility.
- The committee discussed the memo sent out by David outlining that WCCA wants to follow DHHS guidelines. The Executive Committee fully supports this policy. WCCA wants to require employees that have not given proof of vaccination to be part of a weekly testing program. We are currently working through the details of when, where and at what cost. The board discussed logistics, timing and cost (do we absorb or will employees be required to cover part). We currently have a 55% vaccination rate. Testing could move to bi-weekly or monthly if we meet certain criteria. The Executive Committee motioned to approve the policy outlined in David's 08/12/21 memo with the addition of the word "weekly" testing with an effective date no later than October 1, 2021. Matt Ballance seconded the motion. All were in favor.

### ***Treasurer's Report for June 2021 reported by Al Wilson, Treasurer:***

- Al Wilson reviewed the treasurer's report dated June 2021.
- The Finance Committee met yesterday and reviewed the 2022 budget draft, wage comp study (including the wage ranges), and Columbus financing. The 2022 budget draft will go out to the full board soon. There is a contract pending. We will be ready to vote on the final budget at the September board meeting.

Kim Wilson called for questions regarding the Treasurers Report. There were no questions. The Finance Committee motioned to accept the report. Matt Ballance seconded the motion. The report was accepted as submitted. All were in favor.

### ***Wage Comparability Study by Bobby Kimmons:***

We contracted with Wipfli LLC to complete our tri-annual wage comp study. Wipfli is an industry leader in accounting, data management and consulting. Bobby gave an overview of the number of positions tested, inflation rates and Wipfli recommendations. The study has been reviewed and approved by the Personnel and Finance Committees. The said committees motioned the board to adopt the study and new wage range scale. The board declined to vote at this time with a motion from Noah Rose and seconds from Matt Balance and Al Wilson. Barbra Toler abstained. The Wage Comp Study will be posted to the board portal and a google forms vote will be sent out after the members have had an opportunity to review the study.

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### ***Strategic Plan Updates:***

***Finance by Elizabeth Whitten:*** Ibbey reviewed her power point presentation.

- Significant Challenges: Reliance on single source funding for existing programs, Lack of diversification in funding sources.
- Next Steps: Become Community Ambassadors, Look for grant and partnership opportunities, Advocate for WCCA fundraising, personally contribute, as you are able, or introduce potential donors.

***Senior Services by Deb Haight:*** Deb reviewed her presentation.

- ***Goal 1:*** Evaluate the existing and future needs of Senior Services in Transylvania County. This goal is still a “work in progress”.
  - There is some discussion about creating a Senior Services Committee.
  - We have had several staffing changes.
  - Covid has caused our focus to be on revitalizing our congregate program.
  - We participate in several groups to discuss programs and avoid duplication of services.
  - We received a WNC Bridge Grant to offer afternoon programming at our Quebec Center. Computer skills and crafts are the highest rated activities.
  - We have provided shelf stable meals thanks to Covid funding.
  - We have been documenting activities for publication and are working towards a larger volunteer base.
  - Our new Bargain Hendo Thrift Store is turning a profit after just eight months.
- ***Goal 2:*** Explore opportunities for sustainability or expansion of services
  - We have increased our attendance at Transylvania County Council on Aging, joined the Senior Task Force Group, and become actively involved in Food Security Group. We are members of NCCARES360. We have increased our partnership with Land of Sky. Transylvania County transportation has helped us deliver meals.
  - We have also started collaborating with the local “Baptists on Mission” outreach group. This increases our association with Lake Toxaway Charities.

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

- None was proffered.

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

#### ➤ ***Grant application approval request:***

Terri Bowman requested approval for a \$30,000.00 Perry Rudnick grant application for renovation costs at the Tebeau Drive property. The application is due by the end of the month. Matt Ballance motioned to approve the application. Annie Fritschner seconded the motion. All were in favor.

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

*Adjourn:* Kim Wilson asked for a motion to adjourn. Annie Fritschner so motioned. Matt Ballance seconded. All were in favor. The meeting adjourned at 7:05 pm.

Our next board meeting is scheduled for Thursday, September 9, 2021 @ 6:00 pm.