

## **Victory Village Board Meeting: July 23**

- Welcome to Janel Lancaster, to ex-officio member representing UNC Health
- **Financials:**
  - Jean Holliday:
    - Unexpected: Better net revenue than budgeted for. Kudos to Jeanne and Financial team on the Board
    - Clarification: PPP loan sits on balance sheet as debt owed by Center until debt is forgiven. Until then, salaries/wages paid by PPP loan are still in financial report.
    - In much healthier financial position in 2020 vs. 2019 but still work to do to ensure that standing for future. Positive news but board must focus on preparation and 'what-ifs' of the future.
    - All credit card debt paid off except for limited amount from Dell on lease with low interest rate.
  - Jeanne Wakefield:
    - Budget accounts for census reduction of 25%. Have a good plan barring the huge negative unforeseen circumstances causing long-term closure.
    - Mentions need to accrue liability for potential UNC Energy bills not being received for past several months.

## **Communication of COVID+ Test Results**

- Raced to get communication out to teachers and parents in class with COVID case.
- Future plan includes separate communication to the board.
- Jeanne: now better understand the process and how it works with Health Department.
- Best outcome so far – not spread beyond one teacher and one student. Quarantine for children over. One of teachers not planning to be back til August.
  - Mel: Lots of discrepancy with info received, but communication between families in impacted classroom was a positive.
    - Derek: A recommendation for future situations. Also suggest an FAQ.
  - Edith: Agreed. Best info from Erica Pettigrew with OC Health Dept., UNC Family Medicine/Occ Health
  - Mel: Also recommend reinforcing expectations outside of work re: risk.
  - Jeanne: Had good session with ~20 teachers in past week to talk about the experience and their behaviors. Agree that protocol and FAQ may be helpful.
  - Will: Will reach out to hospital for criteria they use for COVID-related absences.

## **Contract Negotiations with University and UNC Health**

- Short extension until Aug. 31, 2020
- Derek taking the lead on this and has hospital relationships. Would like to have a co-leader on the University side to help.
- Audra volunteers to help and has connections with senior finance leaders.

## Executive Director Recruitment

- Edith:
  - Many thanks to Jeanne for all of her work over 16 years and during pandemic.
  - Jeanne's contract expires March 31, 2021.
  - Previous search in 2019 resulted in a failed search.
  - We know we want to better engage parents and Jeanne in this search to ensure a best approach and transition.
- Mel: My question is do we have to proceed. Has the situation changed and is Jeanne interested in remaining?
- Jeanne: Was initially planning to work until Jan. 2022. It wouldn't be my choice to leave when contract expires but will work with board for a good transition whenever that happened.
- Derek: Important to consider Jeanne has been front/center to help address and resolve issues of past 6 months. Would like to go about this in a transparent way and to recognize accomplishments of the Center. Would like Jeanne a part of conversation whenever appropriate. We can and should do better.
- Jeanne: Shares appreciation and amount of respect for this Board, working as co-equals. Will plan to work with Board on what is best for Center.

## Graduation

- Graduation photos held Tuesday outside to ensure safety.
- Jeanne: Brainstormed with expansion teachers to brainstorm ideas of a driving graduation parade. Have caps/gowns for kids, teachers would line up out front and then present each child a diploma, piece of cake, cheers and a gift for each child as their family drove up. Tentative date of Aug. 14.
- Budget for Graduation:
  - Center would buy the gown.
  - Families could choose to buy a gown. Would just pass expense along.
  - Otherwise, could offer a used gown that we'd ask the families to return after the event.
  - Ask parents to kick-in \$10/child.

## Executive Director Report

- Jeanne:
  - Ramp-up of children from ~72 in July to 119 in September is going well. Erica is critical to this process and a huge help. Expect to be fully enrolled by end of next week.
  - Keaondra Forrest accepted the Associate Director position effective September 1<sup>st</sup>. Keaondra is currently working as a temporary teacher in one of our preschool classrooms. The staff and teachers like her and we're looking forward to it.
  - Personnel Committee Issues:
    - Need to talk through with HR team about diminishment of staff in case of increased staff issues, COVID-related leave, etc.

## **Committee Updates**

- Personnel:
  - Janel to join Mark on Personnel Committee.
  - Audra to work with University to find a University, non-board
  
- Buildings and Grounds
  - Hospital to replace damaged cabinets and put in seamless sinks where needed.
  - Will to connect with Jeanne for a couple potential times to clean out shed and determine best place for equipment and assess what's required to repair the shed. Both University and Hospital feel that this is Center responsibility given that it isn't fixed piece of equipment.
  
- Fundraising:
  - Jen/Mel connected on possible opportunities
  - Biggest opportunity related to rebrand/refresh of website

**Move to Closed Session at 7:43 p.m.**

**Return from Closed Session at 8:02 p.m.**

**Adjourn at 8:03 p.m.**