Burke County Smart Start, Inc.
Board of Directors' In-Person/Zoom Meeting Minutes
BCSS Large Conference Room
Thursday, November 6, 2025
4:00 p.m.

DIRECTORS PRESENT	DIRECTORS ABSENT	OTHERS PRESENT
Stephanie Ashley	Thadd Hodge (unexcused)	Kathy Smith
Brian Barrier	Denise Hudson (unexcused)	Vickie Deal
Kasey Gardner	Kay Milton (excused)	Tammy Roper
Jacquie Grady	Tina Mosley (excused)	Al Smith
Jasper Hemphill, Jr.	Sally Sandy (excused)	
Jessica James*	Miranda Smith (excused)	
Rebecca McLeod	Joset Taylor (excused)	
David Rust		
Chuck Schlein		
Valerie Shook		
Jim Wilson*		

**Attended via Zoom*

A. Establish a Quorum, Call Meeting to Order, and COI Reminder– Jasper Hemphill, Jr.
1. Request all participants sign the chat box who are attending via Zoom.
2. Welcome new director, Jessica James.

Board Vice Chair Jasper Hemphill, Jr., established a quorum with 11 of 18 directors in attendance and called the meeting to order at 4:05 p.m. He asked directors to declare any potential conflicts related to the agenda items. Mr. Hemphill, Jr., requested the Zoom participants sign the chat box as a record of attendance.

Board Vice Chair Hemphill, Jr., welcomed new director Jessica James.

The agenda and supporting documentation were emailed to all directors on 11/5/25.

B. Approval of Agenda
Motion: To approve the agenda as presented. Motion: Rebecca McLeod, seconded by: Stephanie Ashley, unanimously carried by board.

C. Approval of September 11, 2025, Board of Directors' Annual Meeting Minutes (emailed 9/22/25)
Motion: To approve the 9/11/25 Board of Directors' Annual Meeting Minutes. Motion: Rebecca McLeod, seconded by: David Rust, unanimously carried by the board.

D. Approval of September 2025 Financial Statements
Motion: To approve the September 2025 Financial Statements as submitted. Motion: Jacquie Grady, seconded by: Kasey Gardner, carried unanimously by the board.
Mrs. Smith reviewed the Financial Reports including the Private/Restricted and Non-Restricted Funds and Grant Report, the Smart Start Administrative Financial Report, and the Direct Service Provider (DSP) Financial Reports with the board.

Mrs. Smith stated the LP had still not received a budget for FY 25-26.

There were no questions regarding the financial reports.

E. September - October 2025 ED/Staff Reports to the Board – Kathy Smith
Mrs. Smith reviewed the ED Report briefly and noted a few highlights in her report including the New Board Director Orientation for Jessica James; Strengthening the Network with NCPC; Dogwood Health Trust; TSG Training; BCBS Grant Application (to pay for various mental health services for staff); BEARS Training; and Finch Literacy Screener. She requested the directors read the ED and Staff Reports at their leisure.

F. Discussion Items – Kathy Smith

1. **Annual Program Evaluation Report FY 24-25** (emailed to Board 11/4/25) – Al Smith
   Mr. Smith reviewed and explained the purpose of the Annual Program Evaluation Report. The report was emailed to the Board in a separate document on 11/4/25. This Report validates to NCPC that the Burke County Partnership monitors each Direct Service Provider (DSP) and is programmatically responsible with the Services funds allocated. It states the outcomes and outputs for each program and is used by the Grant Review Committee to recommend programs for the Annual Submission of Activities to NCPC for the subsequent year.
   Mr. Smith noted this would be the last time he reported on Quality Maintenance for Non-Subsidized Children as it is now under Resource and Referral.

G. Action Items

1. **Motion from the Executive Committee (EC): To approve the LP's IRS Form 990 for FY 2024 prepared by Mast, Evans, and Isenhour** (emailed to BOD 10/28/25). Motion: EC, seconded by: Rebecca McLeod, unanimously carried by the board. There were no conflicts of interest.

H. Adjournment
There being no further business, the meeting adjourned at 4:55 p.m. upon Motion by: Chuck Schlein, seconded by: Jacquie Grady, carried by the board. The next board meeting is scheduled for January 16, 2026, at 4:00 p.m. at the LP's large conference room.

These Minutes are hereby certified as the official Burke County Smart Start Board of Directors' Meeting Minutes.

Submitted By: _____
Vickie R. Deal, BCSS Executive Assistant

Approved By: _____
Chuck Schlein, Board Secretary

Approved By Board of Directors: _____
Date