

Hope Academy Advisory Board Meeting Minutes

Tuesday, February 12th, 2019 (Make up date for Tuesday, January 29th, 2019)

1. Introduction of board members and attenders

- a. Present
 - i. Peggy Allen- Hope Academy Director
 - ii. Cindy Maxwell- Registered Nurse
 - iii. Diana Dermid- Parent
 - iv. Harriet Hilton- Realtor
 - v. Daniel Shetley- Guardian, Hope for the Future
- b. Not Present
 - i. Andy Craver- Pastor, Upward Christian Fellowship
 - ii. Dr. Greg Mathis- Pastor, Mud Creek Church
 - iii. Elsa Jarrin- Attorney
 - iv. Susan Sneed- Financial Manager, Mud Creek Church
- c. Others Present
 - i. Suzy Freels- Grievance Board Chair
 - ii. Paige Hannah- Hope Academy Assistant Director

II. Accreditation

- a. Passed with 3-year accreditation from carf international.
- b. Will continue to uphold the standards for annual review
- c. Will apply for reaccreditation in 3 years

III. 501(c)3

- a. Hope Academy's application for 501(c)3 was submitted on August 25th, 2018.
- b. Government shutdown delayed any response from the IRS
- c. If we have not heard by February 25th we can call and request a status update.

IV. Licensure

- a. Nc Department of Health and Human Services
 - i. Friday Peggy and Paige will travel to Raleigh for the initial NC Department of Health and Human Services interview of policies and procedures
- b. Vaya
 - i. Vaya has passed Hope Academy to the second step for approval.
 - ii. This step consists of showing need. Hope Academy has been established for 11 years and has had a consistent client base showing need.
 - iii. Hope Academy is also one of only three day programs in the county for this population.
 - iv. We hope to be able to bill Medicaid around April.
 - v. Billing staff will be taking an upcoming Medicaid training course.

V. Policy Updates

- a. Late Policies
 - i. Several members are being picked up after 4:00 on a regular basis.

- ii. This causes staff to be unable to complete required documentation each day and to be able to leave work on time.
 - iii. Hope Academy will now close at 3:45, allowing staff time to complete all documentation.
 - iv. Members who are not picked up by 3:45 will be charged a late fee.
 - v. We have also implemented a \$25 late fee for tuition that is not paid on time, as this has also become an issue.
 - b. Conflict of interest Policy
 - 1. If a member or their LAR has a complaint it is to be filled first with the Director. If the concern is about the Director or her family, the complaint should be filed with the Advisory Board.
 - 2. If it cannot be resolved there, the complaint will be taken to the grievance committee.
 - 3. If it is not resolved there, or if it is a violation of human rights, it will go to the Human Rights Committee.
- VI. Summer Camp
 - a. In January a letter was sent that we did not have sufficient funding for a 2019 summer camp.
 - b. Since then, we have received a donation and a grant that will allow us to offer a very limited camp.
 - c. Next year we hope to return to our full camp.
- VII. Review of Problematic situation with prior members
 - a. Legal action may be necessary, beginning with a cease and desist letter to all parties involved
- VIII. Community Events
 - a. Dances- March (Under the Sea theme) and October (Masquerade theme)
 - b. End of Summer Celebration
 - c. Thanksgiving Lunch
 - d. Christmas Party
 - e. Mother's Day Tea
 - f. Father's Day (BBQ and cornhole?)
 - g. Parent Support Group
 - i. Will meet quarterly
 - ii. Assists parents with community resources (Innovations registry, physicians, etc.)
- IX. Future Dates- Tuesday, April 30th at 6:00 PM