

Kids Central Inc.
Board of Directors Meeting
May 19, 2005

The Board of Directors of Kids Central Incorporated met on May 19, 2005 at the Kids Central administration office. Donald Baker, Chairperson, called the meeting to order at 11:00 a.m.

Board Members present: George Aichel, Jewell Askins, Donald Baker, Paul Buchanan, Charles Hay, Edward Hutchinson, Heather Strong, and Shannon Scott

Staff present: Darrell Edwards, Lisa Barton, Chris Austin, Sandra Willis and Ken Smith

Others present: Jim O'Quinn, Donna Meade

Paul Buchanan made a motion to accept Jim O'Quinn as a Board member. Charles Hay seconded the motion. Motion carried.

Minutes:

Prior to consideration of the minutes, the Chair made it known that Donna Raines had sent a letter stating she could not attend the April meeting and also informed Donald Baker that she would not be attending the meeting today. The attendance records shall show her as being excused for these two meetings.

The Board reviewed the minutes of the previous meeting.

The Chair asked if anyone had any comments or questions about the minutes. George Aichel stated he had some questions regarding the information in the minutes, not the minutes themselves.

Ø On page 2, under Policy Council Report, the question of what constituted an immediate family needs to be answered.

Ø On page 4, paragraph 2, concerning the Educational Services Director position, a decision needs to be made to determine the involvement of the Personnel Committee in the hiring of staff.

Ø On page 4, can the By-Laws be changed to call the Manpower Committee the Personnel Committee?

Darrell Edwards stated that these issues would be addressed later during the meeting.

With no corrections to the minutes, George Aichel made a motion to approve the minutes of the previous meeting. Paul Buchanan seconded the motion. Motion carried.

Finance Report:

Lisa Barton gave the finance report. She notes that we have two payrolls remaining for this fiscal year. One will be a regular payroll and June 9th payroll will cover seven days from this fiscal year.

As of the end of April, we have spent 85% of our Head Start budget and 78% of our Early Head Start budget. There are two USDA reimbursements due for this fiscal year that have not yet been received.

This year's in-kind for Head Start will be just at the required amount. Early Head Start will have an excess of in-kind for this year. With the loss of blended services, we will lose approximately \$260,000 in in-kind. We need to remember to document all eligible in-kind. We must have \$.25 per every federal dollar received. Paul Buchanan suggested that we inquire other foundations such as the Holyfield Foundation, the Slemp Foundation and Napoleon Hill Foundation to help with in-kind donations such as the Phipps Foundation does.

George Aichel made a motion to accept the financial report. Charles Hay seconded the motion. Motion carried.

Policy Council Report:

Heather Strong gave the Policy Council Report. The Policy Council heard and/or approved the following:

- Closeout of the year
- Western Kentucky University Review
- Pay increases
- Proposed organizational chart for 2005-2006
- New Hires
- Bus routes and the hours of operation for the centers
- The By-Laws as revised
- The Discretionary Days Policy, which will be effective June 1st
- The dismissal of two employees

The Policy Council agreed that the definition of immediate family is a family member in the household or a household member.

Old Business:

Annuals:

Darrell Edwards presented annuals from the classrooms for the Board members to look at. Every center had annuals made and every parent received one. Darrell noted that he did not approve a professional photographer to take pictures of the children in the classrooms. Parents are not to pay for any services and some parents did purchase the pictures.

Western Kentucky University Review:

Western Kentucky University conducted a review of our program May 3rd and 4th. They did an excellent job. We received the written report from them today, which was given to the Board members and staff. We have begun making some changes. Most of the recommendations were common sense issues. The report may not be flattering to the agency, but for us it will make the 2005-2006 school year a new beginning.

Darrell stated that he appreciated the support from the Board to allow this review to be conducted.

The Board members should to review the written report and bring any questions to the next board meeting. This will be addressed on the agenda.

Proposed Organizational Chart for 2005-2006:

The organizational chart was presented for the 2005-2006 school year. It was noted that the new Educational Services Director position is a Senior Management position. Charles Hay made a motion to approve the organizational chart. Jewell Askins seconded the motion. Motion carried.

Election of Officers for 2005-2006:

The election of officers for the 2005-2006 years was discussed. The nominations committee felt that the officers should remain as is with no changes. The Board has made good progress this year and they feel changes are not necessary. Donald Baker said he appreciated the support from the members. Jewell Askins made a motion to approve the current officers for another term. George Aichel seconded the motion. Motion carried.

Definition of immediate family:

Darrell stated that immediate family is defined as a member of the household. George Aichel asked if this definition will be stated in a policy. Darrell replied that it will be placed in the operating policies. George Aichel made a motion to list the definition of immediate family in a policy. Paul Buchanan seconded the motion. Motion carried.

Involvement of Personnel Committee

Darrell stated that in his opinion, the Personnel Committee should be involved in recruitment of the Senior Management, Management and Management Support personnel. Heather Strong asked if members of the Personnel Committee could still be involved in the recruitment of other staff. Darrell replied yes. George Aichel made a motion to have the Personnel Committee involved in the recruitment of Senior Management, Management and Management Support staff. Paul Buchanan seconded the motion. Motion carried.

Manpower Committee vs. Personnel Committee

Darrell stated that the terminology in the By-Laws would be changed to state Personnel Committee. George Aichel made a motion to change the words "Manpower Committee" to "Personnel Committee" in the By-Laws. Charles Hay seconded the motion. Motion carried.

New Business:

Discretionary Days Policy:

Lisa Barton handed out a copy of a new Discretionary Days Policy. This policy will combine sick leave, vacation and personal leave. The policy states that vacation will no longer roll into sick leave at the end of the year and sick leave will have a balance limit of 240 hours. Currently, sick leave has a balance of up to 1040 hours, which is six months. We currently offer a short-term disability plan, which becomes effective on the 15th day of absence due to an illness or injury. This policy will be effective June 1. The Policy Council approved this policy at their May 11th meeting. Paul Buchanan made a motion to accept the Discretionary Days Policy. Shannon Scott seconded the motion. Motion carried.

COLA and One Time Funds Application:

Lisa stated we received notice of a 1% COLA but the Regional Office did not state when to implement the increase. We are proposing to use the 1% for staff salary increases and benefits. Jim O'Quinn made a motion to approve the use of the 1% COLA funds for staff salary and benefits. Jewell Askins seconded the motion. Motion carried.

The one-time funds application is due July 8 and we are proposing to ask for funds to install rubberized material for the playgrounds instead of woodchips for all centers except the ones in the school systems. This material should never have to be replaced. George Aichel made a motion to approve the one-time funds application for the rubberized material for the playgrounds. Jim O'Quinn seconded the motion. Motion carried.

Degree Status:

Lisa stated there is some staff that has received degrees from colleges that are not accredited. Last year the Board voted not to accept degrees unless they were from accredited colleges. These staff members are still being paid for their degree. She asked the Board to approve moving these staff members to the appropriate degree level on the pay scale. Jim O'Quinn noted that staff should be made to sign an agreement stating their pay will be decreased. Jim O'Quinn made a motion to approve moving staff members to the appropriate degree level on the pay scale with a signed agreement. Jewell Askins seconded the motion. Motion carried.

Organizational Chart Change:

Lisa stated that the Data Clerk's position has been changed and is now titled the MIS Services Coordinator. Due to this change, this position will move to the Upper Level Management Team level on the pay scale. George Aichel made a motion to approve moving the MIS Services Coordinator position to the Upper Level Management Team level on the pay scale. Paul Buchanan seconded the motion. Motion carried.

Family Service Workers/Home Visitors:

Lisa stated that May 18th was the last day for Family Service Workers and Home Visitors for this school year. The children's last day is May 24th the Education Staff in Wise County works until June 1 and Dickenson County until June 6. She is proposing for next school year that Family Service Workers and Home Visitors work the same schedule as Education Staff. Jewell Askins stated that this decision should be held until the new Educational Services Director is hired. The Board decided to hold for next month's agenda.

New Hires:

Chris Austin presented the Board with new hires. There are three new Bus Monitors:

Rachel Collier at Appalachia I

Pamela Gardner at Wise

Sandra Holbrook at St. Paul

Jim O'Quinn made a motion to approve the hiring of Rachel Collier, Pamela Gardner and Sandra Holbrook. Charles Hay seconded the motion. Motion carried.

Center Operating Hours/Transportation Changes for 2005-2006:

Chris presented proposed transportation changes to the Board. Currently there are eighteen (18) buses running 18 routes for 18 centers. He is proposing to combine the bus routes at fourteen (14) centers. This will eliminate the need for seven (7) buses. To accomplish this, the hours of operation for the centers will be staggered. Chris noted that the hours of operation for the full-day, full-year centers and Early Head Start will be changed to ten (10) hours days. Jewell Askins asked if these changes would affect meals being served in the school systems. Chris noted that there are some problems with this area now and he doesn't know how these changes will affect meals next year. Jewell stated that if approved, the school systems need to be notified now to begin working on meal schedules for our Head Start centers.

George Aichel made a motion to approve reducing the number of buses eighteen (18) to eleven (11) and adjust the hours of operation accordingly. Paul Buchanan seconded the motion. Motion carried.

Proposal for New Buses and Cars and the Old Clintwood Center:

Chris noted that we had previously submitted a proposal to purchase five school buses and five cars for the agency with excess funds from this year's budget. We received a letter from the Regional Office today denying this proposal. The Regional Office did approve the trade of the Clintwood center modular for two modular units from Shirley Mullins. Donald Baker stated that Mr. Mullins has already sold one of the units and is not sure if the other unit is still available. Chris will contact Mr. Mullins today.

Self Assessment:

Chris informed the Board that the Self Assessment was in the process of being completed. We have sent out parent surveys and have received 120 replies. Heather Strong stated she did not receive a survey. The majority of the surveys stated they were satisfied with our program.

Open Comments

There were no comments from the public.

Closed Session

George Aichel made a motion that the Board of Directors convene in closed session to discuss appropriate disciplinary action to take against two employees for violation of the agency's policies and procedures pursuant to the personnel exemption as authorized by Section 2.2-3711(A)(1). Shannon Scott seconded the motion. Motion carried. Members of Senior Management were invited to stay.

After the closed session, Ed Hutchinson moved that the Board reconvene in open meeting. Paul Buchanan seconded the motion. Motion carried.

Certification of Closed Meeting

Pursuant to §2.2-3711(D) of the FOIA of Virginia, the following members of the Board of Directors certify that only those business matters that were identified in the motion to go into closed session were discussed.

Vote: Ayes: Baker, Strong, Buchanan, Askins, O'Quinn, Hay, Scott, Aichel, Hutchinson

Nays: None

George Aichel made a motion to approval the dismissals. Ed Hutchinson seconded the motion. Motion carried.

For the Good of Kids Central:

Darrell Edwards stated he would like to thank the Board members for representing and supporting us during the past year.

Jewell Askins commended Darrell for the review from Western Kentucky University. She notes that you cannot identify and solve problems until they are addressed.

Darrell noted that he and Jewell met to discuss the Educational Services Director position. They drafted a job description. An in-house notice was sent to staff May 19th and the position will be advertised in the newspapers beginning May 25th. Darrell would like to have interviews on June 20th.

Next Meeting:

The next Board of Directors meeting will be June 21, 2005 at the Kids Central Administration office.

Adjournment:

Charles Hay made a motion to adjourn the meeting. Paul Buchanan seconded the motion. Motion carried. Meeting was adjourned at 12:15 p.m.