

Kids Central Incorporated
Board of Directors Meeting
November 15, 2005

The Board of Directors of Kids Central Incorporated met on November 15, 2005 at the Kids Central Administration office. Donald Baker, Chairperson, called the meeting to order at 11:05 a.m.

Board Members present: Donald Baker, George Aichel, Paul Buchanan, Charles Hay, Jewel Askins, and Shannon Scott

Staff present: Darrell Edwards, Lisa Barton, Chris Austin, Kim Addison, Sandra Willis, Mary Collins, Joanne McPeek, and Tammy Mullins

Others present: Carolyn Pierce

Minutes:

Donald Baker asked if anyone had any comments or questions regarding the minutes from the last meeting. George Aichel questioned the terminology "other building" on page 2. It was clarified that the "other building" was referring to the Esserville Center located next door to the Administration Office. With no more questions or comments, George Aichel made a motion to approve the minutes of the previous meeting as written. Paul Buchanan seconded the motion. The motion carried.

Finance Report:

Lisa Barton handed out the financial statements. Darrell Edwards stated that we have been in negotiations with Philadelphia regarding our funding for awhile. We sent a total of six proposals to Philadelphia. They chose the last proposal. Because of this budget cut, we had to lay-off our MIS Coordinator and our Family Services Manager. We have also had to cut eleven (11) days from our operating calendar.

Our enrollment was cut from 449 children to 360. We began preparing for these cuts in July 2004. We currently have 370 children and will be able to sustain 360.

George Aichel asked what we do when we are over enrolled. Darrell replied there was nothing we needed to do, but we must sustain 360. George then asked if Pre-K was going to continue to be a problem for us. Darrell replied that we are proposing to do a joint application with the school system. We need to meet with the new Superintendent for further discussion.

Shannon Scott stated that Governor-elect Kaine wants a pre-school program in all schools. Darrell stated that this is going to hurt everyone. He thinks DHHS will have to help due to this affecting every Head Start program in every state.

Lisa Barton stated that we have still not received an official letter from Philadelphia regarding our final enrollment and budget figures. The financial statements will still use budget figures from last year until we get that letter. Currently, we have spent 41% of our Head Start funds.

Lisa stated that because of the increase in gas and utilities, the figures on the budget have been adjusted. On a good note, our worker's compensation carrier was changed upon renewal November 10th and we came off high risk. Our premium was reduced approximately \$50,000. Donald Baker questioned why liability insurance expenditures were over budget. Lisa explained that we are currently using last year's budget figures with this year's expenses until we receive our official budget change. Some of our insurance premiums are from October to September and our fiscal year is from June to May, therefore some premiums may be prepaid for the following year.

Paul Buchanan questioned the amount spent on repairs. Lisa stated that some of the cost of moving the center at Clinchco from Centennial Heights came from this account.

George Aichel questioned the amount spent on center food. Lisa stated that food costs are reimbursed by USDA. When Centennial Heights closed, it caused a delay in the reimbursements. Most of our expenses for food are reimbursed by USDA.

Paul Buchanan asked if there will be problems with other accounts. Lisa stated that most accounts should be ok. One thing we need to watch is the possibility of losing rental income from the Blood Bank next door.

Darrell stated that the finance committee will need to meet to update the budget when the final figures are received. Lisa states that we will schedule this meeting after we receive the final letter from Philadelphia.

Shannon Scott made a motion to accept the financial report. [Jewell Askins seconded the motion. Motion carried.]

Policy Council Report:

Darrell stated that November's Policy Council meeting had twenty-two (22) in attendance. The Policy Council Chairperson and Treasurer went to Kentucky to pick up donations which included coats. Approximately sixty (60) coats have been given to our families so far.

The Policy Council has begun a breastfeeding support group and a car seat safety program for our parents.

The new Policy Council is a very pro-active group whose participation is 150% more than ever.

Old Business:

Clinchco Center:

Chris Austin reported that we received the Certificate of Occupancy yesterday. This allows us to have the electric and telephone turned on. A 5' chain link fence is being installed today. This fence will be completed and will enclose the center. The next door neighbor has installed a fence around their property for their dog. The driveway has been graveled and grass has been sowed. Licensing will need to make their inspection before we can open.

Donald Baker stated that the dog next door may present a problem. Someone should keep an eye out and report any problems that may arise due to the dog. If the dog was to get loose, it could create problems. Chris stated that the dog was not hostile but it was a Rottweiler. When the privacy fence is installed, the dog should not be able to see the children. Donald Baker once again stressed the concern of the dog located so close to the children.

Appalachia II Center:

Chris Austin stated that Kevin Campbell called him and asked why the church should sell Kids Central the Presbyterian Church building for \$10,000. Chris asked him to come and see what the building was being used for. Chris took Mr. Campbell on a tour of the building, showing him our center and explained what changes we would like to make. Mr. Campbell agreed to sell us the building for \$10,000.

George Aichel explained that the Presbytery, the governing body of the Presbyterian Church, had to approve this sale. They meet three times per year.

There are some conditions to the sale. They have the right to purchase the building back for \$10,000 if we decide to sell, and the church pews are to be removed. Donald Baker stated that the buy back concerns him because if we make major repairs and renovations, which we know we will have to do, it will cost a lot of money which will increase the value of the building.

Blood Bank:

Darrell stated he spoke with Debbie Mullins, Director of Marsh Blood Bank. She states that they are trying to get into a mobile unit and move out of our building in Esserville. She believes they have a lease with us through June 2006. If they do move into a mobile unit, they would need six months for transition. From this conversation, Darrell does not believe they will be moving in December.

New Business:

New Hires:

The following people have been hired by Kids Central:

Peggy Mickens – Bus Driver at Nora

Amanda Reynolds – Bus Driver at Pound

Terry Gentry – Teacher at Ramsey

Jenny Mullins – Classroom Assistant at Clinchco

Paul Buchanan made a motion to accept the above new hires. Shannon Scott seconded the motion. Motion carried.

Conflict of Interest Disclosure:

Darrell gave Board members a Conflict of Interest Disclosure form to complete and return to him.

Operating Calendar:

Due to our decrease in enrollment and funding, our Head Start operating calendar changed. The children's last day changed from April 28st to April 5th. Operating days changed from 156 to 145. The calendar had to be revised due to the change in funding.

George Aichel asked with the MIS Coordinator and the Family Service Manager gone, who will be doing their work. Darrell stated that he has taken the responsibility of the Family Service Workers and Chris Austin, Catherine Moore and Kim Addison has taken the responsibility of the MIS Coordinator's work load. Family Service Workers and the Education staff can do some of the HSFIS work.

George asked if the organization chart needs to be amended to show these changes. Darrell stated it will be changed but not until we receive the official letter from Philadelphia.

George Aichel made a motion to approve the new Head Start operating calendar. Paul Buchanan seconded the motion. Motion carried.

Dickenson County Daycare Center:

Paul Buchanan stated that the Dickenson County Board of Supervisors had the County Administrator meet with Mr. Goldsmith of People Incorporated regarding the Daycare Center in Dickenson County. Paul states that the county can end their contract with People Incorporated effective December 31st. Paul proposes that if Kids Central is interested in the Daycare Center, Darrell should meet with the County Administrator as soon as possible. Paul is certain that the Board of Supervisors would back Kids Central in overseeing the Daycare Center.

Paul Buchanan made a motion to give Darrell Edwards the authority to research information regarding Kids Central operating the Daycare Center and to present this information to the Board of Directors. George Aichel seconded the motion. Motion carried.

The next Board of Directors meeting will be a joint meeting with the Policy Council. The meeting is scheduled for December 13, 2005 at 6:00 pm at Mosby's. Board members may bring their spouse and we will have a center open in Esserville for daycare services.

The meeting adjourned at 12:02 pm.

Edward Hutchinson

Secretary