

Kids Central Incorporated
Board of Directors Meeting
November 21, 2006

The Board of Directors of Kids Central Incorporated met on November 21, 2006 at the Kids Central Administration office. Donald Baker, Chairperson, called the meeting to order at 11:00 a.m.

Board Members present: George Aichel, Teresa Adkins, Donald Baker, Charles Hay, Edward Hutchinson, Sister Bernie Kenny, Shirley Rogers, Shannon Scott, Rick Sutherland, Carl Mullins, and Jason French

Staff present: Darrell Edwards, Lisa Barton, Chris Austin, Kim Addison, and Sandra Harvey

Others present: David Belcher

Minutes:

The minutes of the last meeting were presented to the Board members. With no corrections or further discussion, Ed Hutchinson made a motion to approve the minutes of the last meeting. Carl Mullins seconded the motion. Motion carried.

Policy Council Report:

Jason French gave the Policy Council Report. He stated that the Policy Council seated new members at their last meeting. Representatives from RADA were present to explain what services they offer the public. Mary Absher was nominated to be placed on RADA's Board and she will report information from their meetings to the Policy Council.

George Aichel asked how the relationship between RADA and Kids Central was currently. Darrell Edwards stated that our relationship is growing. RADA's services are great and they are asking for referrals from us.

Finance Report:

Lisa Barton gave the financial report. She handed out financial statement to the Board members. As of the end of October, we have spent 29% of our Head Start funds and 32% of our Early Head Start funds. Early Head Start is a year-round program, being the reason for more funds spent at this point in the year.

We have received approximately \$117,000 in in-kind through the end of October. We do not receive as much in-kind during the summer months due to regular Head Start being closed.

With the help of Jason French and Ed Hutchinson, the fiscal department of Kids Central conducted their self-assessment. The report was given to the Board members. The federal government tends to focus on weaknesses of grantees instead of their strengths. The self-assessment shows weaknesses as well as strengths of our program. SESCO, an independent consultant firm, has reviewed our Employee Handbook and Policy and Procedure Manual and their only recommendation was to number the pages consecutively.

We were informed that we needed a policy for the use of credit cards. Currently the only credit cards the agency uses are Wal-Mart and Lowe's. A policy has been included in the Financial Policy and Procedures manual. We also needed to do an inventory and this has been completed.

The accounting server is outdated. We have updated the server which will give us some time before we will need to think about purchasing another server.

The updated Financial Policies and Procedures Manual is available for anyone who would like to review it. This manual will be presented at the December meeting for approval of the Board of Directors and the Policy Council.

Our Certificate of Deposit, in the amount of \$26,000, is up for renewal on Thanksgiving Day. Currently, we are making 4.7%. BB&T is currently offering 5.19% for eight (8) months. If we choose BB&T, Lisa needs to call and let them know on Monday, November 27th. We have made \$816.73 on this Certificate of Deposit. When we borrowed \$1 Million Dollars in 2002, we are required to have a 10% reserve of our monthly payment. With this amount, this funds us through the month of October. By the end of May, we will need \$32,800. We currently have \$500.00 rental income each month from MACKO. We do have money in our corporate account that can be put in a Certificate of Deposit, and with the interest, we should be okay.

George Aichel made a motion to approve the renewal of the Certificate of Deposit with BB&T at a rate of 5.19% for eight (8) months. Shirley Rogers seconded the motion. Motion carried.

Southwest Insurance has approached us regarding our current Life and Disability policy we have for employees. Currently, we are insured through Standard Insurance Company. The current disability policy will pay 66 2/3% of an employee's salary for six (6) months. The life benefit pays \$10,000 upon an employee's death. The current rates are \$3.00 per person per month for \$10,000 of life insurance and \$0.80 per thousand of disability insurance. Southwest is proposing to change to Harleysville Life Insurance Company, where we can fund \$25,000 of Life Insurance and Accidental Death and Dismemberment, for \$3.75 per person per month, and \$0.57 per thousand of disability insurance. Changing to Harleysville will give employees an increase of \$15,000 in life insurance, plus lower our monthly premiums \$422.43. We feel this is a good benefit for our employees, and a good benefit for the agency.

Shirley Rogers made a motion to change the Life and Disability insurance to the above stated policy with Harleysville. Sister Bernie Kenny seconded the motion. Motion carried.

Lisa Barton stated that Harleysville is also offering employees a chance to purchase up to \$70,000 in additional life insurance with no health questions asked.

NEW BUSINESS:

Job Descriptions:

Chris Austin handed out copies of two new job descriptions, Family Services/MIS Assistant and Janitor. The Family Services/MIS Assistant job description was necessary for the position Lisa Bentley is in. Her position currently combines three different previous positions. This person is Chris Austin's assistant and helps with the applications and puts them into HSFIS and scans them into DOCSTAR. She will cover the front desk and phones but has someone at the front desk two days per week.

The Janitor position is a brand new position. Currently we are contracting out the janitorial service at the rate of \$1,000 per month for basically vacuuming and taking out the garbage at the Haysi Center/Office, Esserville Center and the Administration Office. We would like to have someone full-time to have more control of their duties. This position will exceed the current amount of \$1,000 and will cost approximately \$7,000 - \$8,000 more per year.

Discussion ensued regarding an additional janitorial position at the Haysi center and the affect this will have on the budget. Due to the discussions and questions of the Board members, Charles Hay made a motion to table the Janitor position until the December meeting. George Aichel seconded the motion. Motion carried.

George Aichel made a motion to approve the Family Services/MIS Assistant job description. Carl Mullins seconded the motion. Motion carried.

New Organizational Chart:

Darrell Edwards gave the Board members a new organizational chart to show new changes including moving the Mechanics and Maintenance to report directly to the Executive Director instead of the Family & Community Partnerships Director. Chris Austin will continue to supervise the Bus Drivers and Monitors, but this change will allow him to focus more on Family Services.

Shirley Rogers made a motion to accept the above changes to the organizational chart. Shannon Scott seconded the motion. Motion carried.

New Hires:

Chris Austin reported that the following personnel were recently hired by Kids Central:

Jolinda Church – Bus Driver for Wise, Ramsey and Hawthorne
Nellie Weaver – Substitute Cook

Carl Mullins made a motion to accept the above listed new hires. Rick Sutherland seconded the motion. Motion carried.

For the Good of Kids Central:

Charles Hay stated that Jim O'Quinn has spoken with David Belcher regarding nomination to the Board of Directors. Mr. Belcher was asked if he would like to serve on the Board of Directors. He stated he would.

Charles Hay made a motion to accept David Belcher as a member of Kids Central's Board of Directors. Shirley Rogers seconded the motion. Motion carried.

The next meeting of the Board of Directors will be held December 12, 2006 at 6:00 at Mosby's Restaurant in Wise. Child care will be provided at the Esserville center and a bus will be at Mosby's to transport the children.

The meeting adjourned at 11:42 a.m.

Ed Hutchinson, Secretary

Sandra Harvey, Recording Secretary