

# Kids Central Incorporated Board of Directors Meeting May 15, 2007

The Board of Directors of Kids Central Incorporated met on May 15, 2007 at the Kids Central Administration office. Donald Baker, Chairperson, called the meeting to order at 11:00 a.m.

Board Members present: Teresa Adkins, Donald Baker, Charles Hay, Edward Hutchinson, Sister Bernie Kenny, Jim O'Quinn, Shirley Rogers, Carl Mullins, Jason French, and Roy Munsey

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

## 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. Shirley Rogers seconded the motion. Motion carried.**

## Finance Report:

Lisa Barton stated that we have exceeded our in-kind requirement for the year. After having to ask for a waiver last year, she states we should be proud of our staff for the excellent job in receiving in-kind this year.

According to the financial reports, we should have some extra money left at the end of this fiscal year. This money will be used to purchase some needed items that were put on hold during the year.

As of the end of April, we have spent 83% of our Head Start funds and 73% of our Early Head Start funds.

## Policy Council Report:

Jason French gave a recap of the Policy Council's meeting to the Board members

## OLD BUSINESS:

- Award Nominations: Unable to attend today's meeting, Shannon Scott sent Darrell Edwards a statement regarding the award nominations. The following have been chosen to receive an award:
  - The Donald Baker Leadership Award – Edward Hutchinson
  - The KCI Volunteer Service Award – Ronnie Woodruff
  - The KCI Community Service Award – Ed Carter, Flatwoods Job Corp
  - The KCI Staff Service Award – Carolyn Withers
  - The KCI Parent Policy Council In-Appreciation Award – Gaynell Deaton
  
- **Carl Mullins made a motion to accept the above listed award recipients. Sister Bernie Kenny seconded the motion. Motion carried.**
  
- 2007 – 2008 Slate of Officer for the Board of Directors: Shannon Scott sent Darrell Edwards a statement regarding the Slate of Officers for the 2007 – 2008 fiscal year. They are as follows:
  - Chairperson – Donald Baker

- Vice-Chairperson – Charles Hay
- Secretary – Ed Hutchinson
- Treasurer – Teresa Adkins

**Shirley Rogers made a motion to accept by acclamation, the above listed Slate of Officers for the 2007 – 2008 Board of Directors. Jim O’Quinn seconded the motion. Motion carried.**

NEW BUSINESS:

- 2007 – 2008 Program Calendars: Kim Sanders stated that in March program calendars were presented and approved for the upcoming school year. However, Kim was on maternity leave at the time and Darrell was not aware of some training dates she already had scheduled. Kim has updated the calendar to reflect these training dates along with changes in the children socialization dates.

**Jim O’Quinn made a motion to approve the updated 2007 – 2008 Program Calendars. Carl Mullins seconded the motion. Motion carried.**

- Policy Clarification for Early Head Start Enrollment: Kim Sanders stated that the full-day/full-year center policy states that parents must be working or attending school for their children to attend these centers. She would like clarification that this policy also includes our Early Head Start centers. Parents in the Early Head Start centers that are not currently working or enrolled in school will be allowed to stay in the program until there is an opening in the Early Head Start Home Base program.

**Sister Bernie Kenny made a motion to approve the clarification to the full-day/full-year center policy that it also pertains to the Early Head Start centers. Shirley Rogers seconded the motion. Motion carried.**

- Cost of Living Adjustment (COLA): Lisa Barton stated that we have received a 1.5% Cost of Living Adjustment for the upcoming fiscal year. This amounts to \$41,571 for Head Start and \$6,451 for Early Head Start. Lisa has updated the original grant to roll salaries and fringe benefits by 1.5%. The additional funds will be used for utilities and gas expenses. The grant application is due June 1.

**Jim O’Quinn made a motion to approve the submission of the updated grant application. Jason French seconded the motion. Motion carried.**

- Pay Scale: Due to the COLA increase, we are required to update our pay scale to show the 1.5% increase. We have increased the current salary ranges by 1.5%.

**Ed Hutchinson made a motion to approve the updated pay scale to include the 1.5% COLA increase. Shirley Rogers seconded the motion. Motion carried.**

- Budget Revision: Lisa Barton stated that due to some personnel changes and actual merit raises awarded, we will have an estimated \$40,000 extra in salaries and fringe benefits. We have spoken with the Regional Office and have been told to submit a budget revision with the COLA increase. Once the budget revision is approved, we may send a budget revision request asking to move the above amount from salaries and fringe benefits to purchase a new bus. We have received two estimates for a new bus, a 28-passenger costs \$40,581 and a 24-passenger costs \$38,769.

**Roy Munsey made a motion to approve the budget revision based on staff salary changes and actual amount of merit raises awarded. Shirley Rogers seconded the motion. Motion carried.**

- Early Head Start Grant: Darrell Edwards stated that the Department of Social Services announced a \$35,000 grant to be given to a grantee with an Early Head Start program. We have written a grant application that includes a new playground for Appalachia II, training expenses for Early Head Start Staff and supplies for the Early Head Start centers. A copy of the grant application was given to the Board members. The grant application is due June 1.

**Jim O’Quinn made a motion to approve the above grant application. Ed Hutchinson seconded the motion. Motion carried.**

- VPI Letter: Darrell Edwards gave Board members a copy of a letter written to Gregory Killough regarding comments made in a newspaper article concerning the VPI program. The article stated that Kids Central serves primarily 2 and 3 year olds and stated that Wise County and Kids Central are collaborating to serve the needs of the children and families in Wise County. We do not have a collaborated partnership with Wise County though we have tried for several years. Darrell has a meeting scheduled for tomorrow regarding the VPI program. We have signed a VPI contract this year to show good faith on our part. Without our signature, Wise County could not receive the funds necessary for the program. A copy of the above mentioned letter was sent to the Wise County Board of Supervisors and members of the Wise County School Board. If we do not receive cooperation from Wise County, we will not sign the VPI contract next year.

**Shirley Rogers made a motion to approve sending the above-mentioned letter to Mr. Killough. Carl Mullins seconded the motion. Motion carried.**

- Kids Central Center located in the Clintwood Child Daycare Center: Currently we are paying approximately 24% of all operating costs per year for the Daycare Center to People Incorporated. People Incorporated charge us approximately double for meals and snacks than is reimbursed by USDA. Darrell has sent Susan French a Memorandum of Understanding stating that we agree to pay People Incorporated \$950 per month for ten (10) months, which will include all expenses, and that we agree to pay \$1.03 each for snacks and \$2.00 each for lunch per child. As of today, Darrell has received no response from People Incorporated. Darrell stated if this becomes a problem, we will move from the Daycare located into the modular unit at the previous Clintwood center site. Jim O’Quinn questioned the ownership of the modular unit. He states it was his understanding that we gave the county the unit in exchange for back rent that was not paid. Darrell and Chris Austin stated that we still retain the title to the unit and they have not heard anymore from the county concerning that issue. Jim stated we would need a full understanding from the county before any plans could be made regarding the unit. Darrell stated that we do not want to move from the current location, however, for the past two years, we have been paying for things that do not pertain to us. Jim said we needed to get the Dickenson County Board of Supervisors involved to look into this matter. Donald Baker stated that Darrell needed to contact the School Board to find out the exact status of the module unit. Mr. Baker also told Darrell to schedule a meeting with Ron Goldsmith and Susan French and to ask Paul Buchanan, Chairman of the Dickenson County Board of Supervisors, to attend this meeting. Darrell asked if Mr. Baker would attend, he stated he would.

- New Hires: Chris Austin reported that Kids Central has recently hired the following:

- Sarah Hamilton                      Temporary Classroom Assistant at Coeburn I
- Helen Fillmore                        Classroom Assistant at Appalachia I

**Jim O’Quinn made a motion to approve the above listed new hires. Charles Hay seconded the motion. Motion carried.**

CLOSED SESSION:

Ed Hutchinson made a motion that the Board convene in closed session to discuss appropriate personnel matters pursuant to the personnel exemption as authorized by Section 2.2-3711(A)(1) of the

Freedom of Information Act. Members of the Senior Staff were invited to stay. Jim O'Quinn seconded the motion. The Board voted unanimously to go into closed session.

After discussion was completed, Ed Hutchinson made a motion to return to regular session. Carl Mullins seconded the motion. Motion carried.

Certification of Closed Meeting: This body, The Board of Directors of Kids Central Incorporated, certifies that to the best of each member's knowledge, that only personnel matters lawfully exempted from the FOIA and identified in the motion by which the closed session was convened were discussed, heard, and/or considered.

Vote: Ayes: Adkins, Baker, Hay, Hutchinson, Kenny, O'Quinn, Rogers, Mullins and Munsey  
Nays: None

Charles Hay made a motion to send information presented during the closed session to the Agency's Attorney. Roy Munsey seconded the motion. Motion carried.

OPEN COMMENTS:

Lisa Barton stated that we have received a check from the Phipps Foundation for \$5,000 for the 2007 – 2008 school year.

NEXT MEETING:

The next Board of Directors meeting will be held June 19, 2007 at 11:00 a.m. at the Kids Central Administration office. This meeting will be a joint meeting with the Policy Council.

With no further business, **Charles Hay made a motion to adjourn the meeting. Carl Mullins seconded the motion. The meeting adjourned at 12:17 p.m.**

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**Edward Hutchinson, Secretary**

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**Sandra Harvey, Recording Secretary**