

Kids Central Incorporated Board of Directors Meeting September 18, 2007

The Board of Directors of Kids Central Incorporated met on September 18, 2007 at Kids Central's Administration Office in Esserville. Donald Baker, Chairperson, called the meeting to order at 11:00 a.m.

Board Members present: George Aichel, Teresa Adkins, Donald Baker, Edward Hutchinson, Sister Bernie Kenny, Jim O'Quinn, Shannon Scott, Carl Mullins, Jason French, David Belcher, and Roy Munsey

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

Others present: Keith Viers (Dickenson County Administrator), Tanya Covell and Frank Jeffry (Parents of Children enrolled in the Dickenson County Day Care Center)

Minutes:

The minutes of the last meeting (August 21, 2007) 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. George Aichel seconded the motion. Motion carried.**

Finance Report:

Lisa Barton gave the Board members a copy of the financial statements. We just received our final draft audit ending May 31st. She hopes to have Jim Fern present at the next Board meeting. There were no findings within this audit.

We have received a \$35,000 grant through the Department of Social Services for our Early Head Start program. Staff has began purchasing supplies with this money.

As of today, we have spent 8.5% of our Head Start funds and 18% of our Early Head Start funds. Expenses will rise beginning in September due to the beginning of school and having all of our centers open and operating.

We have received approximately 12% of our in-kind requirement this year. We have a long way to go and our numbers will increase with the opening of our centers.

Lisa told the Board members that she is proposing they take approximately \$30,000 of program income and open a Certificate of Deposit. The current CD has a maturity date of February.

George Aichel made a motion to place \$30,000 of operating income into a CD. Roy Munsey seconded the motion. Motion carried.

OLD BUSINESS:

- Dickenson County Daycare Center. Darrell Edwards stated that the proposal brought to the Board last month was tabled. The only change that has been made to that proposal is a change to the contract terms with Dickenson County. The terms have been changed to a one-year period instead of five-years. There is a great need for these services in Dickenson County and we have a very strong Head Start presence in that county. All of our centers in the county are fully enrolled.

If Kids Central is going to manage this center, we will need more space in that building. Right now, we operate one classroom and People Incorporated has four. It is a possibility that we will have to turn a current full-year center into a part-year center to make Clintwood a full-year center, in order to operate this daycare center.

Keith Viers, the County Administrator for Dickenson County stated that the County assists with funding to offset operating costs of the center. In the past, the county has given \$25,000 and this year the amount is \$40,000. If Kids Central agreed to operate the center, we would not receive the entire \$40,000 this year. It would be a pro-rated amount through June.

Donald Baker asked Darrell to contact People Incorporated regarding their intentions. A Memorandum of Understanding was sent to People Incorporated and we have not received it back as of yet. We do not know whether or not they will continue to operating in the facility if Kids Central takes over.

Keith Viers stated that People Incorporated sent parents of children ages 0 to 3 a letter stating they would have to find other child care for their children after September 28th. These letters only went to the parents who pay for their children to attend the Daycare.

Mr. Viers has been in discussions with Dickenson County, Kids Central and People Incorporated. He did not anticipate People Incorporated cutting out all services but the Early Head Start.

Kids Central will not serve children under age three because there is not enough room. People Incorporated has Early Head Start and fee-based programs and it has worked very well for them.

Roy Munsey stated he would like the Board to hear from the Parents that are present in the meeting today. Tanya Covell stated that this change affects approximately twenty-four children. Working parents who pay for their child's daycare are the only one affected by this change. Frank Jeffrey stated he would like to know why this was not announced until after school started back when all parents were secure in knowing they had daycare for their children after school.

Donald Baker stated that the letter sent to parents by People Incorporated is misleading. The letter stated that Dickenson County transferred management to Kids Central. This is not true. We have not accepted any proposal brought to us. According to the records he has seen, it shows the center has been losing money and we could not possibly take on such a responsibility and loose money. Mr. Baker hopes that Dickenson County continues to operate the Daycare Center but he is not sure that Kids Central is the one to manage it.

Darrell Edwards stated that during the first conversations regarding the Daycare Center, it was told that People Incorporated would maintain Early Head Start and use the four rooms they are currently using. It was never mention that they would leave. We also asked People Incorporated for copies of their operating records and were never given a copy.

Donald Baker stated Kids Central cannot make any decisions until we meet with People Incorporated and members of the Dickenson County Board of Supervisors to get the facts. Shannon Scott stated he would like this meeting to take place prior to the September 24th Board of Supervisor's meeting.

Carl Mullins asked Mr. Viers if Dickenson County has a contract with People Incorporated. Mr. Viers stated they do not. He stated that the original intent for this change was because People Incorporated stated they were going to have to raise rates for their fee-for-services programs because they were losing too much money. This increase would more than double current charges for services. Dickenson County thought if they found another organization to manage operations, People Incorporated would continue their services at their current rates. People Incorporate does not want to turn over management.

The original intent of building the center was to offer affordable daycare. Services for 0 to 3 year olds are needed. Darrell stated that People Incorporated already has existing staff to provide services for these children. Their infrastructure for Early Head Start already exists.

Darrell Edwards made the comment that Dickenson County does have another option for this center. The County can manage the center themselves and allow the tenants to rent space. This way, services could still be provided to the residents and the County is in control of the finances.

▪ Pay Scale. The pay scale was submitted last month and members of the Board voted for changes to the wording. The wording has been changed and the pay scale is being submitted for final approval. **Roy Munsey made a motion to approve the pay scale. Jim O'Quinn seconded the motion. Motion carried.**

NEW BUSINESS:

• New Hires. Chris Austin stated that Kids Central has hired the following:

- * Kristen Bowen – Home Visitor
- * Nicole Duncan – Classroom Assistant at Wise
- * Katherine Clemons – Bus Monitor at Pound
- * Lila Cox – Bus Monitor at Clintwood and Longs Fork
- * Rebecca Sluss – Bus Monitor at Dogwood Terrace
- * Arlene White – Cook at St. Paul
- * Megan Sutherland – Part-Year Substitute

Roy Munsey made a motion to approve the above new hires and promotion. David Belcher seconded the motion. Motion carried.

• Halliburton. MACO was renting space from us to store their equipment. They have since moved and Halliburton has expressed an interested in renting this space to use as a parking lot. They will install a chain-link fence at no cost to us. We would have a one-year contract with Halliburton.

Carl Mullins made a motion to rent space to Halliburton for \$700 per month. Sister Bernie Kenny seconded the motion. Motion carried.

• Presentation. Darrell Edwards gave a presentation to members of the Board that included Kids Central's new theme song, photos of our centers and staff, and a video of dental screenings.

CLOSED SESSION:

Roy Munsey made a motion for the Board to go into closed session as provided by Section 2.2-3711(A)(1) of the Code of Virginia, for discussion, consideration or interviews of prospective candidates for employment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific officers, appointees, or employees of Kids Central Incorporated for the purpose of discussing personnel matters lawfully exempted from public discussion. George Aichel seconded the motion. The Board moved into closed session.

Ed Hutchinson made a motion to return to open session. David Belcher seconded the motion. Motion carried.

Certification of Closed Session:

Secretary Ed Hutchinson read the certification "Do you certify that only those matters lawfully exempt from public discussion pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for which you went into the closed meeting to discuss, namely, the discussion of personnel matters were discussed?"

Responses as follows:

Ayes: George Aichel, Teresa Adkins, Donald Baker, Ed Hutchinson, Sister Bernie Kenny, Shannon Scott, Carl Mullins, Jason French, David Belcher, and Roy Munsey

Nays: None

Jim O'Quinn was not present during the closed session.

NEXT MEETING:

The next meeting of the Board of Directors will be held on October 16, 2007 at 11:00 a.m. at the Kids Central Administration Office in Esserville.

Adjournment:

Chairperson Donald Baker adjourned the meeting at 1:21 p.m.

Edward Hutchinson, Secretary

Sandra Harvey, Recording Secretary