

Kids Central Incorporated Board of Directors Meeting August 19, 2008

The Board of Directors of Kids Central Incorporated met on August 19, 2008 at Kids Central's Administration Office in Esserville. Teresa Adkins, Chairperson, called the meeting to order at 11:00 a.m.

Board Members present: Jason French, Carl Mullins, David Belcher, Roy Munsey, Ed Hutchinson, George Aichel, Charles Hay, Teresa Adkins, Sister Bernie Kenny, Larry Kennedy, Donald Baker, and Jim O'Quinn

Staff present: Darrell Edwards, Lisa Barton, Kim Austin, Chris Austin, Myrlene O'quin and Sandra Harvey

Others present: Jim Fern (CPA Hicok, Fern, Brown and Garcia) and William Sturgill

Presentation and Induction of New Board Candidates:

Teresa Adkins introduced two candidates for the Board of Directors. Darrell Edwards brought the nomination to the Board. William Sturgill is present at today's meeting and Nancy Bailey was not able to attend today. **George Aichel made a motion to approve William Sturgill and Nancy Bailey as members of Kids Central's Board of Directors. Roy Munsey seconded the motion. Motion carried.**

Darrell informed the Board members that Earl Carter was present today to take photos of all the Board members.

Minutes:

Sister Bernie Kenny presented the minutes from the last meeting (June). Without questions or corrections, **Roy Munsey made a motion to approve the minutes of the last meeting. Jason French seconded the motion. Motion carried.**

Finance Report

Lisa Barton gave Board members copies of the financial statements. She stated that we have spent approximately 5% of our Head Start and 14% of our Early Head Start funds. We are two months into our fiscal year.

We have already received \$81,000 in in-kind this year (approximately 10% necessary for the year).

Policy Council Report

Jason French reported that the Policy Council did not have a quorum for their August meeting so there is no Policy Council report.

NEW BUSINESS

- Presentation of the Audit. Jim Fern, CPA (Hicok, Fern, Brown and Garcia) presented our audit report for 2007 – 2008. He presented an unqualified opinion with no findings or non-compliance issues to report.

David Belcher made a motion to accept the audit report. Charles Hay seconded the motion. Motion carried.

- Written Plans. Kim Austin stated that written plans cover each of our service areas. Copies will be delivered to each Board member for review. Our written plans explain how we will carry out the Performance Standards. We will be asking for the Board approval at next month's meeting.

George Aichel asked if the written plans change from year to year. Kim stated that they do because they are a working document. It was suggested that from now on, changes to the written plans be put be bold or highlighted to show the changes.

- Bridge Agreement. Darrell Edwards stated that the bridge agreement is a document that explains how the Board, Policy Council and Management Staff work together. This year the Head Start Act states that the Policy Council no longer has approval duties. The governance of the program is the sole responsibility of the Board. However, Kids Central believes that the parents still need to play a role in the program. They will be presented items for acceptance.

Roy Munsey stated that Board had to be careful not to micromanage the Agency. Some things should be the direct responsibility of the Executive Director.

Sister Bernie Kenny made a motion to accept the Bridge Agreement. Jim O'Quinn seconded the motion. Motion carried.

- Risk Management. Darrell explained that Risk Management is a document used to clarify what our policy is by explaining what forms to use, what to do in certain situations and checklists. Jim O'Quinn asked who would be in charge of this. Darrell stated that a person would be named at the next Board meeting.

George Aichel made a motion to approve the Risk Management document. Ed Hutchinson seconded the motion. Motion carried.

- Kids Central Registered Agent. The State Corporation Commission states we have to have someone designated as our Registered Agent for the Agency. **Donald Baker made a motion to designate Teresa Adkins as Kids Central's Registered Agent for the State Corporation Commission. Roy Munsey seconded the motion. Motion carried.**

NEW HIRES

Chris Austin stated the following people have been hired by Kids Central:

- o Susan McFall Teacher at Pound
- o Sheri Curry Early Head Start Teacher at Appalachia
- o Elizabeth Slone Teacher at Nora
- o Shani Davis Home Visitor (Dickenson County)

- o Veronica Ison Home Visitor (Wise County)
- o Lindsey Cantrell Early Head Start Classroom Assistant
- o Mona Chandler Classroom Assistant at Appalachia II
- o Deborah Mumpower Classroom Assistant at Pound
- o Leslie Lawson Classroom Assistant at Wise
- o Tina Carroll..... Part-Year Substitute
- o Virginia Ison Part-Year Substitute

Jason French made a motion to approve the above listed new hires. Sister Bernie Kenny seconded the motion. Motion carried.

Charles Hay added that he would like a list of new hires included in the packets sent to the Board Members prior to the meetings.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Darrell Edwards thanked Carl Mullins for the great hospitality of the staff at the Breaks Interstate Park on Monday. All staff met at the conference center at the Breaks for an all day training session. We were treated very well and the food was wonderful.

Roy Munsey wanted to congratulate Lisa Barton on the outcome of the audit.

Kim Austin stated that after school starts, she and Teresa Adkins will be visiting the centers. Any Board member who would like to visit the centers with them can contact Kim.

Myrlene O'quin stated that a Health Fair will be on September 8th in Dickenson County, September 10th in Wise, and September 11th in Appalachia. Everyone is invited to attend.

Teresa Adkins asked Chris Austin about our enrollment numbers. Chris stated that he did not have a final figure right now, due to not knowing how many children have enrolled in Pre-K. We have accepted 315 so far.

ADJOURNMENT

David Belcher made a motion to adjourn. Roy Munsey seconded the motion. The meeting adjourned at 11:45 a.m.

Sister Bernie Kenny
Secretary

Sandra Harvey
Recording Secretary