

Kids Central Incorporated Board of Directors Meeting May 20, 2008

The Board of Directors of Kids Central Incorporated met on May 20, 2008 at Kids Central's Administration Office in Esserville. Donald Baker, Chairperson, called the meeting to order at 11:02 a.m.

Board Members present: George Aichel, Teresa Adkins, Donald Baker, Charles Hay, Edward Hutchinson, Shannon Scott, Carl Mullins, Jason French and Roy Munsey

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

Minutes

Board members reviewed the minutes of the last meeting and with no comments or corrections, **George Aichel made a motion to approve the minutes of the last meeting. Jason French seconded the motion. Motion carried.**

Presentation of Slate of Officers for 2008 – 2009

Shannon Scott presented the slate of Officers for the 2008 – 2009 Board of Directors. They are as follows:

Chairperson.....	Teresa Adkins
Vice-Chairperson	Jason French
Secretary.....	Sister Bernie Kenny
Treasurer.....	Ed Hutchinson

Shannon also announced the members of the 2008 – 2009 Board of Directors. They are as follows:

Teresa Adkins	Sister Bernie Kenny
George Aichel	Carl Mullins
Donald Baker	Roy Munsey
David Belcher	Jim O'Quinn
Jason French	Shirley Rogers
Charles Hay	Shannon Scott
Edward Hutchinson	

Jason French asked the Board to accept another nomination for membership to the Board. While he attended the Virginia Head Start Conference workshop on Governance, it was stated that among the required skills needed within the Board makeup, Social Services experience would be very useful. Jason stated that Larry Kennedy works with the Department of Social Services in Dickenson County and has expressed an interest in serving on our Board. It was agreed by current Board members that we could use some guidance from the Department of Social Service on our Board. Darrell Edwards also agreed and stated he could help us with our mental health obligations.

Shannon Scott made a motion to accept the above listed Officers and Members, including Larry Kennedy, for the 2008 – 2009 Board of Directors. Jason French seconded the motion. Motion carried.

George Aichel made a motion to express the Board's deep appreciation for the service of the outgoing Officers, especially the long, faithful service of Chairman Donald Baker. Shannon Scott seconded the motion. Motion carried.

Shannon Scott added that he is delighted that Donald Baker is remaining on the Board. Donald Baker thanked everyone for the comments.

Finance Report

Lisa Barton gave Board members copies of the financial statements. She stated that we have spent approximately 80% of our Head Start and 85% of our Early Head Start funds. We have approximately two weeks left in our fiscal year, and have two more payrolls.

We have received word that the new bus we ordered is being delayed due to a strike at the company that manufactures the motors. Hopefully the strike will end soon and we will receive the bus before the new school year.

On Monday (May 19th) we received our refunding application in the mail.

We are updating our computer network server and the cost including everything will be approximately \$18,000.

Due to the rising cost of gasoline, prices on most other things are also increasing. Due to this, we will have to begin looking at necessities needed for next year and start preparing now.

We will meet our in-kind requirement for this year. We only need approximately \$31,000 to meet our match of \$822,000.

The CDs have been rolled into a Corporate CD which totals approximately \$4,000. This is non-restricted money. \$89,000 is what we are required to hold for the loan from Rural Development. We have been told we cannot hold any funds over the required funds for the Rural Development loan. Interest earned will have to go into program income and will have to be spent each year.

Policy Council Report

Jason French reported that the Policy Council met May 14th with a quorum. Jason briefed the Board members on the outcomes of the meeting.

Darrell Edwards wanted to add that this was an excellent Policy Council year. Attendance was good and we had very good response from this Policy Council.

OLD BUSINESS

- Bus Purchase Update. Lisa gave the update on the bus purchase during her financial report.

- Personnel Policies and Procedures Manual. Darrell Edwards stated that the manual will be published on our website for easy availability to staff. This is a much more user friendly version than the old manual. Members of the Policy Council have documented time for reading through the manual.

George Aichel questioned the terminology on page 319 in paragraphs #2 and 3, subparagraphs “a” - “Group Health Coverage” and “Group Dental Coverage”. He states that he feels the sentences should read “... plan is offered each year” instead of “... plan may be offered each year”. This new terminology makes the sentence express that as long as funds are available, employees will be offered a group health/group dental plan. The way it is currently written expresses that a group health/group dental plan may or may not be offered, even if funds are available.

George Aichel made a motion to approve the Personnel Policies and Procedures Manual with the change to page 319, paragraphs 2 and 3 subparagraphs “a” “Group Health Coverage” and “Group Dental Coverage” to read “... plan is offered each year”. Charles Hay seconded the motion. Motion carried.

- Mileage Reimbursement Rate. The current Personnel Policies and Procedures Manual states that we reimburse mileage based on the rate set at the yearly budget meetings. Our reimbursement rate is currently \$.405 per mile while the current federal rate is \$.505 per mile. Due to the high cost of the expense of using your personal vehicle for business, Lisa is proposing that the Board increase the mileage reimbursement rate to \$.505 per mile. George Aichel questioned whether this may be amended during the year if needed. She responded yes. Donald Baker asked if any agency vehicles were being driven to and from work by employees. Lisa responded that the Bus Drivers take their buses home in order to save time and additional expenses by the Agency. She stated that we are looking for ways to cut gas usage including the number of field trips the classrooms take.

Charles Hay made a motion to increase the mileage reimbursement rate to \$.505 per mile. Carl Mullins seconded the motion. Motion carried.

- Continuing Education Grant Proposal.

Darrell Edwards stated that on May 5th, we received notice that there was \$5 Million available to Head Start programs for continuing education for staff members. Kids Central has prepared a grant proposal in the amount of \$100,000 called Lights for Head Start. This proposal must be signed by the Policy Council and the Board of Directors. The Policy Council approved the submittal of the grant at their last meeting.

If this application is approved, we plan to use the funds to help pay for staff's tuition for those working on their Bachelor Degrees. The Agency would pay as follows:

Less than 20% to completion	pay 100%
Less than 40% to completion	pay 90%
More than 40% to completion	pay 50%

This will also include paying for eight (8) staff members to receive their required CDA's.

Carl Mullins made a motion to approve and submit the Lights for Head Start grant proposal. Ed Hutchinson seconded the motion. Motion carried.

FOR THE GOOD OF KIDS CENTRAL - COMMENTS

Darrell Edwards stated that Kids Central's End of the Year Blast was held Friday, May 16th at the Dickenson County Fairgrounds. Over 800 people were in attendance. 370 of our 440 enrolled children were in attendance. All agency vehicles were used to transport children, parents and staff. We used all the facilities at the fairgrounds due to the weather. The children were excited and had a great time. This was a very successful event and every child left with lots of prizes.

Darrell wanted to take this opportunity to thank the Board Members for their service. He states that four years ago he asked Donald Baker to serve as Chairman of the Board because he needed his help and Mr. Baker agreed. Thanks to Mr. Baker's dedication and service, and the service and dedication of the other Board Members, this agency is in good shape and Darrell is very glad to be a part of this agency.

Darrell stated that Selena Kiser has accepted the offer to be on our Education Committee. She has accepted a position as Vice-Principal at Coeburn Elementary.

Roy Munsey stated that a couple of months ago, a discussion took place regarding some of the job position that were on the borderline with pay. With the cost of everything rising, the Board was going to look into seeing where we were and if something could be done to move this in a positive direction. Lisa Barton stated we would need to wait until we receive notification of our COLA increase before we could start this discussion.

Carl Mullins, on behalf of the Haysi Kiwanis, wanted to thank Darrell and Kids Central for having their end of the year blast at the Dickenson County Fairgrounds. The Kiwanis cooked for the event.

Donald Baker announced that the next Board meeting will be a joint meeting with the Policy Council and will be held June 24, 2008 at 11:00 a.m. This is a change to the 4th Tuesday in the month instead of the normal 3rd Tuesday.

ADJOURNMENT

The meeting adjourned at 11:40 a.m.

Edward Hutchinson Sr.
Secretary

Sandra Harvey
Recording Secretary