

Kids Central Incorporated Board of Directors Meeting October 28, 2008

The Board of Directors of Kids Central Incorporated met on October 28, 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: George Aichel, Teresa Adkins, Jason French, Charles Hay, Edward Hutchinson, Larry Kennedy, Carl Mullins, Roy Munsey, Shirley Rogers, and William Sturgill

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

Minutes

In the absence of Sister Bernie Kenny, Teresa Adkins presented the minutes from the September 2008 meeting. With no corrections or discussion, **Charles Hay made a motion to approve the minutes of the last meeting. George Aichel seconded the motion. Motion carried.**

Finance Report

Lisa Barton reported that we have received approval from the Regional Office to purchase a new bus. We are now on the list to receive a bus as soon as the production is completed with the manufacturer.

Lisa gave Board members copies of the financial statements. She stated that we have spent approximately 18% of our Head Start and 31.5% of our Early Head Start funds.

To this day, we have received approximately 24% of our required in-kind for this year.

Policy Council Report

Darrell Edwards announced that Fred Luntsford is the new Representative from the Policy Council to the Board of Directors. In his absence, Darrell reported that the Family Development Plan was given to the Policy Council at the last meeting for review. We will be asking for acceptance at November's meeting. Darrell also reported that the new Policy Council members have been seated and the Officers are in place.

OLD BUSINESS

- Risk Management Team Leaders. Darrell Edwards announced the Risk Management Team Leaders as follows:

Administration: Chairperson – George Aichel
Kids Central Representative – Darrell Edwards

Wise County: Chairperson – Roy Munsey
Kids Central Representative – Charlie Morgan

Dickenson County: Chairperson – Jim O’Quinn
Kids Central Representative – Jennifer Owens

Teresa Adkins asked if members would agree to serve as Team Chairperson. George Aichel and Roy Munsey agreed. Jim O’Quinn was absent.

- Goals and Objectives. The Goals and Objectives were given to the Board of Directors members at the last meeting for their review. Darrell asked for the Board’s approval of this document. **Shirley Rogers made a motion to accept the Goals and Objectives. Ed Hutchinson seconded the motion. Motion carried.**

- Long Range Plan. The Long Range Plan was given to the Board of Directors members at the last meeting for their review. This document states what Kids Central would like to do for the future. We are ahead in some of our technology, such as our website, which is being hit from areas all over the country. We would like to broaden our accessibility by providing things such as on-line classrooms where parents can monitor their children. We would also like to increase our Board membership. **Roy Munsey made a motion to accept the Long Range Plan. Ed Hutchinson seconded the motion. Motion carried.**

- Board of Director By-Laws. The Board of Directors By-Laws was given to the Board of Directors members at the last meeting for their review. Darrell stated that there were some minor changes to the document such as the percentage of membership needed to have a quorum. **Ed Hutchinson made a motion to accept the Board of Directors By-Laws. Shirley Rogers seconded the motion. Motion carried.**

- Board Committees and Members. Darrell Edwards stated that the Executive Committee of the Board of Directors now has the opportunity to invite Committee Chairpersons to be a part of the Executive Committee. The committees will allow members of the Board to talk to other members. Teresa Adkins stated meeting times and dates may be set for after the Board meetings to allow committees to meet and discuss necessary items. The Committees and members are as follows:

- Executive Committee – Teresa Adkins, Chairperson. Members: Jason French, Ed Hutchinson, Sister Bernie Kenny, Shannon Scott, Jim O’Quinn, Charles Hay, Nancy Bailey, George Aichel, Carl Mullins and Roy Munsey
- Board Development Committee – Shannon Scott, Chairperson. Members: Donald Baker, Shirley Rogers, Will Sturgill and Roy Munsey
- Financial Development Committee – Jim O’Quinn, Chairperson. Members: Sister Bernie Kenny, Jason French, Ed Hutchinson and Carl Mullins
- Personnel Development Committee – Charles Hay, Chairperson. Members: Larry Kennedy, Nancy Bailey, Shannon Scott and David Belcher
- Program Development Committee – Nancy Bailey, Chairperson. Members: Charles Hay and George Aichel
- Facilities Development Committee – George Aichel, Chairperson. Members: Jim O’Quinn and Roy Munsey

- Public Relations/Image Development Committee – Carl Mullins, Chairperson. Members: Jason French and Sister Bernie Kenny
- Strategic Long Range Planning Committee – Roy Munsey, Chairperson. Members: Donald Baker, Ed Hutchinson, Will Sturgill, Shirley Rogers, David Belcher and Larry Kennedy

Jason French made a motion to approve the above Committees and members. Ed Hutchinson seconded the motion. Motion carried.

- Organization Chart. Darrell Edwards gave Board members a copy of the 2008 – 2009 Board of Directors Organizational Chart. He asked the Board members for approval of the Organizational Chart. **George Aichel made a motion to approve the 2008 – 2009 Board of Directors Organizational Chart. Shirley Rogers seconded the motion. Motion carried.**

NEW BUSINESS

- New Hires. Chris Austin stated the following have been hired by Kids Central:
 - o Angela Branham Teacher - Nora
 - o Loretta McKinney Bus Monitor – Nora
 - o Susan Brummitt Bus Monitor – Hawthorne and Ramsey
 - o Brenda Newcomb Bus Monitor – Dogwood
 - o Amanda Crabtree..... Classroom Assistant – Wise
 - o Carla Mullins Classroom Assistant – Wise
 - o Deborah Booher..... Classroom Assistant – Clintwood
 - o Pamela Ritchie Substitute
 - o Sasha Dotson Substitute
 - o Kristy Dickenson Classroom Assistant – St. Paul
 - o Pamela Skeen..... Classroom Assistant – Appalachia I
 - o Maliene Britton Bus Monitor – Clintwood

George Aichel made a motion to approve the above listed new hires. Ed Hutchinson seconded the motion. Motion carried.

- Accounting and Financial Policies and Procedures Manual. Lisa Barton reported that the Accounting and Financial Policies and Procedures Manual has been updated. She gave copies to the Financial Committee members for review and will asked for approval at next month's meeting.

- Employee Incentive. The employee incentive is based on full enrollment from November 1 – October 31. This past year, we have maintained full enrollment, therefore, we will be paying an incentive of 1.5% of employees' yearly salary to 74 eligible employees for a total amount of \$23,700.

- Tri-Annual Review Information and Update. Our tri-annual review will be held sometime in January or February. A team of 8 – 12 people will be reviewing our program. Staff is in the process of preparing for this review. This review will not require a Board meeting be held. They will choose which Board members they want to interview and will contact those members. We have a Risk Management review on November 13.

- Payment Management System Form 272. Lisa Barton reported that the Head Start Act now requires programs to inform their Board of Directors of money drawn down and spent in every quarter. From July 1 – September 30, 2008, we have drawn down \$626,000 and have disbursed \$599,000. **George Aichel made a motion to approve the Payment Management System Form 272 report. Jason French seconded the motion. Motion carried.**

- Data Collection Form SF-SAC. Lisa Barton reported that our Data Collection Form SF-SAC has been filed. We have not received confirmation of receipt from the Federal Audit Clearinghouse as of today.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Ed Hutchinson requested badges for Board members so they can be identified when they enter our centers for visits. Sandra Harvey will make badges for the members.

Teresa Adkins stated she and Kim Austin visited centers last month. She reported that the centers were very organized and structured. She hopes to be able to visit other centers soon.

Roy Munsey stated he has been looking at our website and he believes it is most impressive. Ed Hutchinson stated he has received very complimentary remarks regarding our website.

NEXT MEETING

The next Board of Directors meeting will be held November 18, 2008 at 11:00 a.m. at the Kids Central Administration Building.

December's meeting will be a joint meeting with the Board of Directors and the Policy Council and will be held December 9, 2008 at 6:00 p.m. at the Wise Baptist Church.

ADJOURNMENT

Carl Mullins made a motion to adjourn the meeting. Ed Hutchinson seconded the motion. Motion carried. The meeting adjourned at 11:50 a.m.

Sister Bernie Kenny
Secretary

Sandra Harvey
Recording Secretary