

Kids Central Incorporated Board of Directors Meeting April 20, 2010

The Board of Directors of Kids Central Incorporated met April 20, 2010 at Kids Central's Esserville Toddler II (Carolyn Withers) center. Teresa Adkins, Chairperson, called the meeting to order at 11:05 a.m.

Board Members present: George Aichel, Teresa Adkins, Edward Hutchinson, Will Sturgill, and Charles Hay

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

Minutes:

In Sister Bernie Kenny's absence, Teresa Adkins presented the minutes from the February 16, 2010 regular Board meeting (there was not a meeting in March). With no comments or corrections, **George Aichel made a motion to approve the minutes. Edward Hutchinson seconded the motion. Motion carried.**

Finance Report

Lisa Barton reported that we are near the end of our fiscal year. We should have no problem meeting our in-kind this year. As of the end of March, we have spent 77% of Head Start funds, 70% of Early Head Start funds, and 30% of ARRA funds. ARRA funds are through September 27, 2011. The ARRA reports, payroll tax reports, and Division of Payment Management 272 reports have all been completed and filed.

PC Report

Darrell Edwards reported that the Policy Council met on April 14th and had a pot luck lunch. Thirteen members were present for the meeting. Attendance will go down during the summer months because children being out of school, vacations, etc.

OLD BUSINESS

- Lease Agreement with Stone Mountain Health for the Haysi Center. Darrell reported that he spoke with Malcolm Perdue from Stone Mountain Health and he stated that the lease agreement was sent to their attorney for review. We should have the lease agreement this week.
- Haysi Learning Center. Darrell reported that Kids Central will cease all relationships with the Haysi Learning Center effective May 31st. Everyone involved has been properly notified.
- Update on the Wayne Herndon Case. Teresa Adkins reported that Kids Central has received a final opinion from the District Judge that states the motion for Wayne's reemployment has been denied and with no further options available this case is now closed. A copy of the Judge's ruling was passed around for members to read.

NEW BUSINESS

- Proposal for Permanent ARRA Increase. Lisa Barton reported that last year, we received a 3.06% permanent Cost of Living Allowance and a 1.84% temporary ARRA Cost of Living Allowance. The ARRA COLA was granted through September 30, 2010. We included the 1.84% increase to our refunding grant application this year so we could keep employee's pay the same, however, we recently found out that the federal government has now made the 1.84% permanent so that leaves us approximately \$60,000. We would like to use this money to give current staff a 2% pay raise and use the remainder for the increase in fringe benefits. This will not increase the current pay scale. **Charles Hay made a motion to approve using the funds to give current staff a 2% salary increase and the increase in fringe benefits. Edward Hutchinson seconded the motion. Motion carried.**
- Remove 3.06% Pay Scale from Personnel Policies and Procedures Manual. Lisa Barton stated that due to the two COLA increases we received last year, we had to have two separate pay scales. Because the 1.84% increase was made permanent, we are requesting to remove the 3.06% pay scale from the Personnel Policies and Procedures Manual. **George Aichel made a motion to approve the removal of the 3.06% pay scale from the Personnel Policies and Procedures Manual. Will Sturgill seconded the motion. Motion carried.**
- End of Year Blast. The end of the year blast will be held on May 14th at the Dickenson County Fairgrounds in Haysi. A transition ceremony will be held for the children leaving Head Start for Kindergarten in the fall. All children enrolled in our program and their families are invited to attend the festivities.
- Health Fair. A health fair was held at the Esserville Center on April 15th. Over 400 people attended this event that included free labs, EKG, blood pressure checks, vision and hearing screening, a screen cancer booth, a chiropractor and much more. Esserville Baptist Church was very kind in preparing food for the workers for this event.
- Consolidation of Three Centers. Chris Austin reported that St. Paul, Nita Bond, and Coeburn II centers are in close proximity to each other. We are currently renting space in St. Paul at the Oxbow Center for \$900.00 per month and we are only serving an average of six (6) children. Chris stated that we have proven last year that one bus could service the three centers.

The Nita Bond and Coeburn II centers are doublewides that are in poor condition. These centers are located in housing developments. We do not pay rent for these spaces, however our recruitment tends to be harder in these centers because parents who do not live in a housing development, do not want to send their child to a center located in one.

We do not have any plans or options at this time, but are asking the Board to give staff permission to search for a building that would house all three centers in a central location to Coeburn.

George Aichel made a motion to allow Kids Center to look for a building that would house the St. Paul, Nita Bond, and Coeburn II centers. Charles Hay seconded the motion. Motion carried.

- Enrollment. Chris Austin gave Board members a copy of the enrollment status for the month of March. Attendance for the month of March was 81.09%. The Early Head Start Expansion centers and Home base are all fully enrolled. We are now serving 77 Early Head Start children and 360 Head Start children.

- Employee Termination. We have an employee who did not satisfactorily fulfill their job duties and at the end of their 90-day probation, it was agreed not to continue employee. We are asking the board to approve the termination. **Will Sturgill made a motion to approve the termination. Charles Hay seconded the motion. Motion carried.**
- Program Monitoring Review. Due to receiving the Early Head Start Expansion Grant, we will be going through a review within the next twelve months. Our Program Specialist will be here for two (2) days in June to visit our program. This will be her first visit to our program. We have also been notified that Nancy Elmore will be retiring in June. She will be joining the Virginia Head Start Association so she will continue to be involved in the Head Start program. Darrell would like to send her a letter of appreciation from the Board members – the Board agreed.
- End of the Year Awards and Board Slate of Officers for 2010 – 2011. Darrell reminded the Board members that the year ends in May and we need a slate of Board Officers for the 2010 – 2011 year. We will also need to choose the selection for awards for this year. Darrell asked Teresa Adkins, Chairperson to choose someone to be on the nominating committee. The Board chose George Aichel. Because Mr. Aichel had to leave the meeting early, Darrell will contact him and ask if he is interested.
- Dedication of the Carolyn Withers Center. Due to scheduling conflicts and a delay on the plaque and signs, the dedication to rename the Esserville Toddler 2 center to the Carolyn Withers center will be held at a later date, probably in August.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Darrell thanked the Board for their help in the Wayne Herndon case. This has been a long process and Kids Central is glad the Board took the position it did.

The Virginia Head Start Association Conference was held March 23 – 25 in Chesapeake VA. The training was great and a record number of people attended. Next year the conference will be held in Abingdon VA, April 5-7.

NEXT MEETING

The next meeting of the Kids Central Board of Directors will be held on May 18, 2010 at 11:00 a.m. at the Kids Central Administration Office in Esserville.

ADJOURNMENT

With no further business, Teresa Adkins adjourned the meeting at 11:52 a.m.

Sister Bernie Kenny
Secretary

Sandra Harvey
Recording Secretary