

Kids Central Incorporated Board of Directors Meeting October 16, 2012

The Board of Directors of Kids Central Incorporated met Tuesday, October 16, 2012 at Kids Central's Administration Office. Will Sturgill, President, called the meeting to order at 11:00 a.m.

Board Members present: Teresa Adkins, David Belcher, Harry Childress, Karen Davis, Bill Dotson, Edward Hutchinson, Ronald Kendrick, Fred Luntsford, Shirley Rogers, Will Sturgill, Thomas Williams, David Yates, and Mary Hagy

Staff present: Darrell Edwards, Paula Bates, Mary Collins, Terry Gentry, Tammy Mullins, Christy Fleming, Stephanie Purvis, and Sandra Harvey

Others present: Tisha Adams, Policy Council Representative to the Board of Directors, Kenny Gilley (SouthWest Insurance), and Jim Fern (Hicok, Fern, Brown and Garcia)

Minutes:

Thomas Williams presented the minutes of the last Board meeting (September 18, 2012). With no comments or corrections, **Edward Hutchinson made a motion to accept the minutes as presented. Thomas Williams seconded the motion. Motion carried.**

Workers Compensation

Kenny Gilley with South-West Insurance presented our worker's compensation status to the Board members. Mr. Gilley stated that our modification factor rating is 1.87, which has placed us on signed risk. Our premium has increased to \$70,943, \$43,000 more than we were expecting. The Hartford has our signed risk policy. Mr. Gilley explained that we can help our status by :

- Reporting all claims but pay the smaller claims ourselves
- Gives employees an incentive to help the curb accidents
- Provide monthly safety training with staff

As far as paying the smaller claims, Mr. Gilley stated that we would have to set the limit ourselves and have a policy and procedures for claims.

Christy Fleming stated that our current worker's compensation carrier will be conducting an audit on us in the near future, and it may be possible that we will owe money for this current year.

Mr. Gilley stated that frequency and severity of claims determine the experience mod rating. Fred Luntsford asked Mr. Gilley what types of claims pushed our mod rating so high. He stated that we had two (2) auto accident claims and a fall from a chair.

Will Sturgill asked if we can view what claims we have had paid in the past, and see what our premium would be without those claims listed above. Mr. Gilley stated he can get that information for us.

Christy Fleming was asked to work with Kenny Gilley along with a committee from the Board of Directors to draft a policy regarding Kids Central paying small worker's compensation claims.

Fred Luntsford stated that the auto accidents should have been paid through the at fault auto policy, meaning any funds paid by worker's compensation should have been reimbursed. Mr. Luntsford asked for a status of those claims from Mr. Gilley.

Asked where the funds will come from to cover the huge increase in premiums, Christy stated that she will probably take funds from the supplies budget.

2011-2012 Financial Audit

Mr. Jim Fern of Hicok, Fern, Garcia, and Brown presented a complete and thorough review of our 2011-2012 audit. Copies were made available to the Board members. Mr. Fern explained the sections of the audit and their findings and answered questions from the Board and staff. He stated that there were no findings or issues that were noted during this audit.

Shirley Rogers made a motion to adopt the audit as presented by Mr. Jim Fern. Thomas Williams seconded the motion. Motion carried.

Finance Report

Christy Fleming presented members with the financial statements (including the check register) ending September 30, 2012. She states that in September, funds in the amount of \$318,000 were drawn, \$184,000 for accounts payable and \$132,000 for payroll. September has a big payroll because everyone returned to work at the end of August.

We are one-third into our fiscal year and we have spent less than 33% of our funds, so our finances are good. We have only spent sixteen percent (16%) of our supplies budget.

The amount of in-kind received thus far is approximately 42% of the total required amount. We are doing very well with in-kind this year.

Ronald Kendrick made a motion to adopt the financial report as presented. Shirley Rogers seconded the motion. Motion carried.

OLD BUSINESS

- Roles and Responsibilities of Board Members. Darrell Edwards presented the Board with an Orientation Manual and Resource Book for Board Members. He reviewed this manual and explained the information within. Some of the information in this manual includes:

- Roles and Responsibilities of Board Members
- Board Committees
- Board of Directors By-Laws
- Bridge Agreement
- Impasse Procedures
- Head Start Act
- Goals and Objectives
- Strategic Long Range Plan
- Risk Management

Darrell encouraged the Board members to make visits to our centers and see our staff interact with the children during their daily activities.

The Board Committees Goals and Objectives were presented for approval. A correction was announced for the Goals and Objectives - Vice-President should be listed as Sister Bernie Kenny, and Secretary should be listed as Thomas Williams. **With the above corrections, Shirley Rogers made a motion to adopt the Board Committees Goals and Objectives as presented. Karen Davis seconded the motion. Motion carried.**

Fred Luntsford made a motion for the Facilities Development Committee to begin working with Kenny Gilley (South-West Insurance) on the Worker's Compensation matter. Teresa Adkins seconded the motion. Motion carried.

The remaining documents in the manual will be presented for approval during November's meeting.

NEW BUSINESS

- Personnel Actions. Sandra Harvey presented the following personnel actions:
 - Thomas Adkins – Hired as a Part-Year Substitute
 - Denise Sturgill – Hired as a Classroom Teacher at Hawthorne
 - Stacy Stepping – Hired as a Classroom Assistant at Esserville
 - Stephanie Stanley – Hired as a Classroom Assistant at Esserville
 - Kimberly Gilliam - Termination

Shirley Rogers made a motion to approve the above personnel actions. Mary Hagy seconded the motion. Motion carried.

MONTHLY UPDATES

- Education. Tammy Mullins reported that Teachers are busy assessing children and she should have the results to report by November's meeting. Harry Childress asked Tammy who is in charge on a daily basis at the centers. Tammy stated that the Classroom Teacher is the person in charge of the classroom.
- Disabilities/Family Services. Terry Gentry reported that we currently have twenty-four (24) children with IEPs. There are several children in the evaluation process at this time. Developmental screenings and speech screenings are near completion.
- Health Services. Stephanie Purvis introduced herself to the Board members and gave information regarding her nursing background. She reported that she has been very busy since September with all the children returning. Heights, weights and hearing screenings are being conducted at this time.
- Nutrition. Mary Collins reported that sixteen (16) classrooms have visited Kaseyville during the month of September. Two of the classrooms had lunch during the visit. Kaseyville is now serving fresh fruit, juice, and ice cream.

During September, We served seventy-three (73) lunches to home based children and 118 lunches to their families. Centers served 2,594 breakfasts, 1,393 a.m. snacks, and 4,186 lunches to children during September, and also fed 1,075 adults.

- Enrollment/Attendance. Lisa Bentley presented the enrollment/attendance report. She stated that we are fully enrolled and we have updated our waiting lists. Attendance in September was 86.78%. Lisa explained that the computer generates the eligibility of children from information entered during the application process.
- Family Involvement. Lindsey Sturgill reported that family movie night was a huge success. It was held at the Norton Cinema instead of the drive-in this year and the movie was Finding NEMO in 3D. We had so many families attend that we had to have a second showing on the first night, and had a second movie night the following week for families that did not get in the first night. There were approximately 1,000 people that attended family movie night.

Family days are going very well. Over half of our centers had attendance above 80%. We are working on new activities for this year and are showing parents how to be teachers at home with their children.

Kasey's Academy will be going to Ripley's Aquarium on October 26th. There are approximately 150 people registered for this trip. The Aquarium is going to give the children a pizza party.

Family portrait night will be held in Dickenson County at the library on October 18th from 4:00 pm – 6:00 pm. In Wise County, it will be held on October 24th and 25th at the Esserville Center.

FOR THE GOOD OF KIDS CENTRAL/COMMENTS

Darrell introduced Tisha Adams to the Board members. Tisha is a member of our Policy Council and has been nominated as the Policy Council Representative to the Board of Directors so she will be attending the Board meetings on behalf of the Policy Council.

NEXT MEETING

The next meeting of the Kids Central Board of Directors will held on November 20, 2012 at 11:00 a.m. at the Kids Central Administration building.

ADJOURNMENT

With no further business, **Bill Dotson made a motion to adjourn the meeting. Fred Luntsford seconded the motion. Motion carried.** The meeting adjourned at 12:20 p.m.

Thomas Williams
Board of Directors Secretary

Sandra Harvey
Recording Secretary