

Kids Central Incorporated

Joint Meeting of the Board of Directors And Policy Council June 15, 2010

The Board of Directors and Policy Council of Kids Central Incorporated met on June 15, 2010 at the Kids Central Administration office. In the absence of the Chair and Vice-Chair, Ed Hutchinson, Treasurer of the Board of Directors, called the meeting to order 11:07 a.m.

Board members

Present: David Belcher, Charles Hay, Edward Hutchinson, Sister Bernie Kenny, Fred Luntsford, Shirley Rogers, and Will Sturgill

Policy Council

Members Present: Fred Luntsford, Jennie Thacker, Maggie Woodruff, Deanna Dingus, Sue Coleman, Colleen Cantrell, Dee Strouth, Thomas Williams, Ed Hutchinson

Staff present:

Darrell Edwards, Kim Austin, Lisa Barton, Lisa Bentley, Sandra Harvey, Pam Bowens, and Vicki Brown

Installation of Board Members and Officers

Darrell Edwards installed the Members of the 2010 - 2011 Board of Directors. The oath was read and all present affirmed. Members installed were:

George Aichel
Teresa Adkins
David Belcher
Harry Childress
Charles Hay
Edward Hutchinson
Sister Bernie Kenny
Fred Luntsford
Shirley Rogers
William Sturgill

Darrell installed the Board Officers for the 2010 – 2011 Board of Directors. The oath was read and the following Officers affirmed the oath:

Teresa Adkins – Chairperson
George Aichel – Vice Chairperson
Edward Hutchinson – Treasurer
Will Sturgill - Secretary

Presentation of Awards

- Kids Central Staff Service Award – This award was presented to Pam Bowens
- Policy Council Appreciation Award – This award was presented to Thomas Williams
- Community Service Award – This award was accepted by Darrell Edwards for Dr. Jeffery Montgomery
- Volunteer Service Award – This award was presented to Vicki Brown
- Donald Baker Leadership Award – This award was presented to Sister Bernie Kenny

Policy Council Chairperson Dee Strouth awarded certificates of appreciation to members for their service on the Policy Council.

Minutes

The Board minutes from the previous meeting (May 18, 2010) were presented for review. With no comments or corrections, **Shirley Rogers made a motion to approve the Board minutes from the May 18, 2010 meeting. Will Sturgill seconded the motion. Motion carried.**

The Policy Council minutes from the previous meeting (May 12, 2010) were presented for review. With no comments or corrections, **Deanna Dingus made a motion to approve the Policy Council minutes from the May 12, 2010 meeting. Sue Coleman seconded the motion. Motion carried.**

Finance Report

Lisa Barton gave copies of the financial statements for May to members of the Board of Directors and the Policy Council. She states our fiscal year ended May 31st. We exceeded our in-kind requirement for this year. On the financial statements given to members, accruals and accounts payables have not been posted as of this statement. We were told by the Regional Office that we may spend any excess funds towards the loan we have on Administration building and the Esserville building.

Kids Central Incorporated received a donation from a person in Clinchco and with no stipulations for the use of this money, we have placed it in a Certificate of Deposit (CD). This, along with the other money in a CD, gives the Board \$10,370.48 of unobligated funds.

Shirley Rogers made a motion to adopt the finance report. Charles Hay seconded the motion. Motion carried.

OLD BUSINESS

- Lease Agreement for the Haysi Center. Darrell received a proposed lease agreement from Stone Mountain Health Services for the Haysi Center. A copy of the agreement was sent to all Board and Policy Council members for their review. Darrell stated that in this lease agreement, there were some significant changes such as:

- Page 2 –Paying \$300 per month rent. We have never had to pay rent in the past.
- Page 5 – KCI be responsible for all maintenance/repairs and updates to the building. Federal funds cannot be used if there is no federal interest in the property.
- Page 6 Section (d) – KCI be responsible for the entire electrical /plumbing systems, including heating, ventilating and air conditioning systems.
- Page 7 Section (f) – Stone Mountain will provide snow removal at their discretion on an “as needed” basis and KCI is to pay Stone Mountain.

Darrell requested that the Board make a counter offer lease agreement, to stipulate changes in the above areas. We are well established in Haysi and have been in that location for ten years. We do not want to move to another location.

Charles Hay commented that the amount of the rent, \$300, will not pay for the janitorial services Stone Mountain is willing to provided, according to section 8(e). He states the janitorial services they are willing to provide will cost more than \$300 per month. He states he had put a lot of work into Stone Mountain obtaining ownership of this building in order to keep Kids Central as a tenant. He attended numerous meetings, including three in Richmond. Stone Mountain wants us to remain in the building; they are not trying to force us to leave. He just wanted to make Stone Mountain’s position clear to everyone. Darrell stated that if this is the case, Stone Mountain should revisit the proposed agreement and change rent amount so they can be responsible for the above items.

Will Sturgill made a motion for KCI contact Greg Stewart to help draft a counter offer on the lease agreement, including the above listed items. Sister Bernie Kenny seconded the motion. Motion carried.

- Refunding Application for the Early Head Start ARRA Grant. Lisa Barton discussed the Early Head Start ARRA Grant. This grant is from November 2009 through September 2010 and funds two (2) Early Head Start Home Visitors and the new Early Head Start toddler center. We were asked to re-file our application to show any changes that were made from the original application. We have no changes to the original.

Sister Bernie Kenny made a motion for the Board of Directors to approve the submission of the Refunding Application for the Early Head Start ARRA Grant. Shirley Rogers seconded the motion. Motion carried.

Deanna Dingus made a motion for the Policy Council to approve the submission of the Refunding Application for the Early Head Start ARRA Grant. Jennie Thacker seconded the motion. Motion carried.

NEW BUSINESS

- Authority to Sign Checks. Darrell explained that Chris Austin was authorized to sign company checks, and because he has left the agency, we need to have a Senior Staff member authorized to sign checks. Darrell recommends Kim Austin be added as an authorized signer.

Sister Bernie Kenny made a motion for the Board of Directors to make a resolution for Kim Austin to be an authorized signer of Kids Central checks. Shirley Rogers seconded the motion. Motion carried.

- Bus Grant Approval. Lisa Barton announced that we have been informed that we can apply for a \$200,000 grant from Rural Development. These funds, along with a \$50,000 match from Kids Central, will be used to purchase five (5) new buses.

Sue Coleman made a motion for the Policy Council to approve the above funds be used to purchase the five (5) new buses. Maggie Woodruff seconded the motion. Motion carried.

Charles Hay made a motion for the Board of Directors to approve the above funds be used to purchase the five (5) new buses. David Belcher seconded the motion. Motion carried.

- Year-End Closeout. Lisa Barton is in the process of closing out the 2009 – 2010 fiscal year. She should have the final figures at the next meeting. The auditors should be here in July.

- Organizational Chart. With the resignation of the Family and Community Partnerships Director, Darrell is proposing a change to the Senior Management Team. He would like to remove the Family and Community Partnerships Director position and the Educational Services Director position and add an Assistant Director position. A job description has been given to the Board and Policy Council members. He stated that Kim Austin would be the new Assistant Director and would oversee Education, Disabilities and Home Base, Health and Nutrition, and Family Services.

In addition to the above change, Darrell would also like to add a Family Involvement Specialist. The Board and Policy Council were given job descriptions for these positions.

David Belcher made a motion for the Board of Directors for a recess. Sister Bernie Kenny seconded the motion. Motion carried.

Thomas Williams made a motion for the Policy Council for a recess. Maggie Woodruff seconded the motion. Motion carried.

(At this time, the Board of Directors and Policy Council took a break)

Edward Hutchinson called the meeting back to order at 12:18 p.m.

Kim Austin informed members that although the organizational chart shows Kim as the Supervisor over Family Services, Darrell will be the support contact for this component.

Sister Bernie made a motion for the Board of Directors to approve the proposed organizational chart, Assistant Director job description, Family Involvement Specialist job description, and the Leadership proposal, with the stipulation that Darrell continue to be the support contact for the Family Services component. Shirley Rogers seconded the motion. Motion carried.

Jennie Thacker made a motion for the Policy Council to approve the proposed organizational chart, Assistant Director job description, Family Involvement Specialist job description, and the Leadership proposal, with the stipulation that Darrell continue to be the support contact for the Family Services component. Thomas William seconded the motion. Motion carried.

- Monthly Enrollment. The enrollment report for May was given to members. Darrell stated we are over enrolled in Head Start and Early Head Start. Our attendance in May was 82.36%.

- Personnel Actions (New Hires, Terminations, and Promotions). Vicki Brown has been hired as an Early Head Start Caregiver in the Esserville Early Head Start center. **David Belcher made a motion for the Board of Directors to approve the hire of Vicki Brown as an Early Head Start Caregiver. Sister Bernie Kenny seconded the motion. Motion carried.**

Jennie Thacker made a motion for the Policy Council to approve the hire of Vicki Brown as an Early Head Start Caregiver. Thomas Williams seconded the motion. Motion carried.

COMMENTS

Fred Luntsford thanked Darrell Edwards and Kids Central on behalf of the Town of Appalachia for the use of a bus for transportation during Appalachia's fishing day last weekend.

Darrell wanted to state that his previous comments regarding the lease agreement with Stone Mountain Health Services was in no way intended to disparage Stone Mountain. We have had a partnership with them for years and want to continue that partnership. The lease agreement just needs some changes.

NEXT MEETING

As of now, we will not have a meeting of the Board of Directors or Policy Council in July. If we have any pressing business, we will get in touch with everyone to have a called meeting.

The next scheduled meeting is August 11, 2010 for the Policy Council and August 17, 2010 for the Board of Directors.

With no further business or discussion, **Thomas Williams made a motion to adjourn the meeting. Maggie Woodruff seconded the motion.** The meeting adjourned at 12:30 p.m.

Will Sturgill, Secretary
Board of Directors

Jennie Thacker, Secretary
Policy Council

Sandra Harvey, Recording Secretary