

Kids Central, Inc.
Board of Directors and Parent Policy Council
Joint Meeting
July 27, 2004

This meeting of the Board of Directors and Parent Policy Council met at 11:00 a.m. in the administrative offices of Kids Central, Inc. in Norton, Virginia.

Board Members present:

Charles Hay (Vice Chair): Dr. Jewell Askins, Paul Buchanan, Edward Hutchinson, George Aichel, Shirley Rogers, and William Davis.

Policy Council Members present: Sandra Jones (Chair): Heather Strong, and Lynn Krout.

Staff present: Darrell Edwards (Executive Director), Donna Meade (Head Start Director), Lisa Barton (Comp troller), Chris Austin (Director of Operations), and Hilary Chandler.

Roll Call/Quorum

A quorum was present.

Agenda

Vice Chairman Charles Hay called the meeting to order at 11:08 a.m.

Presentation of minutes

The June 16, 2004 Board of Directors minutes were available for review. George Aichel moved to approve the minutes. Shirley Rogers seconded the motion; motion carried.

Financial Report

Lisa Barton presented the financial report for fiscal year 2003-2004. She indicated that the auditors would be coming next week. The ending balance for Head Start is \$232,298. The ending balance for Early Head Start is \$25,271.09. Ms. Barton said that because of our under enrollment in Head Start this past year, we were advised not to expend the funds we had available at the end of the year. Staffing issues were the main cause of the extra money at the end of the year. Ms. Barton also pointed out that we have approximately \$500,000 over the amount of in-kind we are required to attain. Mr. Edwards asked if the funds from last year could be re-programmed? Ms. Barton said that it was a possibility, and we certainly have some valid needs such as school buses, a modular unit for Appalachia II, and so on.

Executive Director's Report

Mr. Edwards addressed the role of the Parent Policy Council in governance. One of the issues the Regional Office has with our program is shared governance between our Board and Policy Council. Mr. Edwards said that the Policy Council and the Board will start meeting separately again next month. From this day forward, proposals will be presented to the Policy Council for approval and then brought before the Board. Hopefully this action will represent a re-dedication to an informed constituency.

New Business

Mr. Edwards indicated that the trip to Philadelphia went well, and the following proposals reflect the changes that were a result of the meeting with the officials in Philadelphia.

Mr. Edwards presented the following administrative proposals:

1. The adoption of the by-laws of the corporation.

Strike from the document on page 12, section I, reference to Head Start Program Committee.

Strike from the document on page 12, section 3, reference to creation of a special standing parent policy council.

2. Organizational re-alignment and presentation of anew organizational chart.

Board of Directors and Policy Council needs to adopt a proposal to create a new position of Health Services Manager.

This position was filled from within our staff re-structure.

Eliminate the position of secretary/receptionist.

3. Reduction of the number of Head Start enrollees for fiscal year 2004-2005.

Remove the proposal from the list presented at the June 16th meeting.

4. Reduce the budget amount of the grant for Head Start for the fiscal year 2004-2005.

Because of proposal number three being canceled, there is no reason to reduce the operating budget for 2004-2005. The Board and Policy Council need to remove the proposal from the list presented at the June 16th meeting.

Ms. Barton presented the following administrative proposal:

- b. The membership of the AD-HOC purchasing committee.

Actions taken on administrative proposals:

Proposal number 1: Shirley Roger made a motion to approve the proposal. Jewell Askins seconded the motion; motion carried.

Proposal number 2 part a: George Aichel made a motion to approve the proposal. Shirley Rogers seconded the motion; motion carried.

Proposal number 2 part b: Heather Strong made a motion to approve the proposal. Jewell Askins seconded the motion; motion carried.

Proposal number 3: Paul Buchanan made a motion to approve the proposal. Shirley Rogers seconded the motion; motion carried.

Proposal number 4 part a: Proposal removed due to motion on proposal number 3.

Proposal number 4 part b: For the record, the senior staff members to be part of the AD-HOC purchasing committee are as follows: Donna Meade, Lisa Barton, and Chris Austin. They are classified as senior staff on the pay scale. William Davis made a motion to approve the proposal. Lynn Krout seconded the motion; motion carried.

Old Business

Charles Hay asked Jewell Askins to present the recommendation of the personnel committee for the Disability Coordinator position. Ms. Askins said that the personnel committee was recommending hiring Ida Booth for the position. Motion carried.

Mr. Edwards indicated that People Inc. had made us an offer for the use of space at the childcare facility in Clintwood for our Clintwood center. Mr. Edwards proposed that we enter into contract with People Inc. Paul Buchanan made the motion to approve this recommendation. George Aichel seconded the motion; motion carried.

Lisa Barton presented the new pay scale with some minor changes. Job titles were changed due to the changes on the organizational structure. The Bookkeeper and Purchasing Agent were moved from Information Services Staff to Management Support Staff, and the Mechanic and Maintenance staff are listed as Program Support Staff I & II, with the mechanic being given a 15% raise in pay. Paul Buchanan made a motion to accept the new pay scale. Shirley Rogers seconded the motion.

The motion to approve the Policy Council by-laws was tabled for the next Policy Council meeting.

Mr. Edwards proposed that we end each meeting with a positive statement about what we are doing at Kids Central, Inc. He said that anyone could make a statement. Charles Hay said that he appreciated the participation and dedication of everyone on the personnel committee. Dr. Askins said that she was proud of the leadership and direction from the Policy Council. She said that Sandra Jones and Heather Strong should be commended for their work. Shirley Rogers said that she also appreciated the work of the Policy Council.

Next Meetings

The next Policy Council meeting will be August 11, 2004 at Bonanza at 11:00 a.m.

The next Board meeting will be August 24, 2004 at 11:00 a.m. at the administrative building.

Pursuant to §2.1-344.1 and §2.1-344.2 of the FOIA, Jewell Askins made the motion to go into closed session to discuss personnel matters. Sandra Jones seconded; motion carried. The Board and Policy Council went into closed session at 12:00 p.m.

The Board and Policy Council came out of closed session at 12:10 p.m. Roll call was performed and each member present certified that they had only discussed personnel matters during closed session. The meeting was adjourned.

Edward Hutchinson

Secretary

Hilary Chandler

Meeting Secretary