

Kids Central Inc
Board of Directors Meeting
Esserville, Virginia
November 16,2004

Call To Order

Chairman Baker called the meeting of the Board of Directors to order at 11:02 in the auditorium of the administrative building at Esserville and welcomed our guests and the Federal Review Team members from the Regional Office. He expressed the hope that they would find things in good order.

Quorum

The quorum of the Board at the beginning of the meeting consisted of the following members: Chairman: Mr. Donald Baker, Dr. Jewell Askins, Vice Chairman: Mr. Charles Hay, Mr. Paul Buchanan, Mrs. Donna Raines, and Mrs. Heather Strong of the Parent Policy Council, and Mr. Edward Hutchinson, Sr.

Members arriving later during the meeting were: Mrs. Shirley Rogers and Treasurer: Rev. George Aichel.

Members Absent

Mr. Bill Davis was absent per having received permission from the Executive Committee to be excused for two months.

Audience

The audience contained members of the administrative staff and members of the Review Team from the Regional Office in Philadelphia

Approval of the Minutes

The secretary offered the minutes of the Special Called Board of Directors Meeting of November 4, 2004 for approval via a motion pending corrections. Mr. Buchanan provided the second. The secretary provided a brief explanation as to why there were two (2) meetings held on the 4th. Initially, there were not enough Board members present for a quorum; therefore the members went into Executive Session. When Mr. Hay entered the meeting, it converted into the Board of Directors Meeting. The minutes also need to reflect Mr. Aichel as being the Treasurer and on page 3 that Mr. Aichel noted that the clerical error (pocked) be changed to (picked). The body unanimously approved the motion.

The Financial Report

Executive Director Darrell Edwards made the financial report in the absence of Comptroller Lisa Barton. Mr. Edwards stated that for the financial period ending October 31,2004 that the agency was 8% under our regular budgeted expenditures for the five (5) months of our fiscal year. We have spent approximately 32% of Head Start funds and 34% of Early Head Start funds. It looks like we are on target with everything. We are trying to hold about 17% of our budget in reserve due to under enrollment and not knowing what our final enrollment will be. On the motion offered by Mr. Hay and seconded by Mr. Buchanan for the Board to accept the financial report, the motion was passed.

Old Business

A. Approval of the items acted on in The Executive Session on November 4,2004

The Chair related that the items under old business on the agenda were gone over in Executive Session as had been expressed by the secretary and that the final approval by the full Board was needed. All of the items were in the minutes that were mailed to the membership. He requested a motion to approve:

Acceptance with corrections of the September 21,2004 Board Meeting Minutes

Acceptance of the financial report for September 2004

Approval of the Policy Council By-Laws

Approval to update the copiers at KCI

Approval of the Shared Services Contract

Approval of the Long Range Plan

Approval of the personnel action taken on November 4, 2004

Approval of signatures on forms

- a. Disabilities Written Plan
- b. Nutrition Written Plan
- c. Health Written Plan
- d. Mental Health Written Plan
- e. Early Head Start Written Plan

Appalachia II Head Start Center Proposal

The Community Assessment

Virginia Head Start Conference

Approval of Bank Notification

Approval of Policies and Procedures Manual with Appendices

Approval of Updated Positions Descriptions as a whole.

On the motion to do so offered by Mr. Buchanan and seconded by Mr. Hay, the Board unanimously approved the motion.

B. Re-Cap of the Virginia Head Start Association Meeting

Head Start Director Donna Meade made a report for the group that attended the Virginia Head Start Association Meeting in Lynchburg. Representatives from the Virginia Department of Education were there to discuss the VPI program and its effects on Head Start. In the audience of about 200, our Program Specialist was there and he specifically talked about the issues that we have in Wise County. On Thursday morning, Ms. Meade will be sitting in on the Wise County steering committee for the VPI program to gather information and to explore ways that we can work together in the future. From the questions posed by Dr. Askins, Ms. Meade stated that a copy of the VPI Grant application was taken with them showing the requirements for that grant and specifically stated that collaboration with the Head Start Program were required.

Ms. Meade stated that there is a big push for Fatherhood Initiative Programs, and there is going to be grants for these programs.

C. Parent Policy Council Report

Heather Strong, who attended the meeting in Lynchburg, stated that the Policy Council would be meeting tomorrow.

New Business

Audit Resolution

Mr. Edwards related that we had completed our audit and we maintained our adopted assurances as stated in the audit. Chairman Baker needed to sign the resolution. On a point of reference by the Secretary, Mr. Edwards stated that the Board had previously adopted the audit report.

New Hires

Chris Austin made the report requesting approval to hire bus monitors and bus drivers. The need for monitors and bus drivers has been ongoing. The need has been filled by current staff members and has resulted in payment of overtime on a regular basis. This is not a good business practice. Hence, we have really made an effort to fill these positions. Bus monitors are Robert Fleming for Long's Fork, Sylvia Marshall for Coeburn II, and Rita Jo Sizemore for Appalachia II. Bus Drivers are Annette Waddill for Esserville Center and David Price at the Clintwood Center, as well as Amy Baker and Jessica Jackson.

On the motion to hire these bus drivers and bus monitors by Charles Hay and seconded by Shirley Rogers, the Board unanimously approved the motion

Ms. Meade announced that KCI would conduct interviews on December 7th for an Early Head Start classroom assistant.

C. Executive Director's Report

Mr. Edwards stated that in May of this year, five (5) members of this Board were scheduled to retire; but through the efforts of the Chair, they all agreed to stay on. Had they left, this Board would have been devastated. Had they not agreed to stay, I don't know what position we would be in today. There would have been very little continuity. He stated that he was grateful for what they (Board) did to give us (this agency) another chance to do the work that we had to do.

For the Good of KIDS Central, Inc.

Dr. Askins related that she had spoken with Dr. Basham, Superintendent of the Wise County School System. About a month ago there was a dialogue between him and the Dickenson County School System about Dickenson County's agreement to participate in the Blended Services Program. Everyone is aware that there has been some tension between our agency and the Wise County System concerning the VPI program and its effect on Head Start. It now appears that Dr. Basham is anxious to meet with Mr. Edwards. He is also interested in getting a representative from the Wise County School System back on the Board for communications purposes. Dr. Askins said that she would work in any way that she could to facilitate the meeting. She further stated that we are both in the business of serving children and speak a common language.

Mr. Edwards requested that the Board allow Dr. Akins and himself to act as a committee of two (2) to meet with Dr. Basham, and if there were anything to bring back that they would put it in the form of a proposal. These comments received warm and encouraging remarks from the Board. Mr. Aichel expressed interest in joining Mr. Edwards and Dr. Askins on the committee.

Chairman Baker called for a motion to officially authorize and constitute this committee composed of Mr. Edward, Dr. Askins, and Rev. Aichel to proceed in meeting with Dr. Basham. Mrs. Rogers made the motion as requested by the Chair and Mr. Hay seconded the motion. The Board unanimously approved the motion.

Next Meeting of the Board of Directors

The next meeting of the Board will occur as a joint meeting with the Parent Policy Council on December 9, 2004 at Mosby's Restaurant in Wise at 5: 30 P.M. with dinner at 6:00 P.M. Board members and guest are invited. Don't come alone.

Adjournment

The Board of Directors adjourned the meeting upon the motion of Mrs. Raines at 1:32 P.M.

Edward R. Hutchinson, Sr.

Secretary