

Kids Central Inc.
Board of Directors Meeting
March 16, 2005
Esserville, Virginia

Chairman Donald Baker called the meeting of the board of directors of Kids Central, Inc. to convene at 11:02 am with a quorum of the membership present consisting of: Mr. Paul Buchanan, Mr. Bill Davis, Mrs. Shirley Rogers, Mrs. Heather Strong, Mr. Charles Hay, Rev. George Aichel, Mr. Edward Hutchinson, and Mr. Donald Baker.

Board member Dr. Jewel Askins, who had previously informed the board that she would be absent, was excused, as was Mrs. Donna Raines per her request.

Members of the staff present were Ms. Sandra Willis, Mrs. Donna Meade, Mrs. Lisa Barton, Mr. Kenneth Smith, and Mrs. Mary Collins. Mrs. Strong's daughter was present.

Mr. Edwards and Mr. Austin were absent due their attendance in meetings in Williamsburg and Roanoke, Virginia.

Minutes

Chairman Baker called for approval of the minutes of the previous meeting. Though the minutes had been previously mailed to the members in sufficient time prior to the meeting, they required changes that were stipulated to the board to accommodate changes to the starting time of the meeting, a clerical spelling, and a correction to the FOIA section number as was stated by the meeting secretary accompanied with copies of the corrected minutes being redistributed to the board. The minutes will also be amended to show that Rev. Aichel and Mrs. Rogers were excused from that meeting. Upon the motion to approve the amended minutes that was made by Mrs. Rogers and seconded by Mr. Buchanan, respectively; the board unanimously voted approval.

Financial Report

The Board Chairman called for the financial report for the period ending February 2005. She stated that we are not sure that Philadelphia is not going to make Kids Central pay back, but we holding back funds. We have spent 65.9% of our Head Start Funds and 64% of our Early Head Start Funds. We are $\frac{3}{4}$ through the year. When we had the Policy Council meeting last month we hadn't received the bank statement, so there are a few minor changes to be made to the statement.

The cash corporate account on the first page: \$48,856.69 and been increased by \$16,000 that was deposited last week. Part of that money (\$2200) is un-obligated Kids Central board money and the rest of that money is program income produced by Head Start generated income (sales of surplus equipment and rent). With the \$1,000,000 loan that we got, we are required to put \$770.70 per month into an escrow account to cover that for the first 10 years of the life of that loan. This still leaves about \$48,000 that we can do something with or we can hold that money. Right now it is in a passbook account. Mrs. Barton recommended that the board should look at more wise choices that the money could be invested. She recommended that the bank in front of Wal-Mart (National Bank of the Southeast) is offering an interest rate of 4% for 10 years, one of the best rates in Wise County, and that up to $\frac{1}{2}$ of the amount invested could be withdrawn at any one time with no penalty. She recommended that \$ 30,000 be placed in a Certificate of Deposit (CD).

Mrs. Rogers moved to place \$ 30,000 in a CD at 4% for 10 years. Mr. Buchanan seconded her motion. But during the discussion that ensued, she moved to rescind her motion when questions about investing even more surfaced. Mr. Buchanan seconded the motion to rescind the first motion. The motion to rescind passed with a unanimous vote.

Mrs. Rogers moved to invest \$ 65,000 or the balance in the cash corporate account (made clear from Rev. Aichel's question). Mr. Buchanan seconded this motion and the board unanimously approved the motion.

Mrs. Barton called the board's attention to the In-Kind report stating that we had gotten over \$200,000 more than what we are required to have and that for every dollar federal dollar that we receive, we have to match that with \$.25 (twenty five cents). Our In-Kind as of the end of February 2005 stands at \$571,746.49. She further iterated that this was a feature that is very important and that the board should be aware of.

Mr. Baker noticed and questioned the travel/mile reimbursement figure that is \$12,000 over budget. Mrs. Barton explained the overage as being attributable to paying the Home Visitors and Family Service Workers the federal mileage rate of \$.40 ½ per mile. This came about due to the sale of the small cars that we had, but we are now down to 5 small cars. This is a problem area that Mr. Austin has on his desk and is questioning whether we should lease or buy some smaller cars. One estimate is a lease for \$200/month. Mr. Austin will be working on a solution and more information will be coming to the board later.

The board developed into the cost of liability insurance and other costs associated with all agency properties. Mr. Buchanan made the motion to drop the insurance on the mobile unit and removing the tags (inform the DMV so that there is no vehicle violation as suggested by Mr. Hay) while it is awaiting answers. Rev. Aichel seconded the motion and the board without any objections passed the motion.

Policy Council Report

Mrs. Strong reported that the Policy Council meeting of March 9, 2005 netted concerns over the Goals and Objectives and bus monitors which the executive committee addressed. The Goals and Objectives were tabled until March 30, 2005. Jessica Bryant resigned to take the bus monitor at Longs Fork with Ricky Strouth taking the alternate position on the PC.

Executive Director Edwards informed the PC of the evaluation by Western Kentucky University of Kids Central's program from bottom up. In April, two (2) representatives from Philadelphia will review the program and in September there will be a full review/audit team to see if we took the advice from the other review teams. Mr. Edwards gave the education report that we are on track with Head Start and Early Head Start. Mrs. Meade was on vacation. Mr. Austin gave the transportation report, cost of replacing buses, new hires: 1 new driver and 6 new monitors, staff mileage reports, the finding that we could use 5 new vehicles for staff-mostly family service workers and education specialists as lease or buy options. PC heard about bus monitors in the organizational structure and getting paid and had concerns about volunteer positions, that staff members must be present anywhere children are, including on buses. PC questioned the performance standards about the definition of "immediate family" in regard to babysitting. PC heard about the budget from Mrs. Barton. Mr. Edwards reported that we had not been granted lower enrollment numbers and that we have an extension on having 449 children. Mrs. Collins presented the nutrition reports. Mrs. Aichel gave the PC financial report. There were no committee reports. The center reports were read aloud. Questions were asked about fundraising for Coeburn I and we were told that we could not have fundraising. Someone can donate goods and services, and center donations are permitted. The PC heard concerns about motorists not stopping for Head Start buses and the suggestion was to make telephone calls to the appropriate law enforcement agencies. PC was informed that Ms. Carolyn Pierce would be here on March 31st for training the PC and board in it responsibilities of a volunteer. PC heard that not all members had a copy of the Goals and Objectives. There were quite a few questions on the Goals and Objectives. Mr. Dillon Sutherland was made a member of the PC. The PC passed the motion to approve giving Mr. Chris Austin authority to sign checks. We received \$ 4,000 for the Fatherhood Grant. The PC will send letters regarding unexcused absences to the appropriate members. The PC approved dropping five (5) members for absences.

The next meeting of the PC will be April 13, 2005 at the main office building. The next Executive Meeting will be on March 30. March 31st will be for training. Meeting on the By Laws is set for April 22, 2005.

Rev. Aichel commended Mrs. Strong on the excellent job that she does of reporting from the Policy Council and other members of the board agreed in the moment of praise.

Old Business

In updating the board on the termination of Hilary Chandler, Mrs. Barton stated that Ms. Chandler was granted a hearing following the grievance procedure, and that she declined (Chairman Baker iterated that Mr. Edwards had spoken to him of the suggestion made by Attorney Stewart). Ms. Chandler did call to say that she didn't want to go any further. Rev. Aichel asked about documentation that she did call. Mrs. Barton stated that the call was taken by Mrs. Willis.

The secretary reminded the board that after the closed session held at its last meeting, no action had been taken on the dismissal of Ms. Chandler and moved to approve the motion: that since Ms. Chandler was granted a hearing following the attorney's suggestion that she declined – that the board sanction and support Mr. Edwards' action to dismiss Ms. Chandler from her job. Mrs. Rogers seconded the motion and the board voted its unanimous approval.

Goals and Objectives

Mrs. Barton restated Darrell Edwards's request that the board approve the Goals and Objectives that was presented last month. These Goals and Objectives cover all aspects of Kids Central's operations and deal pro-actively with the issues facing the agency. Mr. Buchanan moved to approve them and Mr. Davis supplied the second. The board unanimously voted its approval.

New Hires and Resignations

Mrs. Barton stated the Mary Mullins had resigned next door in the Early Head Start program and that KCI was advertising for that position. She also informed the board that KCI had hired the following and requested approval:

Eddie Cochran - Bus Driver at Long Fork; Shirley Bouton - substitute replacing Mary Mullins who had resigned; Kimberly King - Bus Monitor at Clintwood; Sandra Owens - Bus Monitor at Haysi; Jessica Bryant - Bus Monitor at Long Fork; Vivian Wells - Bus Monitor at Esserville; Trista Hamilton - Bus Monitor at Coeburn I; and Jenny Parsons - Bus Monitor at Appalachia II.

Mr. Buchanan and Mr. Davis made the motion to approve the new hires and supplied the needed second, respectively. The board voted unanimous approval of the motion.

Evaluation by Western Kentucky University

As per the instructions from Joe Mistretta, we are to hire a consulting firm to do a complete evaluation of our program operations. We have contacted WKU – that runs such a program and they will be here on May 3-4 with 5 of their people to do the evaluation. The cost is \$6,000 to be paid by KCI. Board members Aichel, Rogers, and Hutchinson had questions concerning the cost, the time, and what was the reason for this evaluation.

Mrs. Barton said that Philadelphia was not giving KCI the credit that it was due, but Mrs. Meade stated that Philadelphia had received some negative e-mails and/or questions about the curriculum and Ms. Pierce was sent here to observe the classroom. She did observe some things that were going on in the classroom. These kinds of things sparked Mistretta's interest.

Mrs. Meade addressed the Board. Her comments were of a sensitive nature and not included in the minutes.

Adjustment of the Yearly Calendar

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Lisa Barton stated that April 7th & 8th were training days for our teachers. We are going to turn those days into children days. We are extending the day that center are to get out to May 24th and our classroom staff will get out on June 2nd. As of today, we think this calendar is correct. Mr. Buchanan moved to approve the extended calendar with Mr. Davis seconding the motion. The Board moved to approve the motion without objection.

Proposal to authorize Chris Austin to sign checks

The board moved and passed the motion as seconded presented by Mr. Hutchinson and Mr. Hay, respectively: to authorize Mr. Chris Austin to sign checks without objection.

Proposal for phones for the administration building in Esserville

The current system is old and broken. We cannot continue to patch the system and therefore, we need a new communication system. Mr. Austin has gotten the following bids: the lowest bid was from Security Electronics (all new phones) \$ 5690 this building, for the building next door \$ 5480, and for the office in Haysi \$ 3160. The request was made for approval – with those bids over \$5000 to be sent to the office in Philadelphia for their approval. On the motion made by Mr. Hay and seconded by Rev. Aichel, respectively; the board approved the proposal without objection.

Volunteer Training

Volunteer training will be done by Ms. Carolyn Pierce who is the Training and Technical Assistance Representative for Region III Head Start here for Policy Council. Board Members are invited to attend on March 30, 2005 with emphasis on the responsibilities of being a volunteer from 9:00 to 12:00.

Good of Head Start

Rev Aichel asked about the immediate family. Mrs. Barton commented that the definition could be found in the Polices and Procedures Manual. The concern was around grandparents of the household being paid for baby-sitting. A lot of times the immediate family may be different from inside the household and outside the household. A comment was made that the grandparents need to be included in the immediate family. Another was to include parents, grandparents and siblings. Mr. Davis commented that the definition needs to be consistent with the policy. Mrs. Strong commented that the By Laws of the Policy Council would need to correspond with the policy and procedures.

Mr. Baker is to talk with Mr. Edwards about scheduling a special meeting with the board on the resignation of Mrs. Meade and he also mentioned the fact that it was brought to his attention that we owe rent in the amount of \$6000 or more to the school board in Dickenson County and this would be another matter for Mr. Edwards to look into and get back to the board as there may or may not be an agreement – no contract has been found going back five or six years. The chair directed that this needs to be resolved.

Next Board Meeting

Next meeting of the board will be on April 19, 2005 at 11:00PM at Esserville, VA.

Adjournment