

# Kids Central Incorporated Board of Directors Meeting March 21, 2006

The Board of Directors of Kids Central Incorporated met on March 21, 2006 at the Kids Central Administration office. Charles Hay, Vice Chairperson, called the meeting to order at 11:00 a.m.

Board Members present: Teresa Adkins, Jewell Askins, Donald Baker, Charles Hay, Ed Hutchinson, Jim O'Quinn, Shirley Rogers, and Shannon Scott

Staff present: Darrell Edwards, Lisa Barton, Chris Austin, Kim Addison, Sandra Willis, and Mary Collins

Others present: Charles Lawson, and Carl Mullins

Charles Hay introduced Carl Mullins, Superintendent of Breaks Interstate Park to the members of the Board. Charles is nominating Mr. Mullins to become a member of the Board of Directors.

Jim O'Quinn made a motion to accept Carl Mullins as a member of the Board of Directors. Donald Baker seconded the motion. Motion carried.

## Presentation of Audit:

Lisa Barton introduced Charles Lawson of Thrower & Blanton to the Board members. Mr. Lawson presented the audit for fiscal year ending May 31, 2005. Mr. Lawson explained the items listed in the audit. He discussed the following findings:

- Some findings within internal controls
- Under enrollment
- Income verification documentation missing in some children's files
- Calculation of in-kind

Jewell Askins asked what year the missing income verification documentation was for. Lisa Barton stated it was for the 2004-2005 school year. Lisa also stated that during the review we just had, there were no issues with missing documentation.

## Financial Report:

Lisa Barton gave the Board members copies of the financial statements for February. We have currently spent 71.5% of our Head Start budget and 73.5% of our Early Head Start budget. We are nine (9) months into the fiscal year. Our budget for next year will be cut 1% due to the cut Head Start has made nationwide. We will not need to change our application nor resubmit it.

Last month, Lisa asked the Board to approve the request of in-kind waiver in the amount of \$150,000. The actual waiver request sent was in the amount of \$200,000. Lisa said we felt we needed to increase the amount. Philadelphia seems to think we will receive the approval of the waiver but stressed that this is a one time only offer.

Minutes:

Charles Hay asked members of the Board if they had read the minutes of the last meeting and if anyone had any questions or corrections. With no questions or corrections, Charles asked for a motion to approve the minutes as written.

Ed Hutchinson made a motion to approve the minutes of the last meeting as written. Shannon Scott seconded the motion. Motion carried.

Policy Council Report:

No one was present to give the Policy Council report.

Old Business

Clinchco Center:

Chris Austin stated that all the work is completed for the Clinchco center. Gary Deel, Building Inspector for Dickenson County, needs to schedule a meeting with the Fire Marshall to complete everything needed to get our Certificate of Occupancy. Once we receive the Certificate of Occupancy, licensing will need to go to the center and complete their inspection. Charles Hay asked Chris Austin when he anticipated opening the center. Chris stated it will not open until the new school year.

Appalachia Church:

Chris Austin stated we have received a letter from the attorney for the Presbytery. He wants to know our status regarding the purchase of the Church. Chris states we need to receive formal approval from Philadelphia and we hope to have this by the summer.

Board Members for 2006 – 2007:

Shannon Scott presented to the Board the slate of officers for the 2006-2007 year. The proposed officers are as follows:

Chairperson – Donald Baker  
Vice Chairperson – Charles Hay  
Secretary – Ed Hutchinson  
Treasurer – George Aichel

The proposed members of the Board of Directors for the 2006-2007 are as follows:

Teresa Adkins  
Jewell Askins  
Shannon Scott  
Jim O'Quinn  
Shirley Rogers  
Rick Sutherland  
Carl Mullins

Nominations will be accepted from the floor at next month's meeting. We need ten (10) members by September 2006 to properly fill the committees KCI needs.

Shirley Rogers made a motion to accept the above proposed slate of Officers for the 2006-2007 year. Jim O'Quinn seconded the motion. Motion carried.

#### Personnel Committee Report:

Charles Hay stated that the Personnel Committee conducted an evaluation of the Executive Director, Darrell Edwards. The result of the evaluation was a positive one and the committee recommended a 7.1% salary increase for Darrell retroactive to January 1, 2006.

Jim O'Quinn made a motion to approve the salary increase for Darrell Edwards effective January 1, 2006. Shannon Scott seconded the motion. Motion carried.

#### New Business New Hires:

There are no new hires to report this month.

#### Haysi Space Lease:

Charles Hay discussed allowing an In School Youth Project program through the Workforce Investment Area I to use space in our Haysi location for an office. They work with the youth to improve their skills and desire to further their education and further their work skills to help make them more employable when they graduate school. They are working with Dickenson and Buchanan Counties and the location of our office in Haysi was a perfect central location for them.

Shannon Scott made a motion to allow the In School Youth Project to use an office space in our Haysi office. Jim O'Quinn seconded the motion. Motion carried.

#### Policy Changes for Insurance:

During the February meeting, the Board of Directors approved the change of Kids Central's medical insurance carrier from Anthem Blue Cross Blue Shield to John Deere. We would like to change the eligibility date of all benefits to the first day of the month following ninety (90) days employment. This change is to streamline the eligibility of all benefits for employees.

Jim O'Quinn asked if local providers are on John Deere's plan. Darrell stated that most all local providers accept John Deere. Charles Hay asked if the local hospitals accept John Deere insurance. Darrell stated that they do. Lisa Barton stated that since Wal-Mart change to John Deere Insurance, most all local providers began accepting John Deere and their network has grown in this area.

Jewell Askins made a motion to accept the policy change stating the eligibility date of all benefits will be the first day of the month following ninety (90) days employment. Shirley Rogers seconded the motion. Motion carried.

#### Program Calendar Update:

Due to the snow days, the program calendar must be updated to add children's socialization days at the end of the program year. The calendar was updated and given to the members of the Board.

Ed Hutchinson made a motion to accept the updated program calendar. Shirley Rogers seconded the motion. Motion carried.

#### Family Advocates:

Darrell Edwards stated he would like to revise the way services are being provided to the families we serve. He would like to dissolve the Family Service Workers positions and add two Family Advocate positions. This will reduce five (5) paid Family Service Workers positions which will be absorbed into the Education department. Salaries and mileage for the Family Service Workers component are huge costs to the budget.

Darrell states that there are only about twelve (12) programs in Virginia that have Family Service Workers. Most programs are going with the Family Advocates. The work load of the Family Service Workers will be spread out but all the required services will be provided by us.

Darrell would like the Board members to review the job description he handed out for the Family Advocate position and discuss this change during April's meeting. He stressed that this will save the program money and we will still provide all the services.

Jewell Askins stated that it looks good on paper, but what will it actually look like in practice. How will the way services are being provided now differ from this proposal? Jewell stated that we do not want to compromise the services offered.

Darrell stated we are in the stage of asking ourselves what systems are going to be impacted from this change. What kind of a team are we going to put together. We are currently conducting staffings in every center. We are going to link our disabilities, health and nutrition and family and community partnerships together.

#### Family and Community Partnership Written Plan:

Last month Chris Austin gave Board members copies of the Family and Community Partnership Written Plan. This is a document we are required to have and must be updated annually. Some of the Board members stated they were not at the meeting last month and did not receive a copy and would like time to read through the document.

Shannon Scott made a motion to table discussion of the Family and Community Partnership Written Plan until April's meeting. Jim O'Quinn seconded the motion. Motion carried.

#### Certificate of Deposit:

Lisa Barton stated that the financial statement shows that the corporate cash account has a balance of \$69,416. With the Rural Development loan, we must be 10% of the payment in a holding account. As of the end of May 2006, this balance will be almost \$24,000. Out of the money in this account, \$2,158 is unrestricted, meaning it may be spent on anything the Board wanted to spend it on. For the remaining balance \$35,401 we do not have anything in mind at this time. However, if we purchase the Appalachia Church, the money will probably come from these funds.

Lisa is proposing to place \$26,000 in a Certificate of Deposit account at BB&T with a rate of 4.7% for ten (10) months, which is the best interest rate offered around.

Jewell Askins made a motion to open a Certificate of Deposit account at BB&T in the amount of \$26,000. Donald Baker seconded the motion. Motion carried.

For The Good of Kids Central:

Darrell Edwards would like to thank the Board for their vote of confidence in his evaluation performance.

Next Board Meeting:

The next Board meeting will be held April 18, 2006 at 11:00 a.m. at KCI Auditorium.

With no further business, Shirley Rogers made a motion to adjourn the meeting. Ed Hutchinson seconded the motion. Motion carried. Meeting adjourned at 11:45 a.m.

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Ed Hutchinson

Secretary