

Kids Central Incorporated
Board of Directors Meeting
May 16, 2006

Call To Order

The Board of Directors of Kids Central Incorporated met May 16, 2006 at the Kids Central Administration office. Since, neither the chairman nor vice chairman was present, let the record show that members agreed to have George Aichel act as chairman of the meeting. He called the meeting to order at 11:09 A.M.

Board Members Present: George Aichel, Teresa Adkins, Carl Mullins,
Jason French, Edward Hutchinson, Shirley Rogers
Staff Present: Lisa Barton, Tammy Mullins, Kim Addison,
Darrell Edwards, Mary Collins, Chris Austin

Minutes

George Aichel called for any questions and/or comments in regard to the minutes. There were none.

Ø Edward Hutchinson made the motion to approve the minutes as received. Shirley Rogers seconded the motion. The motion passed.

Finance Report for April 2006

Lisa Barton distributed copies of the financial reports and stated that Kids Central did receive our In-Kind waiver and that we were responsible to maintain \$625,000 in our budget. Although we have gotten \$577,000, we are looking for another \$ 25,000. May is the end of our fiscal year, and we have one more full payroll and in 8 days the final payroll. We have \$178,000 less to draw down. We have spent near 83% of our Head Start funds and near 85% of our Early Head Start funds as of the end of April.

Chairman Aichel asked the directors for questions that they might have of the financial report. There were none.

Ø Carl Mullins made the motion to approve the financial report. Shirley Rogers seconded the motion. The motion passed.

Policy Council Report

Jason French reported that the Policy Council met May 10, 2006 with a quorum and the following took place:

- 2 Student from the Job Corps were introduced and nominated as community reps to the Policy Council. Their nominations were approved.
- Darrell Edwards explained the possibility of having a Head Start center on the grounds of Job Corps to be used by attending students.
- Chris Austin talked about the work need to done on the buses.
- Lisa Barton gave the financial report.
- Mary Collins presented the Lunch and Learn Report.
- Chris Austin asked and obtained approval from the PC to put in an application for the One-Time Funds.
- Lisa Barton explained the need to introduce paying staff through direct deposit and got the PC's approval.
- PC approved to change the Dial 3 Observation Tool to the LAP Observation Tool.
- Darrell Edwards presented the calendar for next year and some changes in the 3 discretionary days that staff have.
- Policy Council's next meeting will be on June 14, 2006.

Ø George Aichel stated that with no objection that the report from the Policy Council would be received.

Chairman Aichel along with other members of the board commended Jason French that the PC was doing a fine job and for his report

Old Business

I. Officers for FY 2006-2007

The Chair placed the report that the board's nominations committee presented at the April meeting listing their slate of officers for FY: 2006-2007. Their nominees were Donald Baker for Chairman, Charles Hay for Vice Chairman, Edward Hutchinson for Secretary, and George Aichel for Treasurer. The chairman called for further nominations. No other nominations were made.

Ø Shirley Rogers made the motion to approve the slate of officers presented by the nominations committee for the FY 2006-2007. Carl Mullins seconded the motion. The motion passed.

II. Customer Service Representative (CSR)'s Salary

The proposal to increase the Customer Service Representative's salary was re-presented to the board by Chris Austin. The presentation showed that the CSR (Catherine Moore) was doing her job at the \$ 6.00/hr starting rate of pay, and that the CSR was also performing the duties of the MIS Coordinator, a position that has been eliminated. George Aichel injected that the job description needed to be revised.

Ø Carl Mullins made the motion to increase the Customer Service Representative's salary by \$ 2.00/hr. Edward Hutchinson seconded the motion. The motion passed.

New Business

I. One Time Funds

Chris Austin stated that these funds are available to every Head Start grantee at the end of the program year. Nationwide, if there are Head Start programs that are under enrolled and have not met the requirements of their grant, the money that was delegated to them is pulled back by the Feds. According to the letter that Kids Central has received, these funds may not be available for the next few years. Hence, he was asking permission to complete an application and send to Philadelphia therein asking for \$ 150,000 to purchase four (4) new school buses fully equipped- ready to go. It should be understood that there is no guarantee of this.

Ø Shirley Roger made the motion to grant permission for the application to be completed and sent to Philadelphia asking for one-time funds in the amount of \$ 150, 000 to purchase four (4) new fully equipped school buses. Edward Hutchinson seconded the motion. The motion was passed

II. Direct Deposit

Lisa Barton stated that for some time she has tried to implement direct deposit. Though we have close identity with the Appalachian Credit Union to do this, they insist that we can set up direct deposit with any bank in the area. Our pay period ends on Friday and our employees receive their checks in their hands the following Thursday.

In order to do direct deposit, we will have to have a longer turn around time. So, she proposed that if the pay period ends on Friday, then our employees would not receive their checks until two (2) weeks after later. This gives us time to do this through our current bank. Hence, giving us the time to gather all the time sheets, get the payroll prepared, and information to the bank. We can do this through our current bank, which will be the administrator for receiving the information from us and distributing the money (payroll) to the other banks. This is a two (2) day turn. Lisa proposed that this would be done over a six (6) period this summer and in place for the next school year. We currently bank with BB&T. Lisa related how the payroll would be paid to the employees so that no one would go three weeks without a paycheck

Carl Mullins, Shirley Rogers, and Teresa Adkins commented on the cost saving of the proposal in eliminating the cost of time and money spent in hand delivery of checks to 28 locations, the cost of preparing checks, and benefits for our employees.

Lisa Barton also stated that employees would be given or told that they have only two options to receive their pay. Their checks will be mailed to them on Thursday or they can have their check direct deposited into their bank account.

Edward Hutchinson injected that the State Code actually states that four (4) methods for receiving payment of wages be made available to employees and that documentation must exist showing that the employee is made aware of this and has exercised the option of choice. Lisa assured the board that this will be done in that every employee will be given a letter regarding this, but that she sure that they would be happy to participate in the direct deposit option.

Ø Shirley Rogers made the motion to implement the Direct Deposit option. Carl Mullins seconded the motion. The motion passed.

III. Implement Learning Accomplishment Profile (LAP)

Kim Addison presented the proposal from the Disabilities Coordinator and the Education Service Director to discontinue usage of the Dial 3 as a screening tool, though screening is required by the performance standards in order to assess a child's development level and to determine if referral is needed. The Dial 3 is a very broad screening instrument. They requested that the Learning Accomplishment Profile (LAP) be implemented in that it is a more in depth evaluation tool that would enable Kids Central to better serve the children and allow better screening continuity throughout a child's Early Head Start and Head Start career.

Ø Teresa Adkins made the motion to approve the recommended proposal. Carl Mullins seconded the motion. The motion passed.

IV. Audit Proposal Bids

Lisa Barton reported that 10 requests were sent out for bids and that zero proposals were received. The deadline was April 21, 2006 - after our last board meeting. Since that time two (2) auditors have called: our current auditor Thrower, Blanton, and Associates and Hicok, Fern, Brown, and Garcia out of Abington (who had the bid three years ago). We did not receive our audit until March and our fiscal year ends in May. When they did their proposal, they made the bid out to Appalachian Regional Community Head Start.

Thrower, Blanton, and Associates bid was \$ 7500 for each of the three years. Hicok, Fern, Brown, and Garcia bid was \$6500. They each gave us a 3-year continuation clause.

The first year we retained them and then have the option of picking up the two remaining years. For the former firm, the bid was \$7500 for each of the three years. For the latter firm it was \$6500 for the first year, \$6750 for the second year, and \$7000 for the third year.

Lisa recommended the services of Hicoh, Fern, and Brown& Garcia since they have more expertise in dealing with Head Start issues and have served other Head Start programs since, the firm: Thrower, Blanton, and Associated, do not.

Ø Carl Mullins made the motion to retain the firm: Hicok, Fern, Brown, and Garcia for the first year with the right pick up the option for the remaining two years. Edward Hutchinson seconded the motion. The motion passed.

V. Program Calendar 2006-2007

The course of this problem evolves about the use of the three discretionary days. Darrell Edwards stated that scheduling vacation days is playing havoc. There are 150 days that the program has to find substitutes for 52 employees. He proposed that the 27, 28, and 29 of December be vacation days for part time staff. This means when we close at Christmas time, they would not go two weeks without a paycheck. They will be paid for the 2 day holiday time they want: Christmas Eve and Christmas Day, and then they get their 3 day vacation. There will not be discretionary vacation days during the course of the school year. We are trying to take 150 arbitrary days out of the schedule. This is the biggest change. Their sick days are left in tact.

Ø Shirley Rogers made the motion to approve the calendar. Teresa Adkins seconded the motion. The motion passed.

VI. Contact with the Housing Authority

Darrell Edwards stated that the Virginia ABC Board has approached us that near one of our centers a business has applied for an on-site beer license. Our center is within the housing project that is owned and operated by the Norton Housing Authority and they oppose the granting of the license because the small grocery store is near their apartment center.

Mr. Black delivered this information to us and maybe we need to support whatever the housing authority is trying to do. This small store is with 120 feet of our center and is not a major issue, but we need to go on record as supporting the housing authority.

Ø Carl Mullins made the recommendation that Kids Central go on record as opposing the granting of an on-site beer license application by the Virginia ABC Board to a business near the our center, authorize Darrell Edwards to contact Mr. Black of the Housing Authority, draft a letter in opposition to the granting of this beer license, and report back next month. Shirley Rogers seconded the recommendation. The motion passed.

For the Good of kids Central, Inc

No one made any comments.

Next Meeting of kids Central, Inc

Ø The next meeting of the Board of Directors will be held on June 20, 2006 at 11:00 A.M. at the Kids Central Administration office complex.

Adjournment

Ø The meeting adjourned at 11:49 A.M.

Edward Hutchinson, Sr., Secretary