

# Kids Central Incorporated Board of Directors Meeting August 21, 2007

The Board of Directors of Kids Central Incorporated met on August 21, 2007 at the Oxbow Center in St. Paul. Donald Baker, Chairperson, called the meeting to order at 11:05 a.m.

Board Members present: George Aichel, Donald Baker, Charles Hay, Edward Hutchinson, Shirley Rogers, Shannon Scott, Rick Sutherland, Carl Mullins, Jason French, and David Belcher

Staff present: Darrell Edwards, Lisa Barton, Chris Austin, and Mary Collins

Others present: Greg Stewart

## **Minutes:**

The minutes of the last meeting (June 19, 2007) were presented to the Board members. With no corrections or further discussion, Ed Hutchinson made a motion to approve the minutes of the last meeting. George Aichel seconded the motion. Motion carried.

## **Agenda:**

George Aichel stated that the Performance Management/Performance Evaluation Pay Range was not listed on the agenda. With no objections from the Board members, this item was added to the agenda. Donald Baker asked if there were any other items to be added to the agenda. None were noted.

## **Finance Report:**

Lisa Barton gave the Board members a copy of the financial statements. We are in the middle of our audit, and at this time, it looks like we may have approximately \$69,000 left. We had asked the Regional Office if we could use this money to pay on the \$873,000 note we have and purchase another bus. They denied this request. We were able to purchase a bus with this

As of today, we have spent 3.66% of our Head Start funds and 15.56% of our Early Head Start funds.

We have received the grant in the mail from the Department of Social Services in the amount of \$35,000. This will cover most of the expenses shown above for the Early Head Start program.

We have received approximately \$63,000 so far in In-kind this year. We need approximately \$840,000.

Donald Baker made the comment that with the funds we have left from last year and with the shape our buses are in, in his opinion, the Regional Office should have allowed us to purchase a bus with these funds. Lisa Barton stated that along with the request, an inventory with details on our buses, the terrain of the area and the type of roads our buses drive on everyday was included to explain the need for new buses. Our final 269 report is due at the end of this month and Lisa stated we may again ask for the purchase of a new bus.

Shannon Scott stated it may be good to have a profile of the Dickenson County transportation fleet and the Wise County transportation fleet showing the ages of the vehicles and the mileage and compare this information with information of Wise County's school bus fleet. This gives them the information see what type of vehicles we need in this type of terrain.

Darrell Edwards stated that last year we requested to purchase three new buses and were approved for one. This is not a material issue, this is a safety issue and this is how we are looking at this matter. Our goal is to purchase one bus per year out of our funding budget whenever possible.

Shannon Scott made the motion to approve the financial report. Shirley Rogers seconded the motion. The motion carried.

### **OLD BUSINESS:**

New Bus. The new bus was taken to the Board of Director's meeting so the Board members could take a closer look and see its new safety features, which includes a strobe light on the top of the bus to make it more visible, and a check mate system which sets off an alarm when the driver gets ready to exit the bus unless he/she walks to the back of the bus and holds the button for three (3) seconds. This ensures that no children are left on the bus. The bus is longer than our other buses and it will seat twenty-eight (28) children.

Shannon Scott offered a suggestion of using a video camera to video some of the routes our buses travel to show the importance of us having good dependable buses to transport children. George Aichel recommended a resolution signed by the Board of Directors to be included in this information packet to send to the Regional Office.

### **NEW BUSINESS:**

St. Paul Center: Darrell Edwards stated that the center is currently located at the top of a mountain within a housing project. The children's playground is down the road from the center and staff has to walk the children down the hill to play and back up the hill afterward. This is sometimes difficult after the children played for awhile and were tired. The center has had low enrollment and we feel this is because of the location of the center. The classroom in the Oxbow Center is 3 to 5 times bigger than the current center. The Oxbow Center is a great location for our classroom, and it has a kitchen and a new playground. Darrell is making the recommendation to move the St. Paul center from its current located to the Oxbow Center. George Aichel made a motion to approve the relocation of the St. Paul Center to the Oxbow Center. Shirley Rogers seconded the motion. Motion carried.

**Dickenson County Child Care Center:** In July, Keith Viers approached Kids Central and stated they needed to make a change in the management of the Dickenson County Child Care Center. People Incorporated is currently managing the DCCC. We currently rent classroom space from People Incorporated at the center. Our proposal includes moving the Longs Fork Center to the Daycare Center, changing the Nita Bond Center to a part-year center and changing the Clintwood center a full-year center. It will also take a \$50,000 per year contribution from Dickenson County in order to continue the community based program at the Child Care Center. If Dickenson County cannot provide the funds, it shall be recommended that it be turned into a Head Start only facility which would house two (2) part-year and one (1) full-year KCI Head Start centers and one (1) Early Head Start center from People Incorporated. Due to questions and concerns regarding the financial aspect of taking over management of the Dickenson County Child Care Center, Carl Mullins made a motion to table this item until the next Board meeting. David Belcher seconded the motion. Motion carried.

**Written Plans:** The Written Plans were given to members of the Board a couple of months ago to give the members time to read through them. We are required to update our Written Plans every year. There are no major changes to the Plans except for our new Family Advocate system implemented this year. Chris requests approval of the written plans. Rick Sutherland made a motion approve the Written Plans. Shirley Rogers seconded the motion. Motion carried.

New Hires: Chris Austin stated that Kids Central has hired the following:

- \* Terri Bowen – Classroom Assistant at Esserville
- \* DeAnna Peak – Home Visitor
- \* Lindsey Sturgill – Teacher at Wise
- \* Shawna Counts – Part-Year Substitute
- \* Jessica Sargent – Classroom Assistant at Coeburn I
- \* Vanessa Mullins – Teacher (Temporary) at Appalachia EHS
- \* Susan Yates – Part-Year Substitute
- \* Christina Turnbull – Classroom Assistant at Coeburn II

Brianne Mullins was promoted from Bus Driver to a Classroom Assistant at Monte Vista

Shannon Scott made a motion to approve the above new hires and promotion. Rick Sutherland seconded the motion. Motion carried.

**Performance Management/Performance Evaluation and Pay Range:** Whenever we receive a COLA increase, we must apply that increase to our current pay scale. George Aichel questions the wording throughout the policy of this document, specifically the word “established”. He states this word makes it seem like everything is done without the Board and Policy Council having any input. Changes should be as follows:

- o Shannon Scott recommended changing the word “established” to “develop a recommendation for”
- o Section 1.4 (last sentence) change the word “making” to “acting on”
- o Section 1.4.1 (second line) change the word “salary staff” to “staff salary”, (first line) change the word “set” to “recommend”, (Last sentence should read as “Such salaries shall be reviewed and recommended by the Executive Director and established by the Board of Directors”
- o Section 1.4.2 change “award equity” to “recommend merit”
- o Section 1.4.3 change “establish” to “develop”
- o Section 2.1 change “establish” to “develop”
- o Section 2.4 change “and” to “or”
- o Section 6.2.1 change “available” to “availability”

George Aichel made a motion to approve the Performance Management/Performance Evaluations and Pay Range with the above listed corrections. Charles Hay seconded the motion. Motion carried.

**CLOSED SESSION:**

Charles Hay made a motion to go into closed session as provided by Section 2.2-3711(A)(1) of the Code of Virginia for discussion, consideration or interviews of prospective candidates for employment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific officers, appointees, or employees of Kids Central Incorporated for the purpose of discussing personnel matters lawfully exempted from public discussion. Ed Hutchinson seconded the motion. All members of the Board voted aye to enter into closed session with Attorney Greg Stewart present.

Shannon Scott made the motion for the Board to reconvene in open session. Ed Hutchinson seconded the motion. Motion carried.

CERTIFICATION OF CLOSED MEETING:

Secretary Ed Hutchinson read the certification "Do you certify that only those matters lawfully exempt from public discussion pursuant to Section 2.2-3711(A)(1) of the Code of Virginia for which you went into the closed meeting to discuss, namely, the discussion of personnel matters were discussed?"

Responses as follows:

Ayes: George Aichel, Charles Hay, Donald Baker, David Belcher, Rick Sutherland, Carl Mullins, Shirley Rogers, Jason French, Shannon Scott and Ed Hutchinson

Nays: None

NEXT MEETING:

The next meeting of the Board of Directors will be held on September 18, 2007 at 11:00 a.m. at the Kids Central Administration Office in Esserville.

Adjournment:

Chairperson Donald Baker adjourned the meeting at 12:27 p.m.

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Edward Hutchinson, Secretary

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Sandra Harvey, Recording Secretary