

# Kids Central Incorporated

## Board of Directors And Policy Council Meeting January 23, 2007

The Board of Directors and Policy Council of Kids Central Incorporated met on January 23, 2007 at Kids Central's Administration Office. Chairperson Donald Baker called the meeting to order at 11:00 a.m.

Board Members present: George Aichel, Teresa Adkins, Jewell Askins, Donald Baker, Edward Hutchinson, Sister Bernie Kenny, Shannon Scott, Carl Mullins and Jason French

PC Members present: Yvonne Hall, Vanessa Smith, Cheri Quinn, Kenneth Rose, Edward Hutchinson, Tina Slone and Jason French

Staff present: Darrell Edwards, Kimberly Sanders, Mary Collins, Lisa Barton, Chris Austin, and Sandra Harvey

## Board of Directors Meeting

Donald Baker asked if anyone had any comments or questions regarding the minutes from the last meeting. With no questions or comments, **Ed Hutchinson made a motion to approve the minutes as written. George Aichel seconded the motion. Motion carried.**

### Finance Report:

Lisa Barton handed out the financial statements. She stated that at the end of December, we were through over half of our fiscal year. Our state unemployment taxes start over in January and we must pay 6.27% of the first \$8,000 of employee's wages. This will cause an increase in our expenditures.

We currently have over \$500,000 in in-kind. We are doing very well with in-kind and have finally gotten staff to correctly document their in-kind contributions.

Our refunding grant is due March 1. Lisa does not foresee any changes in the budget. She would like to call a meeting to discuss the budget with members of the Board and Policy Council. The refunding grant application must be approved by the Board and Policy Council at next month's meetings. A meeting is scheduled for February 6<sup>th</sup> at 11:00.

### Policy Council Report:

Because December's Policy Council meeting was held jointly with the Board of Directors, a Policy Council report was not given.

Old Business:

Chris Austin reported that in November, the janitor's position was discussed with the Board of Directors. A job description for this position was given to the members of the Board of Directors and Policy Council. We currently have a contract for cleaning services for the Administration building, the Esserville Center building, and the Haysi Office and Center. We are currently paying \$11,400 for these services. We propose to hire a full-time Janitor to replace this contract person and perform all janitorial duties and other duties as necessary. This person will work eight (8) hours per day, fifty-two (52) weeks per year and will receive benefits. The salary for this position will be \$6.00 - \$8.50 per hour plus benefits. The funds for this position will come from the revenue saved from combining two (2) centers in Appalachia.

**Jewell Askins made a motion to approve the job description and the hiring of a full-time Janitor. Shannon Scott seconded the motion. Motion carried.**

New Business:

New Hires and Promotions:

Chris Austin stated that we have the following new hires and promotions:

- Martha Hodges – Bus Monitor at Nora
- Sandra Stallard – Bus Monitor at Wise, Ramsey and Hawthorne
- Ruth Mullins – promoted from Part-year Substitute to Classroom Assistant at Esserville
- Nellie Weaver – promoted from On-call Substitute to Part-year Substitute

**Kennith Rose made a motion to approve the above listed new hires and promotions. Yvonne Hall seconded the motion. Motion carried.**

Appalachia II Center:

Chris Austin gave members of the Board of Directors and Policy Council a copy of a letter addressed to Kevin Campbell regarding the Appalachia II center. Before Christmas, Kids Central decided to vacate the building and move the center into the existing Appalachia I building. The reason for this was because of mold in the basement of the Church where the Appalachia II center was located. No matter how much the structure was cleaned for mold, it returned. Since this time, Kids Central has looked over the purchasing plans for the Presbyterian Church. We have been trying to purchase this building for two years. At the time of the offer, we had the funds to purchase the building and move the Appalachia II center upstairs. Since this time, we have had to use those funds to move the Centennial Heights center to Clinchco. Because of this, Kids Central decided it was not in our best interest to purchase the building.

Jewell Askins asked where the center is located now and was it operating. Chris stated that the center moved into the Appalachia I building. Shannon Scott asked if our needs will be able to be met in the future with the space in this building. Chris assured him it would.

Chris asked for permission to send the letter to Kevin Campbell. **Carl Mullins made a motion to send the letter to Kevin Campbell. Jewell Askins seconded the motion. Motion carried.**

Revised Inclement Weather Policy:

Darrell Edwards stated that last year Kids Central decided to stop transportation to and from the full day-full year centers, leaving only the part-year centers with bus transportation. Center Teachers and the Bus Drivers are to work together to make decisions on the transporting of children during inclement weather.

The full day-full year centers are considered day care. Parents need this service because they have jobs they must go to even when the weather is bad. Because of this, we will not close or have delays for these centers during inclement weather. The full-time Administration staff will also be required to report to work at normal time.

The part-year centers will watch WCYB for instructions on their centers. We will stated whether these centers are closed or on a snow delay. The centers that are located in the schools (Nora, Longs Fork and Pound) will follow the county school schedules.

In extreme situations, Darrell may close the agency as a whole if he feels it is unsafe for staff.

**George Aichel made a motion to accept the revised inclement weather policy. Kenneth Rose seconded the motion. Motion carried.**

Next Meeting:

The next Board of Directors meeting will be held February 20<sup>th</sup> at 11:00 a.m. at the Kids Central Administration Office.

With no further discussion, **Ed Hutchinson made a motion to adjourn the meeting. Sister Bernie Kenny seconded the motion. Motion carried.**

Meeting adjourned at 11:24 a.m.

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Ed Hutchinson  
Secretary

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Sandra Harvey  
Recording Secretary

# Policy Council Meeting

Jason French called the Policy Council Meeting to order at 11:24 a.m.

## New Member:

Jason French announced that there was a parent attending the meeting who would like to become a member of the Policy Council. Cheri Quinn would be representing the Coeburn II center. **Yvonne Hall made a motion to accept Cheri Quinn as a member of the Policy Council. Vanessa Smith seconded the motion. Motion carried.**

## Agenda:

Jason French asked for a motion to approve the agenda for today's meeting. **Ed Hutchinson made a motion to approve the minutes as written. Yvonne Hall seconded the motion. Motion carried.**

## Minutes:

Jason French asked if anyone had any comments or questions regarding the minutes from the last meeting. With no questions or comments, **Ed Hutchinson made a motion to approve the minutes as written. Yvonne Hall seconded the motion. Motion carried.**

## Opening Comments:

Ed Hutchinson stated that because the Policy Council sat through the Board meeting and was involved in the discussion of old and new business, instead of repeating all the information, the Policy Council just state the information for the motion and vote. Members agreed.

## Board Report:

Because of the joint meeting of the Policy Council and Board of Directors, a Board report was not given.

## Education Report:

Kim Sanders reported that the classrooms have focused their efforts on increasing their in-kind amounts. She has seen large volume of volunteer sheets being turned into the office. The centers are currently working with the children on letter recognition. The second set of staffings are being conducted and they are showing growth from the first staffings.

## Transportation Report:

Chris Austin stated that a Bus Driver is needed for Appalachia II.

## Financial Report:

Lisa Barton reported that we are replacing our current dial up internet service in the classrooms with high speed internet through Comcast Cable. The savings from the cost of this change will pay for the internet service in the centers.

## Nutrition Report:

Mary Collins gave copies of the January menus and handouts to the Policy Council members. She stated that the handouts have some good recipes in them.

Policy Council Finance Report:

Yvonne Hall stated that the beginning balance in November was \$2509.66. Expenditures for mileage and babysitting reimbursements were in the amount of \$240.61, leaving an ending balance of \$2269.05.

New Business:

At this time, the Policy Council agreed to vote on the issues that were brought forth during the Board of Directors meeting. All issues were discussed among Board and Policy Council members during the Board of Directors meeting.

Approval of the Janitor job description and hiring: **Vanessa Smith made a motion to approve the job description and the hiring of a full-time Janitor. Yvonne Hall seconded the motion. Motion carried.**

Approval of the following new hires and promotions: **Yvonne Hall made a motion to approve the new hires and promotions listed below. Ed Hutchinson seconded the motion. Motion carried.**

Martha Hodges – Bus Monitor at Nora  
Sandra Stallard – Bus Monitor at Wise, Ramsey and Hawthorne  
Ruth Mullins – promoted from Part-year Substitute to Classroom Assistant at Esserville  
Nellie Weaver – promoted from On-call Substitute to Part-year Substitute

Approval to send the letter regarding the Appalachia II center letter to Kevin Campbell: **Yvonne Hall made a motion to send the letter to Kevin Campbell. Vanessa Smith seconded the motion. Motion carried.**

Approval to accept the revised inclement weather policy: **Ed Hutchinson made a motion to accept the revised inclement weather policy. Yvonne Hall seconded the motion. Motion carried.**

The next executive meeting of the Policy Council will be held on January 31<sup>st</sup> at 11:00 a.m. at the Kids Central Administration Office.

The next Policy Council meeting will be held February 14<sup>th</sup> at 11:00 a.m. at the Kids Central Administration Office.

With no further business, **Ed Hutchinson made a motion to adjourn the meeting. Yvonne Hall seconded the meeting.**

Meeting adjourned at 11:37 a.m.

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Lisa Blair, PC Secretary

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Sandra Harvey, Recording Secretary