

Kids Central Incorporated Board of Directors Meeting February 19, 2008

The Board of Directors of Kids Central Incorporated met on February 19, 2008 at Kids Central's Administration Office in Esserville. Donald Baker, Chairperson, called the meeting to order at 11:10 a.m.

Board Members present: Donald Baker, Carl Mullins, Teresa Adkins, Roy Munsey, Jason French and Edward Hutchinson

Staff present: Darrell Edwards, Lisa Barton, Kim Austin, Chris Austin, and Paula Bates

Others present: Selena Kiser

Minutes:

The minutes of the November 20, 2007 and December 12, 2007 meetings were presented with the notation for change on page 3. The first paragraph, third sentence should read "The song will play each time you open our home page". The next sentence will begin with "Kasey the Kangaroo..." The Secretary stated that the Policy Council had approved their minutes with the noted change. **Edward Hutchinson made a motion to approve the minutes of the last meeting. Carl Mullins seconded the motion. Motion carried.**

Policy Council Report

Jason French reported that the Policy Council met with a quorum of its members and approved their agenda and minutes of their last meeting. They heard concerns and held discussions. Chris Austin, Kim Austin, Mary Collins and Lisa Barton gave their staff reports.

The Policy Council approved a new job description for Classroom Assistant/Bus Driver and approved new hires.

An updated Inclement Weather Policy and a new Employee Incentive Policy were approved. Also approved was the proposal to transfer current accounts from BB&T to New Peoples Bank and the 2008-2009 Grant Application.

Edward Hutchinson made a motion to accept the Policy Council report. Roy Munsey seconded the motion. Motion carried.

OLD BUSINESS

- Move of Longs Fork Center to the Dickenson County Daycare Center. Darrell Edwards reported that since we received notification from the Principal of Longs Fork Elementary School in December that they needed the classroom our Head Start center currently occupied, we had no choice but to move the center into the Dickenson County Daycare Center. Our only other choice was to move into a smaller room at Longs Fork and that would not have been adequate space for our needs. We completed the move

without incident. Everything is working fine. The classrooms are working together and the children are playing together. The children and the parents like it.

Roy Munsey commented that this move will be very cost effective for the agency.

NEW BUSINESS

- Wise County School Collaboration. Selena Kiser with the Wise County School System reported that they had received a \$25,000 grant to be used to strengthen relations between Wise County Schools, Kids Central, and other school systems and/or collaborate with Head Start. The school system would like to utilize resources, get more facts, visit the centers and try to find the most effective means. This grant is to be used strictly for research purposes. They would like to start brainstorming on what options they can use the grant for to find the best model to use.

Roy Munsey stated he would like to be notified when the meetings will be taking place. **Roy Munsey made a motion to set aside the nomination of Selena Kiser until the March meeting when more Board members are present. Edward Hutchinson seconded the motion. Motion carried.**

- Inclement Weather Policy. Lisa Barton stated that this policy was updated last year and we realized that with the way it is currently written, we would need to change it every time we had a change in the Homebase staff. The policy has been changed to state "Dickenson County based Home Base" and "Esserville based Home Base". With this change, the policy should be stable as is.

Roy Munsey made a motion to approve the Inclement Weather Policy with the above listed changes. Carl Mullins seconded the motion the motion. Motion carried.

Outcomes of the Budget Preparation Meeting

Lisa Barton reported that this meeting took place at the end of January and had excellent attendance. The meeting produced very good dialogue between the Board of Directors and the Policy Council.

- Employee Incentive Policy. This policy was a direct result of the budget meeting. An incentive of up to 1.5% of current employees' annual salaries will be awarded by December 15th of each year if funds are available, if enrollment has been maintained from November 1 – October 31 of each year. The management team will be responsible for the process of this policy.

Roy Munsey made a motion to approve the Employee Incentive Policy. Carl Mullins seconded the motion. Motion carried.

- Classroom Assistant/Bus Driver Job Description. Lisa Barton stated that Kids Central is having a hard time keeping Bus Drivers in some of the areas. Four Bus Drivers are actually working full-time but due to their job description, they do not qualify for our benefits package.

Chris Austin explained that the requirement of having an Associate Degree to be a Classroom Assistant will make it hard to find a qualified person for this position. If the

requirement were to be changed to a High School Diploma or GED, our current Bus Drivers would be qualified. The hours that the Bus Drivers are not driving would be spent to assist the Teacher in the classroom.

Edward Hutchinson made a motion to approve the Classroom Assistant/Bus Driver job description. Roy Munsey seconded the motion. Motion carried.

- 2008 – 2009 Grant Application. Lisa Barton stated that since changes to the above items have been approved, the Board can now approve the budget that is included in the grant application. The budget for 2008 – 2009 is basically the same as last year's except for the changes above. We still have not heard anything regarding COLA or Quality Improvement funds. She asked the Board for approval to submit the 2008 – 2009 Budget/Grant Application.

Roy Munsey made the motion to approve and submit the 2008 – 2009 Budget/Grant Application. Edward Hutchinson seconded the motion. Motion carried.

- Proposal to change to New People's Bank. Lisa Barton stated that our CDs at BB&T are coming due and they were offering a rate of 3.48% for six months. After shopping around, Lisa found that New Peoples Bank is offering 4% for one year. BB&T stated they could not match New Peoples offer. Other considerations regarding BB&T are:

- o BB&T currently has our payroll account, operating account and our general fund account.
- o The staff at BB&T is wonderful but cannot make decisions that would lower our costs or improve the rate of return on our assets.
- o We are currently being charged \$150/month for direct deposit activity
- o On average, we had \$61,000 in our operating account, \$165.00 in our general account and \$12,644 in our payroll account in December.
- o Our discussions with BB&T regarding making contributions to Kids Central have not been favorable.

Components to consider regarding moving to New Peoples Bank includes:

- o A better rate on our CD
- o Less monthly bank charges
- o Better service and cooperation with our employees
- o Better dialogue with New Peoples Bank

The plan is to move and implement all changes in May so that services for our employees such as direct deposit can transition smoothly in the new fiscal year and new checks can be ordered and received.

Carl Mullins made a motion to move three accounts from BB&T to New Peoples Bank. Roy Munsey seconded the motion. Motion carried.

- Cash Corporate Account. We currently have \$25,659.98 in the Cash Corporate Account located at Bank of America earning 0.95% per month. We have been informed

that due to their policy change, we will be charged a \$10.00 service fee on this account. After informing New Peoples Bank of this, they are willing to transfer these funds to them by tomorrow into a CD at a rate of 4% for twelve (12) months. Lisa recommended approval of this transfer.

Carl Mullins made a motion to transfer the Cash Corporate Account to New Peoples Bank into a CD with a rate of 4% for twelve months. Roy Munsey seconded the motion. Motion carried.

FINANCIAL STATEMENT

Lisa Barton reported that we have spent 57% of our Head Start and 65% of our Early Head Start funds. We should break even this year. In-kind is being carefully reviewed. Two years ago, we had to request a waiver for our in-kind in the amount of \$200,000. We do not anticipate that happening this year but remain vigilant and optimistic trusting that the documentation will be turned in. Lisa also asked the Board members for their help in anyway with our in-kind.

NEW HIRES

Chris Austin stated the following people have been hired by Kids Central:

- o Kathy Mullins – Part-time Substitute
- o Patricia Church – Bus Monitor – Wise, Hawthorne and Ramsey
- o Jarred Blackburn – Assistant/Cook/Housekeeper – Esserville

Edward Hutchinson made a motion to approve the above listed new hires. Teresa Adkins seconded the motion. Motion carried.

COMMENTS

Darrell Edwards expressed his appreciation for the due diligence that the Board and Policy Council exerted in the budget process. It was positive and unparalleled. He stated that this has been the best budget meeting that we have had since he has been here and Lisa Barton and others would agree.

Roy Munsey asked if the proposal requesting the increases had been sent to Philadelphia. In the affirmative, Darrell Edwards answered that more information would be given at the next meeting.

Donald Baker announced that the next Board meeting will be March 18, 2008 at 11:00 a.m.

ADJOURNMENT

Carl Mullins made a motion to adjourn. The meeting adjourned at 11:42 a.m.

Edward Hutchinson Sr.
Secretary